

Exhibit K

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

Name of Faculty Member: **LORINA A. GALVEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x50%=2.44	
b. Students (50%)		4.83x50% =2.42	
Total for Instruction	59.94%	4.86	2.91
2. Research	13.90%	5.00	0.70
3. Extension	11.57%	4.84	0.56
4. Administration	14.59%	5.00	0.73
5. Production	0%	0.00	0.00
TOTAL			4.90


EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **OUTSTANDING**

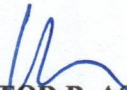
Prepared by:


LORINA A. GALVEZ
Faculty

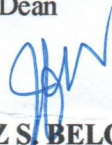
Reviewed by:


LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:


VICTOR B. ASIO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

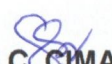
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LORINA A. GALVEZ**, 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 **January to June, 2022**.


LORINA A. GALVEZ
Ratee

Approved:


LYNETTE C. CIMAFRANCA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment <i>Jan-June 2022</i>	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.8	0.22	5	5	5	5	FTEC299 with 2 students
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	3	5	5	5	5	
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	4	4.67	Crystel Sabijon, Julius Medellin, Lehvie Ayora, Shanna May Caballes
	AS GAC Member	Advises and corrects research outline and	1	2	5	5	5	5	Mark David Diaz, Harold Mazo

		thesis/SP/dissertation manuscript							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	30	19	5	5	5	5	Thesis consultations
PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	8	5	5	5	5	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	9	5	5	4	4.67	LT=4, TEx=2, portfolio=1, Seminar presentation (Virtual)-1, Video seminar presentation=1
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 7 : Number of virtual classroom	Creates virtual classroom using	3	1	4	5	5	4.67	FTEC299

	<i>created and operational</i>	<i>either Moodle or Google Classroom</i>							
<u>PI 10.</u> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<u>Designs experiential learning activities and other outputs to implement new normal</u>							
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	Handles and teaches courses assigned	20	11.20	5	5	5	5	FTec 122 (2le), FTec 122 (1lab), FTec 151(1 Lab)
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	2	5	5	5	5	FTec 122 (2 lec)
	A 11. 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	4	19	5	5	5	5	Students incurred an INC grade in FTec 122, & FTec 101
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5	Onboarding
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	4	104	5	5	4	4.67	76=, Midterm & Final exams, & Lab. Long exams (28)

	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	139	5	5	4	4.67	Lecture Quizzes and Lab. =139
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	78	5	5	4	4.67	term papers=8 Lab. Reports=40, Lab. Video=30 Term exams=8
PI 8: Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as academic adviser to students</i>	4	5	5	5	4	4.67	Joy Susan Madrazo, Marleyjoy Degamon, Jenny Ogdod, Mary April Fuentes, Justin Bandalan
	<u>A17.</u> Number of students advised on thesis/ field practice/special problem:								
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	4	5	5	5	4	4.67	Joy Susan Madrazo, Marleyjoy Degamon, Jenny Ogdod, Mary April Fuentes, Justin Bandalan
	<i>As SRC Member</i>	Advises and corrects research outline and	2	12	5	5	4	4.67	Alfred Cacho, Marissa Panugaling, Sheilamar Villocino, Regg

		thesis/SP manuscript							ae Butlig, Jenesyl Anne Romano, Jacha Adino, Angela Victoria Destrajo, Veeviene Eizele Endico, Kaye Nathali Penalosa, Cherry Lyn Pulta, Jason Rubic, Erwin Gamboa
	<i>A18. Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	25	25	5	5	5	5	Thesis consultation & other concerns
PI 9: Number of student organizations advised/ assisted *	<i>A19. Number of Student organizations advised</i>	<i>Advises student organizations recognized by USSO</i>							
	<i>A20. Number of Student organizations assisted on student related activities</i>	<i>Assists student organizations in implementing student related activities</i>							
PI 10: Number of instructional materials developed *	<i>A 21 : Number of on-line course ware developed and submitted :</i>	Prepares and submits for review by the Technical Review Panel							
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5	Lab. Guide in FTec 122

	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	8	5	5	5	5	Powerpoint in FTec 122, FTEC299,
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	9	5	5	5	5	Quizzes in FTec 122=5, Term Exams in FTec 122=2, Long Exam in FTec 122 and 151 Lab. =2, Video=7, Lab. Reports=11, Term paper=1, Reporting=1
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	4	5	5	5	5	FTec 122 Lec(2VC), FTec 122 Lab(1VC), FTec 151Lab(1VC)
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional	2	4	5	5	5	5	Narrative report for AACUP Level 4 phase 2 (BSFT Program)=1, Prepare compliance docs for BSFT Prog. Level 4=1

		accreditation and/or evaluation							Areas, Prepare compliance docs for MSFST(Level 3)=2 areas
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5	Ormoc -City Agriculture Office
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	2	5	5	5	5	Vacuum fried Jackfruit, Dehydrated jackfruit
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in	Writes publishable materials out of research outputs							

internationally-referred or CHED recognized journal within the year (2%) *	internationally-referred or CHED recognized journal within the year	and submits for publication							
	<i>In refereed int'l journals</i>		1						
	<i>In refereed nat'l/regional journals</i>								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>		1						
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5	Product Development & Profiling of Major Jackfruit Production Systems in the Philippines
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								

	faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
	<u>No. of research conducted</u>	Implemented research as co-project leader, study leader	1	3	5	5	5	5	1. Co-Project Leader in Comprehensive Baseline Documentation and Product Market Profiling of the Jackfruit Industry in the Philippines (VSU-FTP-2021-2 (1,073,710.40) 2. Study Leader in Assessment of

									<p>the quality and physico-chemical properties of jackfruit using conventional techniques under the Project: Development of portable and non-contact jackfruit quality and maturity detector (April 1-Dec2021) (Project code: VSU-IP-2021-5</p> <p>3.Co-Project Leader Product Development and Profiling of Major Jackfruit Production Systems in the Philippines Study Leader in Assessment of the quality and physico-chemical properties of jackfruit using conventional techniques under the</p>
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									Project: Development of portable and non- contact jackfruit quality and maturity detector (April 1-Dec2021) (Project code: VSU-IP-2021-5
UMFO 4. EXTENSION SERVICES									
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5	Baybay Jackfruit Food Processors
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	2	20	5	5	5	5	Tagging of fruits in Baybay
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	2	5	5	4	4.67	SAFE
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory	Provides quality and relevant training courses and advisory services							

[illegible]

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint	Zero complaint	5	5	5	5	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	A 49. Other outputs implementing the new normal due to covid 19	Attend DFST meetings	5	8	5	5	5	5	DFST meetings from Feb. 2022-June 2022.
Total Over-all Rating								180.71	

Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Recommended to attend training relative to PhD courses, which she will be handling once the program is offered.

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
Department Head

Date: _____

Recommending Approval:


VICTOR B. ASIO
College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **LORINA A. GALVEZ**

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	<ul style="list-style-type: none"> Teaches assigned subject – January -July 2022 (2nd Sem) Prepares and revises learning guides through virtual classroom and course syllabus 	July 2022 February 2022	July 2022 February 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January -July 2022 - ongoing process whole period of the 2 nd Semester 2021-2022	July 2022	July 2022	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	<ul style="list-style-type: none"> July 2022- 2nd Sem. SY 2021-2022 Consultation -July-December 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	January – June 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January – June 2022					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMAFRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LORINA A. GALVEZ

Performance Rating : Outstanding

Aim: To enhance teaching capability of the faculty

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

Date: January 2022

Target Date: December 2022

First Step:

Finalize IMs ready for review

Result:

IMs finalized and ready for submission

Date: December 2022

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.


Outcome:

Enhanced teaching capability in BS and MSFST courses as well as soon to be offered PhD courses.

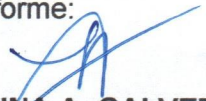
Final Step/Recommendation:

For the administration to provide budget appropriations for trainings related to PhD program.

Prepared by:


LYNETTE C. CIMAFRANCA
Department Head

Conforme:


LORINA A. GALVEZ
Ratee