


**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **VIVIAN P. LINA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.86 x 50%=2.43	
b. Students (50%)		5.00 x 50%=2.50	
Total for Instruction	100%	4.93	4.93
2. Research			
a. Client/Dir. for Research (50%)			
b. Dean/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dean/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production	-		
TOTAL			<b>4.93</b>

EQUIVALENT NUMERICAL RATING: 4.93  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.93  
ADJECTIVAL RATING: Outstanding

Prepared by:

  
**VIVIAN P. LINA**  
Name of Faculty


Reviewed by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

Recommending Approval:

  
**GLENN G. PAJARES**  
Dean, CAS


Approved:


  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIVIAN P. LINA, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2024.

  
**VIVIAN P. LINA**  
 Instructor I  
 Date: 7/1/2024

Approved:   
**MARK RYAN R. TRIPOLE**  
 Department Head  
 Date: 7/2/2024

  
**GLENN G. PAJARES**  
 College Dean  
 Date: 7/4/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A 2.</b> Actual Faculty's FTE	Handles and teaches courses assigned	36	16.95	4	5	5	4.67	
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses handled with final grades submitted within the allowable period	Prepares gradesheet and submits on or before deadline	75%	100%	5	5	5	5.00	Chem 131 (1) Chem 122.2 (1) Chem 131.1 (2) PhSc 108 (1) PhSc 107 (1) Chem 193 (2) Chem 200a3 (1)
	<b>PI 18:</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 8.</b> Percentage of the handled courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)		80%	80%	5	5	4	4.67	



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 19:</b> Additional Outputs	<b>A 9.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	2	4	5	5	4.67	
		<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	21	5	5	5	5.00	Chem 131 (6) Chem 122.2 (2) Chem 131.1 (2) PhSc 108 (6) PhSc 107 (2) Chem 193 (3)
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec	18	49	5	5	5	5.00	Chem 131 (10) Chem 122.2 (6) Chem 131.1 (10) PhSc 108 (12) PhSc 107 (7) Chem 193 (4)
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	1	5	5	5	5.00	
		<i>International</i>								
		<i>National</i>			1					
		<i>Regional/Institutional</i>								
<b>OVPI MFO 3. Registration Services</b>										
	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	50%	100%	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 10.</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	5	10	5	5	5	5.00	<i>Operio, Velarde, Ayso, Ibanez, Cazenias, Moreno, Curay, Sobere, Roslinda, Cuesta</i>
<b>OVPI MFO 4. Curricular Program Management Services</b>										
	<b>PI 16:</b> Number of students advised: *	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	<i>Curay Sobere Roslinda</i>
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	4	5	4.67	<i>Cuesta, Diango, Gaudicos, Ferrer, Labiste, Bercero</i>
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	4	4.67	<i>Vasquez</i>
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	93	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	5	5	5	5	5	5.00	
	<b>Total Over-all Rating</b>								<b>58</b>	
	<b>Average Rating</b>								<b>4.86</b>	
	<b>Adjectival Rating</b>								<b>O</b>	

Comments and Recommendation: Should finish her MS studies at USC in the shortest possible time

Evaluated & Rated by:

MARK RYAN R. TRIPOLE

Department Head, Department of Pure and Applied Chemistry

Date: 7/2/2024

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: 7/4/2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 7/25/2024



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: VIVIAN P. LINA


Head of Office: MARK RYAN R. TRIPOLE

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure commitments on research, extension, and publication are attained  Followed up the status of the MS Chemistry study				June, 2024
Coaching	Encouraged faculty to submit research papers for publication in a peer-reviewed journal, to submit research and extension proposals for funding (institutional/local/international), and to attend relevant trainings and scientific fora, finish writing thesis proposal for her MS studies				

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

Conducted by:

  
**MARK RYAN R. TRIPOLE**  
Immediate Supervisor

Noted:

  
**GLENN G. PAJARES**  
Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

[illegible]



PI 16: Percentage of course offered with final grades submitted within the allowable period	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	104/106 grade sheets submitted within allowable period (second semester AY 2023)
PI 17: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	As of first semester AY 2023: 60% Outstanding, 35% VS, 5% S
PI 18: Percentage of faculty rated at least VS by Supervisor	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Ratings for 1st and 2nd Semester (100% OS for regular faculty)
PI 19: Additional Outputs										
Number of student organizations advised/assisted*	Organization Advising	Dept. Head & Organization Adviser	Jan-June, 2024	x	x	x	x	x	x	VSU Chemical Society, ViHOS, Viscan Eruditos
Percentage of graduates (2 years prior) that are employed*	Teaching	Dept. Head & Faculty	Continuing task							At least 10 BS Chem graduates are employed
<b>MFO 3 Research Services</b>										
PI 2: Number of research outputs completed	Conducting research	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Physicochemical Characterization of the Major River Systems in Leyte (Palhi River AY 2023), LNF - PHASE 2
PI 8: Amount of research money obtained from internal sources	Conducting research	Faculty Researchers	Continuing task			x				P60,000 for MRS Project
<b>MFO 4 Extension Services</b>										
PI 5: Number of expert services rendered:	Conducting trainings, consultancy, etc.	Dept. Head & Faculty	Continuing task		x		x		x	MRRT (1) - Chemical Waste Management Resource Speaker, DWWT (1) - consultancy

[illegible]



										with ITEEM, FMS (1) - consultancy with DOST
<b>MFO 5 Support to Operations</b>										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degrees	Faculty development	Dept. Head & Faculty	Continuing task							For compliance in second half
PI 7: Number of faculty sent to trainings, seminars and conferences	Faculty development	Dept. Head & Faculty	Continuing task							MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 8: Number of new faculty hired with at least Master's degree	Faculty development	Dept. Head & DPC								For compliance in second half
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
PI 10: Number of students advised during the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the CCC	Teaching	Dept. Head & Academic Adviser	Continuing task							For compliance in second half
PI 13: Number of course syllabi and TOs reviewed and approved	Teaching	Dept. Head & Academic Adviser	Continuing task	x	x	x	x	x	x	2nd Semester AY 2023 Chem 157.1, Chem 195n, PhSc 105.1, Chem 159, PhSc 105, Chem 140, Chem 157, Chem 141, Chem 208, Chem 21, Chem 138, PhSc 105.2, Envi 120, Chem





submitted a DTR every month		Faculty and Staff								submitted their monthly DTRs
PI 12: Monthly accomplishment report submitted on time	Administrative functions	Dept. Head and concerned personnel	Jan-June, 2024	x	x	x	x	x	x	ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplishment reports on time 4 JO (Jan-Jun, 2/month), 2 part-time instructors (Jan-Jun)
PI 14: Percentage budget utilization (GAA)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 15: Percentage budget utilization (STF)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 17: Additional Outputs										
Number of laboratory classes assisted	Teaching	Dept. Head & Admin. Staff (laboratory)	Continuing task	x	x	x	x	x	x	Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
 Head, DoPAC

## PERFORMANCE MONITORING FORM

Name of Employee: **VIVIAN P. LINA**

Task No.	Task Description	Expected Output	Date Assigned	expected Date to Accomplish	Actual Date Accomplished	Quality of Outputs*	Over-all Assessment of Outputs**	Remarks/ Recommendation
1.	Advanced Education – Evaluating MED admission applications	-	-	-	-	-	-	Not teaching MS subjects as of first half of 2024
2.	Higher Education – Teaching of Chemistry & Non-Chemistry courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Chem 131, Chem 122.2, Chem 131.1 PhSc 108, PhSc 107 Chem 193
3.	Research Services	-	-	-	-	-	-	No Research conducted
4.	Extension Services	-	-	-	-	-	-	No extension services
5.	Support to Operations	Varied ISO & academic documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned ISO, academic documents, etc.
6.	General Administration & Support Services	Varied general documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned general documents and services done

\*Either very impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by



**MARK RYAN R. TRIPOLE**  
Head, DoPAC



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VIVIAN P. LINA**

Performance Rating: Outstanding

Aim: Aspire to obtain outstanding student ratings in all subjects taught and further scientific knowledge

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 1<sup>st</sup> semester AY 2024-2025; follow up student performance constantly; submit research and extension proposals for funding and research paper for possible publication in peer-reviewed international journals. Finish and obtain MS Chemistry degree in shortest possible time.

Results: Meets the QS for tertiary instruction

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

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

Next Step:


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

Final Step/Recommendation:

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

Conforme:

  
**VIVIAN P. LINA**  
Name of Ratee Faculty/Staff





## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: LINA, VIVIAN P.

Department: Dept. of Pure and Applied Chemistry

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Chem 131	BIOCHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
Chem 131	BIOCHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
Chem 131	BIOCHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
PhSc 107	ORGANIC CHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
PhSc 107.2	ORGANIC CHEMISTRY (Laboratory)	LAB	5.00	Outstanding	100.0%
Chem 130	BIOCHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
Chem 130.1	BIOCHEMISTRY (Laboratory)	LAB	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 24, 2024

Received by:

LINA VIVIAN P.

Name and Signature of Faculty

Date: May 24, 2024

Distribution of copies: ODIE, College, Department, Faculty

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.