



ACCOMPLISHMENT REPORT

Nov. 2-30, 2021
(Period covered)

This is to certify that the undersigned **LYNETTE C. CIMA FRANCA** was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 2, 2021	<ol style="list-style-type: none"> Finalized, printed, signed and submitted accomplishment report for Oct. 2021 and Oct. DTR Prepared ppt for FTec 163 Lab.4 (Topic: Flexible pouch Defects : Description, classification and Source or Cause Lecture with J054 FTec 163 lec (Web conferencing) Attended meeting to discuss the Joint DBM-CHED Guidelines on Reclassification of Faculty Positions Communications 	<p>0.5</p> <p>4</p> <p>1.5</p> <p>2</p> <p>0.5</p>
Nov. 3, 2021	<ol style="list-style-type: none"> Prepared lab ex. 4 lab guide & ppt Web conferencing with FTec 155 lab students Web conferencing with FTec 155n lec students Web conferencing with FTec 163 lec students Made quiz 2 questionnaire for FTec 155n lec & posted at VSUEE 	<p>1.5</p> <p>3.0</p> <p>1</p> <p>1</p> <p>2.5</p>
Nov. 4, 2021	<ol style="list-style-type: none"> Prepared lessons for today's class (Topic: continuation Defect of flexible pouch) Made ppt entitled “Flour Alternatives” Web conferencing with FTec 163 lec Web conferencing with FTec 155n lec communication <p>Note: undertime - 1.5 hrs</p>	<p>2</p> <p>4</p> <p>1</p> <p>1</p> <p>0.5</p>
Nov. 9, 2021	<p>ON-LEAVE (half day)</p> <ol style="list-style-type: none"> Revised (based on editor's comments) article for publication (CMUJS) entitled ‘Effect if boiling time and storage condition (Frozen and unfrozen) on the physico-chemical properties of Flacourtia jangomas (Lour) Rauesch Fruit Web conferencing with FTec 163 lec students Prepared Learning task for FTec 155n on the topic” Sugar and other sweeteners; posted it on line 	<p>2</p> <p>1</p> <p>3</p>
Nov. 10, 2021	<p>ON-LEAVE (half day)</p> <ol style="list-style-type: none"> Made ppt entitled ‘Milk and milk products’ (initial), and questionnaire (assessment) 	<p>4</p>
Nov. 12, 2021	<ol style="list-style-type: none"> Preparation for today's class (review FTec 163 ppt, and made some revision) Made ppt entitled “ Yeast Leavened bread’ (unfinished) Web conferencing (FTec 155n Lec) Web conferencing (FTec 155n Lab) Emergency meeting of curriculum committee re COPC non-compliance report Meeting with Dr. Emnace to discuss the peer-reviewer's comments on the article re Ginger yema (for ATR publication) 	<p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
Nov. 15, 2021	<ol style="list-style-type: none"> Prepared lecture material for FTec 155n lec [Topic: (a) Milk and Milk Products (continuation) and (b) Fats, oils and emulsifier (partial)] at VSUEE Downloaded and checked Learning Task 1 of FTec 163 lec 	<p>3</p> <p>2</p>

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	3. Web conferencing : FTec 163 class J055 4. Communication	3 0.5
Nov. 16, 2021	1. Revised ppt for FTec 163 lecture on the topic entitled 'Standards and Specifications' 2. Web conferencing (J054 FTec 163 Lec) 3. Prepared ppt on 'Chocolate and chocolate products' 4. Web conferencing (J083 FTec 155n lec) 5. Communication	2 1 4 1 0.5
Nov. 17, 2021	1. Made PPT for FTec 155n entitled 'Leavening agents' 2. Web conferencing: J084 FTec 155n lab 3. Web conferencing: J071 FTec 155n Lec 4. Consultation with J071 FTec 155n students re their midterm grade (one-on-one) 5. Web conferencing : J063 FTec 163 Lab 6. Web conferencing : J062 FTec 163 Lec 7. Uploaded grades of J070 FTec 155n at cumulus 8. Communication	4 3 1 1 3 1 0.5 0.5
Nov. 18, 2021	1. Prepared page for Lab. Exercise No. 4 (FTec 163) at VSUEE 2. Attended the Zoom meeting on 'Monitoring of Accomplishment CY 2021' 3. Continuation of the preparation of ppt on Fats, Oils, and emulsifiers 4. Web conferencing with FTec 163 class lec 5. Web conferencing (J083 FTec 155n lec) 6. Communications	1 2.75 1 2.5 1 1 0.5
Nov. 19, 2021	1. Prepared tabulated summary of the ginger yema descriptions & mean acceptability scores (additional table needed for the article for publication) 2. Checked learning tasks and assessments (FTec 163) & retrieving submission by some students who submitted late. Also, contacted students who lack submissions 3. Attended zoom meeting by ODQA re AACCUP matters 4. Drafted DFST extension agenda (initial output)	2 5 1.75 1
Nov. 23, 2021	1. Prepared PPT for FTec 155n lec entitled "Egg and Egg Products" 2. Prepared PPT for FTec 163 Lec entitled "Food Safety and Food Quality" 3. Web conferencing with FTec 163 Lec class 4. Web conferencing with FTec 155n Lec class 5. Retrieving rubrics in evaluating skill learned by the student in the Lab (both practical exam and quiz rubrics for FTec 131 Lab) 6. Communication e.g. coordinating with staffs (PPVistal & CAAbabat) and co-faculty (JGDaclag) re AACCUP matters 7. DFST meeting (Agenda: unified rubrics for Laboratory exercises, experiments and activities & OPCR monitoring)	3 3 1 1 1 1 2
NOV. 24, 2021	1. prepared Google assessment form on Lab. Ex 4 (FTec 163 lab) 2. made ppt for the pre-lab discussion and Lab guide on Lab ex. 5 entitle Egg Foam (posted lab guide to VSUEE as well) 3. Web conferencing: J084 Ftec 155 Lab 8-10 W 4. Web conferencing: J070- FTec 155m Lec 10-11 5. prepared ppt for pre-lab discussion on Lab exer 5 entitle 'Food Safety in our Home' 6. jweb conferencing with J063 FTec 163 Lab 7. web conferencing with J083 FTec 163	1.5 2 2 1 1.5 3 1
Nov. 25, 2021	1. accomplished OPCR form for July to Dec (my contribution) 2. drafted compliance report for AACCUP 3. provided assistance to academic advisee related to her request from the registrar on grade 4. prepared and uploaded material on HACCP for asynchronous mode of learning of my FTec 163 and FTec	1 1.5 0.5 1

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	155n (Lec) 5. Contacted extension project beneficiaries – monitoring their current status 6. Made ppt entitled 'Flavorings used in the Food Industry' 7. Attended the National Public Orientation on CMO No. 23, s. 2021 Policies, Standards and Guidelines for Bachelor of Science in Agriculture 8. Communication: CAAbabat and PPVistal re on AACCUP related matters; Advisee on report of grades	1 3 2 1
Nov. 26, 2021	1. Made questionnaire (Quiz) on the topic 'Flavorings used in the food industry' 2. Went to DFST to review and recheck files for the extent of compliance report, as well as the supporting documents are complete 3. Web conferencing : J071 FTec 155n 4. (a) searched & sent additional supporting documents for the extent of compliance to Ms. Ababat; (b) review, edit and finalized extent of compliance report; (c) assisted advisees namely Kier Mathew Cerna and Valerie Buenafe re report of grades.	1.5 2 1 3.5
Nov. 30, 2021	1. Prepared Lab Ex. 4 page at VSUEE (FTec 163 Lab) 2. Attended zoom meeting on 'Monitoring of accomplishments CY 2021' 3. Revised ppt on Fats, Oils & Emulsifiers and made ppt on 'Thickening & Gelling agents' 4. Web conferencing with FTec 155n Lec 5. Uploaded midterm grade of FTec 155n @ Cumulus	1.25 2.75 3 1 0.5
	TOTAL OUTPUT POINTS DELIVERED	120 pts. (for 15 days)

Total Points to be delivered during WFH (No. of days x 8 hrs) = 120 POINTS

Less: Total Output Points accomplished/delivered = 146

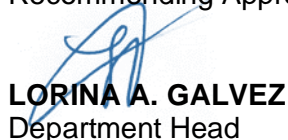
Number of hours (undertime) (NONE)

Submitted by:



LYNETTE C. CIMAFRANCA
Name of Employee/Faculty

Recommending Approval:


LORINA A. GALVEZ
Department Head

Approved:

VICTOR B. ASIO
College Dean