

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **EILEEN B. BANDALAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.81x50%=2.41	
b. Students (50%)		4.33x50%=2.17	
Total for Instruction	61.57%	4.58	2.82
2. Research	7.49%	4.84	0.36
3. Extension	7.49%	4.89	0.37
4. Administration	23.45%	5.00	1.17
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.72</b>

EQUIVALENT NUMERICAL RATING: 4.72Add: Additional Points, if any: 0.00TOTAL NUMERICAL RATING: 4.72ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**EILEEN B. BANDALAN**  
Name of Faculty

Reviewed by:

  
**LYNETTE C. CIMAFRANCA**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

Approved:

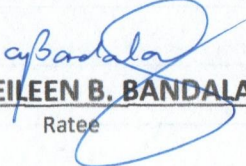
  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EILEEN B. BANDALAN, 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, 2022.

Approved:

  
EILEEN B. BANDALAN  
Ratee

 1/25/2023  
LYNETTE C. CIMAFRANCA  
Head of Unit

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>	
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							
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							



[illegible]



<b>PI 10. Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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## 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		22.05	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4+4	5	5	4	4.67	FTec 162 (2 sections), FTec 200.4, and FTec 200.1; Ftec 157, Ftec 131, Ftec 200.1
	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	19	20+16	5	5	4	4.67	FTec 162, FTec 197, FTec 152, Ftec 122, Ftec 121 students
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	7	7+2	5	5	4	4.67	FTec 162 lec and lab, FTec 151 lec and lab, FTec 122 lab, Ftec 157 lec, Ftec 131 lec



	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	5+14	5	5	5	5	Ftec 157 (35 students); Ftec 131 (24 students)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	400	360+ 122	5	5	4	4.67	Ftec 157 lab
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	35	35	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		5	10	5	5	5	5.00	5 BSFT-3 and 5 BSFT-4
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	6+7	5	5	5	5.00	Amal, Buenafe, Galvan, Sison, Mercurio, Ebero, Torres
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3+10	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	57	70+59	5	5	5	5.00	Thesis:14, FTec 122:11, FTec 162:30, FTec 151: 15 Inc grades
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on	Assists student organizations in implementing							



	<i>student related activities</i>	<i>student related activities</i>							
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	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>	5	3+10	5	5	4	4.67	Ftec 157 lec and lab
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	10	5	5	5	5.00	
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	13+11	5	5	4	4.67	
	<b>A 23 :</b> 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							
	<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	4	5	5	4	4.67	
<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	2	2	4	4	4	4.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	3	3	5	5	4	4.67	
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	5	5+4	5	5	5	5.00	FTec 157, Ftec 131

#### UMFO 3 . RESEARCH SERVICES

<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	1	5	5	5	5.00	
<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
<b>PI 3.</b> Percentage of research outputs published in	<b>A 29.</b> Percentage of research outputs published in	Writes publishable materials out of research outputs	2						



internationally-referred or CHED recognized journal within the year (2%) *	internationally-refereed or CHED recognized journal within the year	and submits for publication							
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>								
<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
	<b>A 33.</b> 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	5	5	4	4.67	SHJ



	<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>									
<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	4	4.67	
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of	Provides quality and relevant training courses and advisory services							



	quality and relevance								
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentor								
	Peer reviewers/Panelists								
	Resource Persons			3	5	5	5	5.00	CTU, PCC, CAPOOCAN
	Convenor/Organizer								
	Consultant								
	Evaluator		1	1	5	5	5	5.00	CHED Grant in aid proposal
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in							




	replicated/benchmarked by other depts/agencies	performing functions resulting to best practice							
	<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>A 49.</b> Other outputs implementing the new normal due to covid 19	Attend DFST meetings	7	9+6	5	5	5	5.00	
		Acts as Department secretary during meetings		15	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>125.70</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.83</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.83</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

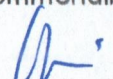
Requires Dr. Bandalan to prepare draft paper for Publication in refereed international journal and also to prepare draft research proposal for possible funding outside VSU.

Evaluated & Rated by:

  
**LYNETTE C. CIMAFRANCA**  
Department Head

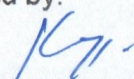
Date: Jan. 25, 2023

Recommending Approval:

  
**VICTOR B. ASIO**  
College Dean

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President Academic Affairs

Date: \_\_\_\_\_

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



## PERFORMANCE MONITORING FORM


Name of Employee: EILEEN B. BANDALAN

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"> <li>Teaches assigned subject – 1<sup>st</sup> Sem SY 2022-2023</li> <li>Prepares and revises learning</li> </ul>	August 2022  August 2022	January 2023  August 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> <li>August-December 2022 -ongoing process whole period of the 1<sup>st</sup> Semester 2022-2023</li> </ul>	August 2022	January 2023	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"> <li>November grades for midterm for 1<sup>st</sup> Semester 2022-2023</li> <li>Consultation -July-December 2022</li> </ul>			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July- December 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July-December 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 : EILEEN B. BANDALAN  
Performance Rating : Outstanding

Aim: To improve competence of the faculty member

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

Date: January 2022

Target Date: June 2022

First Step:

Provide support to the faculty by following up with ITSO as to the status of her application for the UM of the technology Dr. Bandalan generated as her (PhD) output. Once the protection is granted/awarded, support Dr. Bandalan to present her research output in scientific conference;

Result:

UM granted and research output presented in the scientific community;

Date: July 2022

Target Date: December 2023

Next Step:

Motivate and provide support to Dr. Bandalan to prepare draft paper for publication in refereed international journal and also to prepare draft research proposal for possible funding outside VSU.

Outcome:

Dr. Bandalan shall become a fully research-oriented faculty members who can readily produce research proposals, implement approved research projects, present and publish research outputs and transfer matured technology to the community.

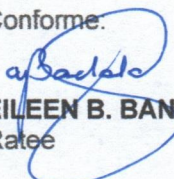
Final Step/Recommendation:

Mentor Dr. Bandalan to also perform production and administrative functions to make her ready to possibly be designated as head of the department or any other administrative functions at the College of Agriculture and Food Science.

Prepared by:

  
**LYNETTE C. GIMAFRANCA**  
Unit Head

Conforme:

  
**EILEEN B. BANDALAN**  
Ratee