

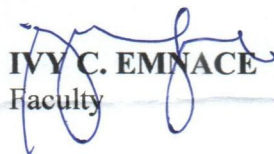
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **IVY C. EMNACE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92x50%=2.48	
b. Students (50%)		5.00x50% =2.50	
Total for Instruction	64.65%	4.98	3.22
2. Research	11.10%	4.89	0.54
3. Extension	9.26%	4.93	0.46
4. Administration	14.99%	5.00	0.75
5. Production	0%	0.00	0.00
TOTAL			4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: **OUTSTANDING**

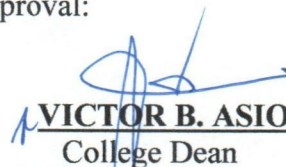
Prepared by:


IVY C. EMNACE
Faculty

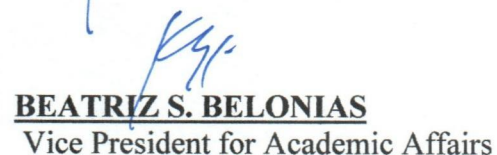
Reviewed by:


LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:

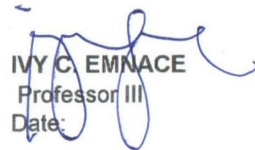

VICTOR B. ASIO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ivy C. Emnace**, a faculty member of the DEPARTMENT OF FOOD SCIENCE AND 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 2023**.


IVY C. EMNACE
 Professor III
 Date:

Approved:

LYNETTE C. CIMAFRANCA
 Department Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan.-Dec.)	Actual Accomplishment	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1.67	5	5	5	5.00	FTec 234 (Foodborne Infection and Intoxication)
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5	5	5	5	5.00	Diaz MD, Suganob C, Gofredo J Espinosa D, Espinosa K
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman/Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Diaz MD, Suganob C
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Boyles (MS), Largo (PhD)
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	13	5	5	5	5.00	FTec 234 (5); MS Advisees (5); GAC member (3)

	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							
		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	4	11	5	5	5	5.00	FTec 234 video clips and activities (11)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	5	5	5	5.00	FTec 234 (4 exams, 2 articles for critic paper)
		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 created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 10: Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
		Enrollment	Evaluated, assessed and advised students	3	5	5	5	5	5.00	Diaz MD, Suganob C, Gofredo J, Espinosa D, Espinosa K
		Number of term paper/critique paper checked	Checks term papers/critique paper/learning task/activities	4	21	5	5	4	4.67	5 students x (2 critic papers; 2 review of literatures of topic oral reporting;) special probelam manuscript
		Number of Exam papers checked	Checks exam papers	4	20	5	5	4	4.67	5 students x (4 exams)
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	2	4	5	5	5	5.00	FTec 132n Lec; 2 sections FTec 132n Lab; FTec 181

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.67	FTec 132n Lec; 2 sections FTec 132n Lab
		A11. 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	5	5	5	5	5	5.00	FTec 132n (Lora, Remedio, Tiguelo, Posas, Mendoza)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	On-boarding seminar (OVPA and OGS)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	7	5	5	4	4.67	FTec 132n (4 exams in lec; 1 exam in lab); FTec 181 (2 exams)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	24 (prepared); 1,474 (checked)	5	5	4	4.67	FTec 132n Lec 67 students (12 Lec quizzes; 10 lab quizzes); FTec 181 (2 exams)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	670	5	5	4	4.67	FTec 132n 67 students (10 lab reports)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	1	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman/Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00	4 thesis outline (Buna, Honorio, Angcon, Ceniza); 3 thesis manuscript (Buna, Honorio, Angcon)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	28	5	5	5	5.00	13 Thesis outline; 13 thesis manuscripts, 2 OJT narrative report
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	84	5	5	5	5.00	FTec 132n (Lec and Lab); 17 thesis students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	PAFT
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	PAFT
	PI 10: Number of instructional materials developed *	A21: 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	10	5	5	5	5.00	FTec 132n (9 video clips); 1 ppt FTec 181
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	28	5	5	5	5.00	FTec 132n Lec (12 Lec quizzes; 10 lab quizzes; 4 exams); FTec 181 (2 exams)
		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							
	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							
		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	5.00	Princess Jolliant Corporation
		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	3	5	5	5	5.00	Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed by the Baybay Dairy Cooperative ; Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties; Formulation and Process Improvement and Establishing Process Schedule of

	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>	Published research outputs	1	1	5	5	5	5.00	Extraction Process Optimization of Sodium Alginate from Samu (<i>Sargassum piluleferum</i>) and Evaluation of its Stabilizing Property for the Production of Sweetpotato (<i>Ipomoea batatas</i> L) Beverage Aguanza, MA., Lauzon, R. and Emnace, I (Eur. Chem. Bull. 2023,12(Special Issue 7), 5128-5146)
		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5.00	Optimization of the Levels of Ginger (<i>Zingiber Officinale</i> Rosc.) Extract, Palm Oil, and Glucose Syrup on the Senspry Quality of Ginger Yema (ATR Vol 45, No. 2 July-Dec 2023)
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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	1	3	5	5	4	4.67	Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed by the Baybay Dairy Cooperative ; Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties; Formulation and Process Improvement and Establishing Process Schedule of Tableya-Flavored Soya Beverage

	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	1	5	5	4	4.67	"Antioxidant activity and α -amylase inhibition of methanolic extracts from selected bamboo species in Cebu, Philippines as potential antidiabetic model," for Journal of microbiology, biotechnology and food sciences.
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	5	5	5	5.00	Choco-mote SP Beverage (for UM) Filed
		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							
	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	1	1	5	5	5	5.00	Training on Basic Food Safety, Hygiene and Product Preparation for the Peoples Organization (PO)-Key Biodiversity Conservation Association (KBCA). Sponsored by DENR
	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	1	5	4	5	4.67	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors; VSU Its SAFE

	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	1	1	5	5	5	5.00	Training on Basic Food Safety, Hygiene and Product Preparation for the Peoples Organization (PO)-Key Biodiversity Conservation Association (KBCA). Sponsored by DENR
	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	1	1	5	5	5	5.00	Training on Basic Food Safety, Hygiene and Product Preparation for the Peoples Organization (PO)-Key Biodiversity Conservation Association (KBCA). Sponsored by DENR
	Research Mentoring	Research Mentor		1	2	5	5	5	5.00	3 Research Assistants; 2 faculty members (Dr. EB Bandalan; Engr. JB Cerna)
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	2023 International Food Value Chain Webinar
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	VSU In-house Review (Roorcrop Commodity)
	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 the QMS 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								
	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								
	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								
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								
		Attends meetings Department Meetings and other committee	5	15	5	5	5	5.00	Research Project (6); Dept (5); Univ Committees (2); OP (1); Others (2)	
		Attended orientations and workshops related to university thrust and agenda	1	2	5	5	5	5.00	Workshop for Proposal Extension Program; Basic Research Ethics Training	
	Chairman/member of university and dept. committees; technical working group; project leader/study leader	Attends to meetings, as workforce, planning	1	1	5	5	5	5.00	FVC Webinar	
	Number of IMs reviewed	Reviews IMs, TOS, Syllabus as member of the department IMs Review Committee	5	6	5	5	5	5.00	FTec 122, FTec 162, FTec 142, FTec 150, FTec 242, FTec 151	
	Number of Webinars, Conference, Trainings, Workshops Attended	Webinars, Conference, Trainings, Workshops Attended	1							

			as OIC of the department head	1	2	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									226.7	

Average Rating (Total Over-all rating)	4.93
Additional Points	
ditional Points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:
Participation to trainings relative to PhD courses she will be handline once the program is offered

Evaluated & Rated by:

LYNETTE C. CIMA FRANCA
 Department Head
 Date:

Recommending Approval

VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

PERFORMANCE MONITORING FORM

Name of Employee: IVY C. EMNACE

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 – 2nd Sem SY 2022-2023 Prepares and revises learning materials 	February 2023	July 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> February 2023 – July 2023 (ongoing process) whole period of the 2nd Semester 2022-2023 	February 2023	July 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"> Submits midterm and final grades for 2nd Semester 2022-2023 Consultation as thesis adviser Consultation as academic adviser 	February 2023	July 2023	Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	January – June 2023			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January- June 2023					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

LYNETTE C. CIMA FRANCA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : **IVY C. EMNACE**
Performance Rating : **Outstanding**

Aim: To improve teaching capability of the faculty member

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

Date: January 2023

Target Date: June 2023

First Step:

Require Dr. Emnace to finalize IMs for MMDC review

Result:

Finalized IM ready for MMDC review.

Date: July 2023

Target Date: December 2023

Next Step:

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

Outcome:

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

Final Step/Recommendation:

Encourage Dr. Emnace to write a book for instructional purposes.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


IVY C. EMNACE
Ratee