

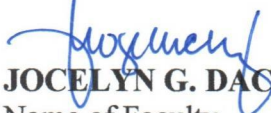
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JOCELYN G. DACLAG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.90	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.90	3.19
2. Research	15%	4.17	0.63
3. Extension	15%	4.83	0.72
4. Administration	5%	4.95	0.25
5. Production	0%	0.00	0.00
TOTAL			4.79

EQUIVALENT NUMERICAL RATING: 4.79
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


JOCELYN G. DACLAG
Name of Faculty


Reviewed by:


LORINA A. GALVEZ
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN G. DACLAG**, 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 to December 2020**.


JOCELYN G. DACLAG
Ratee

Approved:


LORINA A. GALVEZ
Head, DFST


VICTOR B. ASIO
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Advanced Education Services	On thesis/field practice/special problem	Advised MS thesis student	1	1	5	5	5	5	Mazo, Harold (Thesis Outline consultation)
MF02 – Higher Education Services	Number of FTE coordinated and implemented	Taught undergraduate courses (FTec 151 & FTec 165)		6.40	5	5	5	5	FTec 151 Lec & FTec 165 (online & modular)
	Number of online-ready instructional material prepared	Prepared online-ready instructional materials for FTec 151 and FTec 165	2	3	5	5	5	5	Learning Guide for FTec 151 & FTec 165 and Laboratory Manual for FTec 151 (with EBB)
	Number of OBE-compliant syllabi prepared/updated	Prepared OBE-compliant (OBTL) syllabi for FTec 151 & FTec 165	2	2	5	5	4	4.67	FTec 151 & FTec 165
	On thesis advising – As Thesis Adviser, SRC Chair, & SRC Member	Advised thesis students as adviser, SRC chair & member of thesis students (consultation & checking of thesis outlines)	2	7	5	5	5	5	2 – BSFT 4 (Panugaling, Lacaba) 5 – BSFT 3 (Butlig, Palencia, Piamonte, Ybanez, Zamora)
	On Consultation	Accommodated students for thesis/OJT/Research/Academic consultation and other concerns	2	43	5	5	5	5	39 BSFT-3 students (both for FTec 151 & 165); PAFT president; BSFT 4 students (academic concerns/INC); HRTM 4 student for INC completion
	Enrollment	Evaluated and assisted the students during online enrollment, advised & arranged their class schedules (with individual consultation related to subjects to be enrolled & overload)		46	5	5	5	5	41 BSFT-3 students as academic advisees (online enrolment, overload, INC in other subjects, etc)
	Number of Examinations prepared	Prepared examinations for subjects taught (FTec 151 and FTec 165)	4	4	5	5	5	5	Objective-type and Output-based midterm exams for FTec 151 and FTec 165

	Number of term exams checked	Checked term exams	60	78	5	5	4	4.67	FTec 151 and FTec 165
	Number of checked requirements and quizzes	Checked individual/group requirements and quizzes	230	540	5	5	4	4.67	350 for FTec 151 190 for FTec 165
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 1 st Sem 2020-2021	2						Not the end of the semester yet (midterm exam was postponed)
MFO3 – Research Services									
	Number of proposals submitted for funding	Submits a proposal for possible funding (with ICE)	1	1	5	5	4	4.67	Development of Functional Mulberry Beverage
	Number of UM application	Submits 1 UM application for Vacuum Fried jackfruit	1	1	5	5	5	5	With LAG (details of the UM c/o LAG)
	Number of research consultations	Accommodates researchers for consultations	2	2	5	5	5	5	2 groups of High school students initially consulted for research activities but did not pushed through due to COVID-19 pandemic
	In-house Review Report	Prepared report for in-house review		1	5	5	5	5	Report on SP Beverage
	Number of technologies produced for commercialization as research output	Produced technologies for commercialization		1	5	5	5	5	SP Beverage (with ICE and RDL)
	Additional Outputs: Attendance to webinars/symposium/conference/workshops	Attended webinars/conference/workshops/etc		12	5	5	5	5	UGAT Conference, Biotechnology seminar, Food Safety related webinars, etc.
MF04- Extension Services									
	Number of Student group advised for their research project	Advised junior high school student in their research	2	0					No activities due to COVID-19 pandemic
	As resource person	Gave lecture and hands-on demo as resource person of a training		3	5	5	5	5	Training at Albura (with DTI) SP products (video/online with Southern Leyte processors) Orientation with Food Safety and cGMP (webinar sponsored by DTI)
	Number of extension proposal submitted	Drafted and submitted an research cum extension proposal to OVPRE		1	5	5	4	4.67	VSU Food: IT'S SAFE

MFO 6 – General Admin. & Support Services (GASS)	Percent complaints from clients served	Percent of complaints from the clients served	0	0	5	5	5	5	
	Number of membership in committee	Acted as chair/member in different committees; attended meetings & other functions	1	3	5	5	5	5	IMs Com., Extension, Alumni
	Number of meetings attended	Attends DFST meetings	6	15	5	5	5	5	10 – DFST, 2 – Alumni, 1 – USSO (DBGF), 2 – VSUFA
	As academic adviser for BSFT students	Functioned as academic adviser to BSFT 3 rd year students; Facilitated their enrollment and other concerns	1	1	5	5	5	5	
	As PAFT-KSC Adviser	Functioned as PAFT-KSC Adviser for SY 2020-2021		1	5	5	5	5	Constant communication with PAFT-KSC President regarding the organization activities and other concerns
	Number of OICship done in DFST	Acts as OIC of the department head	1	2	5	5	5	5	
	Accommodate walk-in visitors	Accommodates walk-in visitors for consultation	10						No visitors allowed to visit the VSU campus & visit DFST due to the COVID-19 Pandemic
	Number of IMs reviewed	Reviewed IMs as member of the department IMS Review Committee		13	5	5	4	4.67	Learning Guides, Laboratory Guide, OBE Syllabus
Total Over-all Rating								118.35	

Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Prepare and submit extension proposal to Office of Extension

Keep up the good work

Evaluated & Rated by:

LORINA A. GALVEZ

Department Head

Date: Feb. 1, 2021

1 – Quality 2 – Efficiency

3 – Timeliness

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date:

4 – Average

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

PERFORMANCE MONITORING FORMName of Employee: **JOCELYN G. DACLAG**

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			Impressive	Very Satisfactory	

*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 : JOCELYN G. DACLAG
Performance Rating : OUTSTANDING

Aim: To improve the faculty's competence

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. Daclag to prepare extension proposal and submits to the Director of Extension Office.

Result:

Prepared the Extension Proposal

Date: October 2020

Target Date: December 2020

Next Step:

The proposal was reviewed.

Outcome:

Dr. Daclag will be leading an extension program of the department.

Final Step/Recommendation:

Dr. Daclag submitted the extension proposal entitled "VSU Food , IT's Safe!: Improvement and Sustainability of the Sanitation and Safety in Food Establishments" and submitted to Dr. Abamo.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


JOCELYN G. DACLAG
Ratee