

Exhibit K

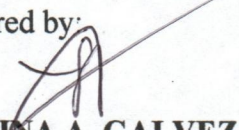
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

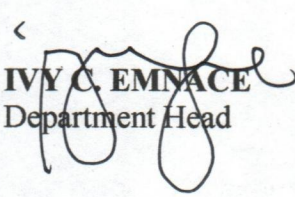
Name of Faculty Member: LORINA A. GALVEZ

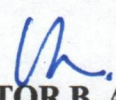
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.76x50%= 2.38	
b. Students (50%)		5.0x 50% = 2.50	
Total for Instruction	65%	4.88	3.17
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

LORINA A. GALVEZ
Name of Faculty

Reviewed by:

IVY C. EMNACE
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

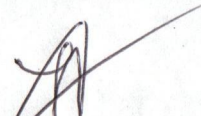
Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

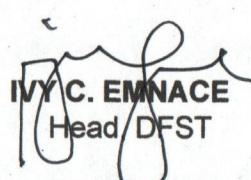
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LORINA A. GALVEZ**, 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 , 2019.**


LORINA A. GALVEZ
Ratee

Approved:


IVY C. ENNACE
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	PI 1. Number of FTE coordinated and implemented	Teaches graduate courses in FTEC 221(lec) and FTEC 299	1.5	3.0 (200%)	5	5	5	5.00	
MF02 – Higher Education Services	P1. 1. Number of FTE coordinated and implemented	Teaches undergraduate courses (FTec 155 Lab & Lec (Team - teach)	1.0	1.57 (157%)	5	5	5	5.00	
	P1.2. Number of instructional material revised/prepared	Revised powerpoint for FTEC 221	1	1/1 (100%)	5	5	5	5.00	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTEC 221	1	1/1 (100%)	5	5	5	5.00	
	On thesis/field practice/special problem	Advise thesis/plant practice students	2	2/2 (100%)	5	5	5	5.00	
	As SRC Chairman	Advising/correction	1	1/1(100%)	5	5	5	5.00	
	As SRC Member	Advising/correction	1	1/1(100%)	5	5	5	5.00	
	On Consultation	Accommodated students for thesis/OJT/Research consultation	20	40/20 (200%)	5	5	5	5.00	
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	5	7/5 (140%)	5	5	5	5.00	
	Number of term exams checked	Checked term exams	25	53/25 (212%)	5	5	4	4.67	

	Number of checked requirements	Checked individual/group requirements	60	82/60 (137%)	5	5	4	4.67	
	Number of checked quizzes	Checked quizzes	15	23/15 (153%)	5	5	4	4.67	
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 1 st Sem 2019-2020	4	5/4(125%)	5	5	4	4.67	
MFO3 – Research Services	P1.1. Number of research projects conducted and/or completed on schedule	Conducted research project as study leader	1	1/1 (100%)	5	5	4	4.67	
	Number of proposals submitted for funding	Submitted a proposal for Cradle project (PCIERD funding)	1	1/1(100%)	5	5	5	5.00	
	Number of Published UM	Published UM 1.process of producing Cassava cake fortified with chitosan 2. Jackfruit Sauce 3. Jackfruit Rind Gravy	1	3/1 (300%)	5	5	5	5.00	
	Number of Registered UM	Registered two UM 1.Sugarless Dehydrated jackfruit Pulps 2. Method of Producing Brined Oyster Mushroom	1	2/1(200%)	5	5	5	5.00	
	P1.2. Number of articles submitted for publication	Submitted research article for publication	1	2/1 (200%)	5	5	5	5.00	
	Number of articles approved for publication	Submitted and approved research article for publication (ATR & Phil. Journal of Science(Scopus index)	1	2/1(200%)	5	5	5	5.00	
	Number of research consultations	Accommodated researchers for consultations	30	50/30(166%)	5	5	5	5.00	
	Number of paper reviewed in refereed journal	Reviewed papers for publication in SHJ and ATR	2	6/2 (300%)	5	5	5	5.00	
	Number of attendance to conferences	Attended International & National and Regional Conferences	2	5/2 (250%)	5	5	5	5.00	

	Number of poster presentations made	Presented poster during International Conference	1	1/1(100%)	5	5	5	5.00	
	Number of oral presentations made	Presented oral presentation during International Conference	1	2/1(200%)	5	5	5	5.00	
	Number of awards received as researcher	<p>Over-all Best Paper entitled "Development of Frozen Meat Loaf with Jackfruit Rags Through Response Surface Methodology" during the 3rd International STEAM Research Congress 2019 at Sabin Resort Hotel, Ormoc City, Leyte dated August 7-9, 2019.</p> <p>Best Paper (Science Strand) entitled "Development of Frozen Meat Loaf with Jackfruit Rags Through Response Surface Methodology" during the 3rd International STEAM Research Congress 2019 at Sabin Resort Hotel, Ormoc City, Leyte dated August 7-9, 2019.</p> <p>Publication Award given Dec. 20, 2019 (4)</p>	2	6/2(300%)	5	5	5	5.00	
MF04- Extension Services	P4.1 Additional Outputs								
	Number of seminar/training presentations prepared	Prepared powerpoint for the training	2	3/2(150%)	5	5	5	5.00	
	Number of persons-days trained	Trained participants on food processing	40	97/40(242%)	5	5	5	5.00	
	Number of extension project involved	Acted as Co-study leader of the Extension projects	1	1/1 (100%)	5	5	5	5.00	
	Number of training served as resource person	Served as resource person in training on food processing	2	3/2 (150%)	5	5	5	5.00	


	Number of engagements done as evaluator/judge	Served as evaluator in Research proposal making in SLSU & judge in 2019 Best Community – Based Project	1	2/1(200%)	5	5	5	5.00	
MFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served		0%	5	5	5	5.00	
	Number of membership in committee	Acted as member in different committees (FVC & Food Safety seminar)	2	2/2(100%)	5	5	5	5.00	
	Number of meetings attended	Attended DFST meetings and different meetings in the University	10	15 /10 (150%)	5	5	5	5.00	
	Number of times assigned as OIC-head of the department	Acted as OIC-Head while the Head is in Official Trip	2	3/2 (150%)	5	5	5	5.00	
Total Over-all Rating								168.35	

Average Rating (Total Over-all rating divided by 4)		4.95
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

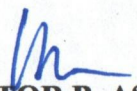
Comments & Recommendations for Development Purpose:

Attend Sensory Evaluation Training-Workshop

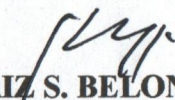
Evaluated & Rated by:


IVY C. EMNACE
 Department Head
 Date:

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

PERFORMANCE MONITORING FORM

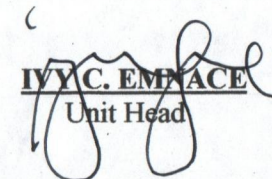
Name of Employee: LORINA A. GALVEZ

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 teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	July 2019	December 31, 2019	December 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2019	July-Dec. weekly meetings	July – Dec. 2019 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	July 2019	July-Dec. 2019 weekly meetings	July – Dec. 2019	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVYC. ENRIACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Lorina A. Galvez
Performance Rating : OUTSTANDING

Aim: To improve teaching capability of faculty member.

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Galvez to update course syllabi of the graduate courses assigned to her.

Result:

Updated graduate course syllabi

Date: October 2019

Target Date: December 2019

Next Step:

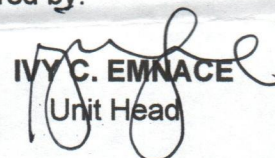
Update graduate course syllabus and Instructional Materials.

Outcome:


Final Step/Recommendation:

Dr. Galvez will update the rest of the syllabi and instructional materials assigned to her.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


LORINA A. GALVEZ
Ratee