

# Exhibit K

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FELIX M. SALAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction (80%)			
a. Head/Dean (50%)		5.0 x 50% = 2.5	
b. Students (50%)		4.67 x 50% = 2.335	
Total for Instruction	80%	4.835	3.868
2. Research (10%)			
a. Client/Dir. for Research (50%)		5.0 x 50% = 2.5	
b. Dept. Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Research	10%	5.0	0.5
3. Extension (5%)			
a. Client/Dir. for Extension (50%)		5.00 x 50% = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	5%	5.0	0.25
4. Administration (5%)	5%	5.0	0.25
5. Production	0	0	0
TOTAL	100%		4.868

EQUIVALENT NUMERICAL RATING:

4.868

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.868

ADJECTIVAL RATING:

Outstanding

Prepared by:

**FELIX M. SALAS**  
Name of Faculty

Reviewed by:

**ELIZABETH S. QUEVEDO**  
Department Head

Recommending Approval:


**MA. THERESA P. LORETO**  
Dean/Director

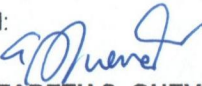
Approved:


**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX M. SALAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY agreed to deliver and to be rated on the attainment of the following <sup>accomplishment</sup> targets in accordance with the indicated measures for the period JULY - DECEMBER 2023.

  
**FELIX M. SALAS**  
 Professor  
 Date: 12/29/23

Approved:   
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/5/24

  
**MA THERESA P. LORETO**  
 College Dean  
 Date: JAN 6 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handled subjects/courses assigned	0.3	1.63	5	5	5	5.00	Chem 212 (1 students) & Hort 311 (2 students)
	A2. Number of students advised  PI 8: Number of graduate students advised *		Acted as academic adviser to graduate students	1	4	5	5	5	5.00	MEd students: Manuel Casimpan Jr, Cherry Rose Daclitan, C. Dogillo, A. Abordo, B. Gomez, L. Bongcaless, Reugin D. Masong, A. Pepito
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Acted as GAC Chair for Comprehensive Examination		1	5	5	5	5.00	MEd students (1): Cherry Rose Daclitan. Benjie Gomez



		AS GAC Member	Advised and corrected research outline and thesis/SP/dissertation manuscript	2	8	5	5	5	5.00	MS Hort: D. Buya, A. Capulot, A. Montes, A. Tajor; PhD Hort: Mark G. Guysayko, W. Tuyan, I. Valida MSFT: Mary Rose Milleza
		<b>A4</b> . Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	10	35	5	5	5	5.00	MEd students (6), MS Hort students (10), PhD students (6), Chem 208 students (1), Chem 212 students, Hort 252 students (10), Hort 311 students (2)
	<b>PI9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converted the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	16	5	5	5	5.00	Chem 212, Hort 311
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	8	16	5	5	5	5.00	Chem 212, Hort 311
		<b>A 6</b> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							

		A 7 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designed experiential learning activities and other outputs to implement new normal							
			Prepared and submitted course syllabi for the MS Chem Program		3	5	5	5	5.00	Syllabi in Theoretical Analytical Chem, Adv. Environmental Chem, Adv. Natural Products Chem, and Adv. Molecular Spectroscopy
			Participated the "Training-Workshop on Curriculum and Instruction Review of the Graduate School		1	5	5	5	5.00	"Training-Workshop on Curriculum and Instruction Review" of the Graduate School on 31 August - 1 September 2023
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handled and taught courses assigned	4	14.95	5	5	5	5.00	Chem 115, Chem 124, Chem 140,
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submits on or before deadline	4	4	5	5	5	5.00	Chem 115, Chem 124, Chem 140, Chem 200a2
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitated students in their completion of the subject and submitted completion forms with grade within prescribed period		2	5	5	5	5.00	Chem 124: E. Pano & I. Pagua



		<b>A12.</b> Number of trainings attended related to instruction	Attended mandated trainings		1	5	5	5	5.00	Training on Conventional and Modern Approaches to Characterizing Polymeric Materials
		<b>A13.</b> Number of long examinations administered and checked	Administered and checked long examination for subjects taught		6	5	5	5	5.00	Chem 115, Chem 124, Chem 140
		<b>A14.</b> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	8	16	5	5	5	5.00	Chem 115, Chem 124, Chem 140, Chem 200a2, Envi 120
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	2	3	5	5	5	5.00	Chem 115, Chem 124, Chem 140, Chem 200a2
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acted as academic adviser to students</i>	2	5	5	5	5	5.00	H. Cuesta, A. Labiste, A. Gaudicos, T. Diango, K. Ferrer
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As thesis adviser</i>	Advised, and corrected research outline and thesis/SP manuscript	1	5	5	5	5	5.00	BS Chem 1V: Cuesta, Diango, Ferrer, Gaudicos, & Labiste
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript	2	4	5	5	5	5.00	BSCHEM: C. Arcilla, J.C. Malsit, L. Matuguina; BSA (Hort): Michaela Bianca D. Moreno

		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Wenceslao, Napiere, BSABE students (3): Annelyn Y. Vugel + 2 BSABE (Fritz Gerard Javier, Van Anthony Pigar)
		<b>A18</b> . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	10	123	5	5	5	5.00	BSABE students (3): Annelyn Vugel; BSChem students (79); BSFT students (31), BSA -Hort students (10)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advised student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities		2	5	5	5	5.00	ViHOS, ChemSoc
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepared and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a							
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on	4	24	5	5	5	5.00	Chem 115, Chem 124, Chem 140
		Assessment tools	Prepared assessment tools such as long exam, quizzes,	8	16	5	5	5	5.00	Chem 115, Chem 124, Chem 140
		<b>A 23</b> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							



		<b>A 24 :</b> Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepared documents and /or program profile and other materials required during program/institutional							
		Agency/firm/Industry linkages	Coordinated with potential firms and maintained linkages with firms willing to							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designed experiential learning activities and other outputs to implement new							
		<b>A.27.</b> Awards received	Received International/National/Regional awards							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducted research for possible utilization by industry or other beneficiaries	1	2	5	5	5	5.00	Pigmental Analysis of Freshwater Algae and Physicochemical Parameters of Major River System in Leyte (Revisit Palhi River System); Liquid Nutrient Formulation for High Value Vegetable Production (Phase II)

	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducted and completed research project within the year	1	2	5	5	5	5.00	Pigmental Analysis of Freshwater Algae and Physicochemical Parameters of Major River System in Leyte (Revisit Palhi River System); Liquid Nutrient Formulation for High Value Vegetable Production (Phase II)
	<b>PI 3.</b> Percentage of research outputs published in	<b>A 29.</b> Percentage of research outputs published in internationally refereed or <i>In refereed int'l journals</i>	Wrote publishable materials out of research outputs and Published articles out of research outputs							
					1	5	5	5	5.00	Postharvest Quality and Shelf-life of Bitter Gourd (Momordica Charantia) at Varying Ultraviolet-C Illumination. EJAR 2023, 7(1):51-58
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepared, submitted and presented research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>			1	5	5	5	5.00	Liquid Nutrient Formulation for High Value Vegetable (Phase II)



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepared research proposals, submitted and followed up its approval for immediate implementation		50	5	5	5	5.00	Establishment of Functional Exsiccation Space for Advanced & Expanded Research (NEDA); "Fiber characterization of VSU Tissue-cultured Bamboo specie" (CHED)
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		3	5	5	5	5.00	Annals of Tropical Research; CMU Journal of Science; International Journal of Agricultural Technology (IJAT)
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepared and submitted application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designed research related activities and other outputs to implement new normal							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Translated research output into products		1	5	5	5	5.00	LNF Hydroponics Grown Lettuce under DOST-PCAARRD Project (Phase 2)
<b>UMFO 4. EXTENSION SERVICES</b>										

	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identified and linked with probable partners for extension activities and maintains this active partnership		1	5	5	5	5.00	PRL Prison at BuCor-Abuyog
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducted trainings among beneficiaries of technologies for transfer		269	5	5	5	5.00	Training on Urban Gardening at BuCor-Abuyog, Leyte; Training on Liquid Detergent Making as Potential Livelihood at BUCOR, Abuyog, Leyte; Training on Urban Gardening at ATI-VSU, Baybay City, Leyte
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implemented duly approved extension projects		1	5	5	5	5.00	HELP
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provided quality and relevant training courses and advisory services		90%	5	5	5	5.00	Training on Urban Gardening at BuCor-Abuyog, Leyte; Training on Liquid Detergent Making as Potential Livelihood at BUCOR, Abuyog, Leyte; Training on Urban Gardening at ATI, VSU, Baybay City, Leyte; Training on Urban Gardening at Palo, Leyte



	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provided the technical and expert services requested by beneficiaries	1	4	5	5	5	5.00	Training on Urban Gardening at BuCor-Abuyog, Leyte and at ATI, VSU, Baybay City, Leyte
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists	Provided expert services as peer reviewer and panelist		4	5	5	5	5.00	ATR, CMUJ, & TWG for Regional Corn Researches (DA)
	Resource Persons	Resource Persons		1	5	5	5	5	5.00	Training on Urban Gardening at BuCor-Abuyog, Leyte; Training on Liquid Detergent Making as Potential Livelihood at BUCOR, Abuyog, Leyte; Training on Urban Gardening at ATI, VSU, Baybay City, Leyte; Training on Urban Gardening at Palo, Leyte
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant	Served as consultant for DOST Consultancy on Agricultural Productivity		1	5	5	5	5.00	DOST-VIII
	Evaluator	Evaluator	Served as evaluator for ATR & IJAT publication		2	5	5	5	5.00	ATR, IJAT
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepared extension project proposals, submitted and followed-up its approval for							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		A 43. Other outputs implementing the new normal due to covid 19	Designed extension related activities and other outputs to implement new normal							
		A 43. Other outputs implementing the new normal due to covid 19	Facilitated extension related activities and other outputs to implement new normal		2	5	5	5	5.00	Training on Urban Gardening at ATI, VSU, Baybay City, Leyte; Training on Liquid Detergent Making as Potential Livelihood at BUCOR, Abuyog, Leyte
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty	zero non-conformity		5	5	5	5.00	ISO Audit
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant		5	5	5	5.00	CHED, PRC and TWG for MS Chemistry Program Accreditation
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						



	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiated/introduced improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designed administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								215.00	

Average Rating		5.00	Comments & Recommendations for Development Purposes Conduct more research and publish research outputs Submit research and extension proposals for local/national/international funding
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	
Average Rating			
Adjectival Rating			

Evaluated & Rated by:

ELIZABETH S. QUEVEDO

Department Head

Date: 1/5/24

Recommending Approval

MA THERESA P. LORETO

Dean, CAS

Date: JAN 16 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/17/24

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
/	3 <sup>rd</sup>	
/	4th	

Name of Employee: FELIX M. SALAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained				September, 2023
Coaching	encouraging the Faculty to submit research and extension proposal for possible funding (local/external/international)				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted:



ELIZABETH S. QUEVEDO  
Immediate Supervisor



MA. THERESA P. LORETO  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS

Performance Rating: \_\_\_\_\_

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY 2023-2024; submit research and extension proposals for funding; and publish more research papers

Results:

\_\_\_\_\_

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



FELIX M. SALAS

Name of Ratee Faculty/Staff