

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **IVY C. EMNACE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.87	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.87	3.17
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.96	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.92</b>

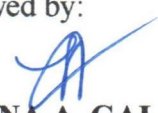
EQUIVALENT NUMERICAL RATING: 4.92  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**IVY C. EMNACE**  
Faculty


Reviewed by:

  
**LORINA A. GALVEZ**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
College Dean

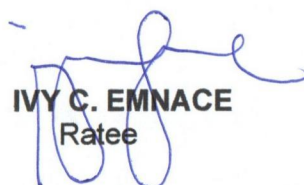
Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **IVY C. EMNACE**, a faculty member of the Department of Food Science and Technology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July- December 2020**

  
**IVY C. EMNACE**  
Ratee

Approved:   
**LORINA A. GALVEZ**  
Head, DFST

  
**VICTOR B. ASIO**  
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Advanced Education Services</b>	PI 1. Number of FTec coordinated and implemented	Ftec 231 Lec and Lab	1	1	5	5	5	5.00	
	Number of graduate thesis outline approved as Adviser and GAC member	advised, checked, edited and approves graduate thesis outline	1	2	5	5	4	4.67	Clerve Ann Ababat, Marjorie Licatan
	Number of graduate thesis manuscript approved as Adviser and GAC member	advised, checked, edited and approved graduate thesis manuscript							
	Consultation	Accommodated graduate students consulting on subject taught, thesis, grades and other concerns	7	21	5	5	5	5.00	FTec 231 students, 3 PhD students and 2 MS students as GAC member and/adviser; 7 academic advisees

<b>MF02 – Higher Education Services</b>	P1. 1. Number of FTE coordinated and implemented								
	P1.2. Number of undergraduate students advised	advised, undergraduate thesis student	1	2	5	5	5	5.00	Shella Mar Villocino and Erickson Padua
	P1.3 Number of undergraduate thesis outline checked and edited as Adviser and SRC member/chairman	checked, edited and approved undergraduate thesis outline	1	1	5	5	4.0	4.67	Shella Mar Villocino
	Number of undergraduate thesis manuscript approved as Adviser and SRC member/chairman	Advised checked, edited and approved undergraduate thesis manuscript							
	P1.4 Number of academic advisees	Advised and monitored undergraduate academic advisees	5	7	5	5	5	5.00	
	On thesis/field practice/special problem								
	Number of HS Research Advised	Advised High School students in research planning & outline drafting							
	Consultation	Accommodated students consulting on subject taught, thesis, grades and other concerns	5	7	5	5	5	5.00	
	Enrollment	Evaluated, assessed and advised students	5	7	5	5	5	5.00	
	P1.3. Number of Instructional Materials developed								



	New online online-ready IMs developed	Developed online IMs in FTec 231 (Lec and Lab)	2	2	5	5	4	4.67	Learning Guide and Laboratory Manual
	New syllabi following OBEized format	Made new syllabus in OBEized format							
	Revised course outline/syllabus	Revised syllabus using OBEized format	1	1	5	5	4	4.67	
	Revised Lab Manual	Revised lab manual							
	Number of New lecture powerpoint	Made new powerpoint for lecture classes	3	4	5	5	5	5.00	
	Number of revised lecture powerpoint	Revises powerpoint	4	5	5	5	5	5.00	
	P1.4. Additional Outputs								
	Number of gradesheets submitted on prescribed period	Prepared gradesheets for 2nd sem. SY 2019-2020							
	Number of examination prepared	Prepares exams for graduate and undergraduate students	2	2	5	5	5	5.00	First Long Exam and Midterm Exam
	Number of Exam papers checked	Checked exams	10	18	5	5	4	4.67	First Long Exam and Midterm Exam
	Number of term paper/critique paper checked	Checked term papers/critique paper/learning activities/assessment	10	72	5	5	4	4.67	9 students x 8 assessments
	Number of quizzes checked	Checked quizzes							
	Number of other class requirements checked	checked other requirements such as research proposals and special problem outline and manuscript							

<b>MFO3 – Research Services</b>	P3.1. Number of research outputs presented in regional/national/international								
	Number of journal articles prepared for publication	Prepared article for journal publication	1	1	5	5	5	5.00	To be submitted to SHJ
	Number of journal article submitted for publication	Submitted journal article for publication	1	3	5	5	5	5.00	Science and Humanities Journal (1); Philippine Science Journal (2)
	Number of Published Utility Model	Utility Model Published	1	3	5	5	5	5.00	
	Number of Utility Model submitted to ITSO and IPO PHIL	Submitted Model submitted to ITSO and IPO PHIL	1	1	5	5	5	5.00	Tableya-Flavored Soya Beverage
	Number of research proposal prepared for funding	Prepared research proposal prepared for funding	1	1	5	5	5	5.00	Development of Functional Mulberry Beverage
	Number of research proposal for funding submitted	Submits proposal for approval	1	1	5	5	5	5.00	Development of Functional Mulberry Beverage
	Number of research study conducted	Conducted research study	1	1	5	5	5	5.00	Development of Functional Mulberry Beverage
	Number of technologies produced for commercialization as research output	Produced technologies for commercialization	1	2	5	5	5	5.00	Tableya-Flavored Soya Beverage; SP Beverage
	Number of technologies improved for commercialization as research output	Improved technologies for commercialization							
	Attendance to Webinars/symposium/conference/Workshops	Attends seminar/conference/workshops	3	11	5	5	5	5.00	



	Number of abstract submitted for paper presentation	Prepared, and submitted abstract for paper presentation	1	1	5	5	5	5.00	42nd Annual Conference of the Ugnayang Pang-Aghamtao, Inc, Association of the Philippines, Visayas Regional Conference
	Number of paper presented in scientific fora/conference	Presented paper in scientific fora/conference	1	1	5	5	5	5.00	42nd Annual Conference of the Ugnayang Pang-Aghamtao, Inc, Association of the Philippines, Visayas Regional Conference. Title: Effect of Achuete (Bixa Orellana L.) Seeds Extract on the Quality of Pork Tocino during the Regional Health Research Symposium
	Number of awards received as researcher								
	P4.1 Additional Outputs								
	Number of walk-in clients served for product improvement consultation	Accommodated and advised walk-in clients for product development							
	Number of meetings attended related to research	Attended meetings related to research	2	3	5	5	5	5.00	
	Terminal report submitted to OVPRE	Submitted terminal report to OVPRE	2	3	5	5	5	5.00	Tableya-Flavored Soya Beverage; SP Beverage; OTOP

									Next Gen (DTI Bohol)
	In-house Review Report	Prepared and reviewed report for in-house review	1	3	5	5	5	5.00	Tableya-Flavored Soya Beverage; SP Beverage; OTOP Next Gen (DTI Bohol)
	Presentation of research output during in-house review	Presented research output during in-house review	1	2	5	5	5	5.00	Tableya-Flavored Soya Beverage; SP Beverage
	Number of research project involvement	Served as research project leader/staff	1	1	5	5	5	5.00	As project leader (Development of Functional Mulberry Beverage )
<b>MF04-Extension Services</b>	Number of seminar/training presentations prepared	Prepared seminar/webinar/training presentations	1	2	5	5	5	5.00	Virtual Biotechnology Webinar (CTU-Barili Campus); Training on Corn Processing (ATI-sponsored)
	As resource speaker	served as resource person	1	1	5	5	5	5.00	Training on Corn Processing (ATI-sponsored)
	Number of person-day trained (number of man/day)	Trained participants in food processing	10	20	5	5	5	5.00	Training on Corn Processing (ATI-sponsored)
		Conducted hands on training on processing of food products	1	1	5	5	5	5.00	Training on Corn Processing (ATI-sponsored)
	Number of extension project involvement	Served as extension staff	1	1	5	4	5	4.67	Strengthening Processing Skills, Enhancement of

									Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte
	Related extension project activities								
	Additional Output								
	As resource speaker	Served as resource person	1	2	5	5	5	5.00	1 <sup>st</sup> Virtual Biotechnology Webinar (CTU-Barili Campus); Webinar on Food Safety for Food Deliveries (DTI Region 7)
<b>MFO 6 – General Admin. &amp; Support Services (GASS)</b>	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	Zero percent	Zero percent	5	5	5	5.00	
		Attended meetings Department Meetings and other committee	5	24	5	5	5	5.00	
		Attended orientations and workshops related to university thrust and agenda	1	3	5	5	5	5.00	
		Accommodated for consultation							



		Prepared documents for ISO	1	1	5	5	5	5.00	
	Chairman/member of university and dept. committees; technical working group	Attended to meetings, as workforce, planning	2	4	5	5	5	5.00	
	Number of IMs reviewed	Reviewed IMs as member of the department IMs Review Committee	3	18	5	5	4	4.67	Learning Guides and Course syllabus of the ff: FTec 221, FTec 197, FTec 151, FTec 163, FTec 143, FTec 257, FTec 233, FTec 121, FTec 165
<b>Additional Output</b>	Number of scientific paper reviewed (as reviewer) for publication in refereed journal	Reviewed scientific papers for publication	1	2	5	5	5	5.00	Food Research Journal (as external reviewer); Science and Humanities Journal (as Associate Editor)
	Number of linkages established with industry and universities abroad	Established linkages with industry	1	2	5	5	5	5.00	Mr. Joshua Lanutan (Guilang's Tableya);

									Optimum Waters
<b>Total Over-all Rating</b>								<b>223.02</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.95</b>
<b>Additional Points:</b>		
<b>Approved Additional Points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.95</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**  
Prepare articles for publication from your researches.

**Evaluated & Rated by:**

**LORINA A. GALVEZ**

Head, DFST

Date:

**Recommending Approval:**

**VICTOR B. ASIO**

Dean, CAFS

Date:

**Approved by:**

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:



### PERFORMANCE MONITORING FORM

Name of Employee: IVY C. EMNACE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	July 2020	December 2020	September 2020	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2020			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2020					

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

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

Prepared by:

  
**LORINA A. GALVEZ**  
 Unit Head

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee : **IVY C. EMNACE**

Performance Rating : **OUTSTANDING**

Aim: To improve teaching capability of the faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: September 2020

First Step:

Required Dr. Emnace to prepare the learning guide for flexible learning.

Result:

Dr. Emnace prepared the learning guide for FTEC 231.

Date: October 2020

Target Date: December 2020

Next Step:

The learning guide was reviewed by the IM's Committee..

Outcome:

Dr. Emnace has improved her teaching capability.

Final Step/Recommendation:

Dr. Emnace used the learning guide in her virtual class

Prepared by:

  
**LORINA A. GALVEZ**  
Unit Head

Conforme:

  
**IVY C. EMNACE**  
Ratee