SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JUBYMAR A. MABUTO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.74x50%=2.37	
b. Students		5.00x50%= 2.50	
Total for Instruction	66.34%	4.87	3.23
2. Research	4.85%	4.00	0.19
3. Extension	4.85%	4.00	0.19
4. Administration	24%	4.93	1.18
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: Reviewed by:

JUBYMAR A. MABUTO   **LYNETTE C. CIMAFRANCA**
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, **JUBYMAR A. MABUTO,** of the <u>Department of Food Science and Technology</u> commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>July</u> to <u>December 2023</u>.

Approved:

JUBYMAR A. MABUTO
Ratee
Date: Feb. 06, 2024

LYNETTE C. CIMAFRANCA
Head of Unit
Feb. 01, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	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							
<u>PI 8:</u> 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							
	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 courseware's developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.							
	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 classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom							

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							

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	15	12.40 (10.05)	5	5	5	5.00	2nd SEM SY 2022-2023, 1ST Sem SY 2023-2024
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	2 (2)	5	5	5	5.00	
	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	0 (0)					2nd SEM SY 2022-2023
	A12. Number of trainings attended related to instruction	Attend mandated trainings	3	2 (2)	5	4	5	4.67	2nd SEM SY 2022-2023,1ST Sem SY 2023-2024
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	6	3 (5)	4	4	4	4.00	2nd SEM SY 2022-2023, 1ST Sem SY 2023-2024

PI / Category	Activity	Description							Period
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	10 (6)	5	5	5	5.00	2nd SEM SY 2022-2023, 1ST Sem SY 2023-2024
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	8 (50)	4	4	4	4.00	2nd SEM SY 2022-2023,1ST Sem SY 2023-2024
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	35 (0)					2nd SEM SY 2022-2023
	A17. Number of students advised on thesis/ field practice/special problem:		1	2 (0)	5	4	5	4.67	2nd SEM SY 2022-2023
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2 (2)	5	5	5	5.00	2nd SEM SY 2022-2023
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	4 (1)	5	5	5	5.00	2nd SEM SY 2022-2023
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							SY 2022-2023
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student	Assists student organizations in							

	organizations assisted on student related activities	*implementing student related activities*							
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							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2 (8)	5	5	5	5.00	
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	3 (0)	5	4	5	4.67	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.	12	8 (8)	5	5	5	5.00	
	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 classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	0 (1)	4	4	5	4.33	Lab activities are done face-to-face
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and	1	1 (0)	5	5	5	5.00	

		other materials required during program/institutional accreditation and/or evaluation									
	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	2 (0)							None for July-Dec. 2023

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									
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 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 scientific for a/conferences								
	In int'l fora/conferences									
	In nat'l/regional fora/conferences									
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								
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								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								

	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0 (1)	4	4	4	4.00	

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							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts training among beneficiaries of technologies for transfer	0	41.25	4	4	4	4.00	Training: NWSSU -2 days (9 students) PhilSci –1 day (20 students)
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							
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								
	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 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	**A 46**. Customer friendly frontline services	Provides customer friendly frontline services to clients	10	80 (9)	5	5	5	5.00	
PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarke d by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	3	5 (1)	5	5	5	5.00	
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/manage ment related activities	3	5 (0)	5	5	5	5.00	

				1	2	3	4	
		and other outputs to implement new norma						
		Attend DFST meetings	10	6 (3)	5	4	5	4.67	
	Provides the technical and expert services requested by beneficiaries (laboratory-related services)		15	43 (7)	5	5	5	5.00
Total Over-all Rating							101.01	

Average Rating (Total Overall rating divided by 4)	4.81
Additional Points:	
Approved Additional points (with a copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	**OUTSTANDING**

Comments & Recommendations for Development Purpose:

Allow Mr. Mabuto to pursue graduate studies in MSFST (part-time).

Evaluated & Rated by:

LYNETTE C. CIMAFRANCA
Department Head

Date: Feb. 07, 2024

Recommending Approval:

VICTOR B. ASIO
College Dean

Date: Feb. 08, 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 02/12/25

1 – Quality   2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JUBYMAR A. MABUTO**

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	• Teaches assigned subject – 1st Sem SY 2023-2024 • Prepares and revises learning materials	July 2023	December 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• 1st Sem SY 2023-2024	July 2023	December 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Grades for midterm and final for 1st Sem SY 2023-2024 • Consultation as thesis adviser for 1st Sem SY 2023-2024 • Consultation as academic adviser for 1st Sem SY 2023-2024			Impressive	Very Satisfactory	
4	Performs research and/or extension functions, among others the following: a. Implements duly approved research/extension projects within time frame, b. Prepares and prepares reports within the prescribed period	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
5	Attends meetings and performs function as faculty member and Incharge of the Food Testing Lab.	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
6	Performs other functions	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : **Jubymar A. Mabuto**
Performance Rating   : Outstanding

Aim: To improve competence towards the tasks assigned to the employee

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

Date: January 2023   Target Date: June 2023

First Step:

Attendance to training relative to laboratory procedures, operations and management; Pursue MS Food Science and Technology

Result:

A more competent laboratory manager and chemist; Capacity to teach Food Chemistry and Chemistry Courses

Date: July 2023   Target Date: December 2023

Next Step:
Allow Mr. Mabuto to continue graduate studies (MSFST)(part-time); involve Mr. Mabuto to research and extension
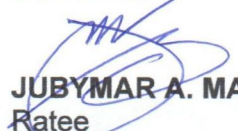
Outcome:
Enhance research and extension capability

Final Step/Recommendation:
Allow Mr. Mabuto to continue MSFST (part-time) and provide budget appropriation for trainings on laboratory procedures, operations and management; and involve him on research and extension activities.

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

Conforme:

JUBYMAR A. MABUTO
Ratee