SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
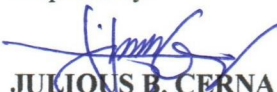
Name of Faculty Member: **JULIOUS B. CERNA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.85x50%=2.43	
b. Students (50%)		3.50x50%=1.75	
Total for Instruction	65%	4.18	2.72
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.84	0.24
5. Production	0%	0.00	0.00
TOTAL			**4.46**

EQUIVALENT NUMERICAL RATING: 4.46
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: Reviewed by:

JULIOUS B. CERNA   **LORINA A. GALVEZ**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JULIOUS B. CERNA**, a faculty member of the **DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY - JUNE, 2021**.

Approved:

JULIOUS B. CERNA
Instructor I
Date:

LORINA A. GALVEZ
Department Head
Date: 7-27-21

VICTOR B. ASIO
College Dean
Date: 18 July 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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		6.66	5	5	5	5.00	FTEC242
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		2	5	5	5	5.00	Aquino & Pontecilla
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*							
	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	1	5	5	4	4.67	FTEC242

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	18	5	5	5	5.00	FTEC242
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	18	5	5	5	5.00	FTEC242
		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	1						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	6	5	5	5	5.00	FTEC242
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						

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	25	13.81	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	4	4	4.33	
		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		10	5	4	4	4.33	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	
		A13 . Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	4	6	5	5	4	4.67	

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	12	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	9	5	5	4	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	2						
	A17. Number of students advised on thesis/ field practice/special problem:		.						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	Bergantin (member)
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	10	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00	

	PI	Activity	Description							
		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	1						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	6	5	5	5	5.00	
	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 accreditation and/or evaluation	1	1	5	5	4	4.67	RQAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1	5	5	5	5.00	
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	2						
	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	1						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 scienfic for a/conferences							
		In int'l fora/conferences		1	1	5	5	5	5.00	iSTEAM
		In nat'l/regional fora/conferences		1						

PI	Activity	Description								Remarks
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student									
	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								
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	5	5	5	5.00		Ormoc City Jackfruit Producers Association
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								
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	Implementes duly approved extension projects								
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services								
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentor			1	5	5	5	5.00		Research Assistant of the Project
	Peer reviewers/Panelists									
	Resource Persons									

		Convenor/Organizer							
		Consultant							
		Evaluator							
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity				
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant				
		On program accreditations							
		On institutional accreditations							

UMFO 6. General Admin. & Support Services (GASS)

	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				
	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 performfing functions resulting to best practice						
			Attends meetings Department Meetings and other committee		2	5	4	5	4.67

			Assists online enrollment		1	5	5	5	5.00	
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
				Total Over-all Rating					131.35	

Average Rating (Total Over-all rating divided by 4)	4.86
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.86
ADJECTIVAL RATING	**OUTSTANDING**

Comments and Recommendations for Development Purpose:

1. Publish paper in a refereed (International and National) journals
2. Scout/apply Graduate Program (PhD) in other countries.

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head
Date: 7-27-21

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 28 July 202

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/2/2021

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JULIOUS B. CERNA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommenda tion
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject -March-July (2nd Sem) • Prepares and revises learning guides, course syllabus (January, 2021)	July 2021 February 2021	July 2021 March 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	March 2021 – June 2021 (2nd Sem 2020-2021)			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Gradesheets -February 2021 for 1st Sem. SY 2020-2021 • Consultation -January-June 2021			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	Jan. 2021- June 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2021					

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

LORINA A. GALVEZ
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : <u>JULIOUS B. CERNA</u>
Performance Rating   : **Outstanding**

Aim: <u>To improve teaching capability of the faculty</u>

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

Date: <u>January 2021</u>   Target Date: <u>March 2021</u>

First Step:

<u>Require Engr. Cerna to prepare paper for publication in International refereed journal also to apply Graduate Program (PhD) in other countries.</u>

Result:

<u>Prepared a paper for publication and identified a University for his Graduate Study.</u>

Date: <u>April 2021</u>   Target Date: <u>June 2021</u>

Next Step:

<u>Submitted a paper for publication and apply for Graduate Program abroad.</u>
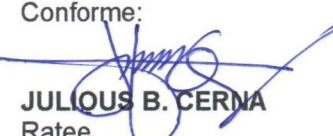
Outcome:

Final Step/Recommendation:

<u>Engr. Cerna should submit a paper for publication and apply for PhD program abroad</u>

Prepared by:

LORINA A. GALVEZ
Unit Head

Conforme:

JULIOUS B. CERNA
Ratee