


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Leilani M. Valdevieso

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean		4.79x100%= 4.79	
b. Students		No TPES for 2ndSem (newly hired)	
Total for Instruction	45%	4.79	2.16
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		5.00 x 100% = 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director		5.00 x 100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	10%	4.78	0.48
5. Production	0%		0.00
TOTAL			4.89

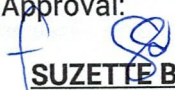
EQUIVALENT NUMERICAL RATING: **4.89**
 Add: Additional Points, if any:
 TOTAL NUMERICAL RATING: **4.89**

ADJECTIVAL RATING: **Outstanding**


Prepared by: 
LEILANI M. VALDEVIESO
 Name of Faculty

Reviewed by: 
LYNETTE C. CIMAFRANCA
 Department Head

Recommending Approval:


SUZETTE B. LINA
 College Dean

Approved:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEILANI M. VALDEVIESO**, 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 **January- June 2024**.

Approved:


LEILANI M. VALDEVIESO
 Ratee
July 30, 2024


LYNETTE C. CIMAFRANCA
 Head of Unit
July 30, 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							
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							

	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							
	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 sets, 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 classroom 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							
	A9. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught							

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
	A11. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
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		28.95	5	5	5	5.00	FTec 132n Lab, FTec 151 2 labs), FTec 150 (2 labs)
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
	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							
	A12. Number of trainings attended related to instruction	Attend mandated trainings							
	A13. Number of long & term exams administered and checked	Administers and checks long & term (Midterm and final) examination for subjects taught		4	5	5	4	4.67	FTec 132 (1 for midterm & 1final) FTec 151 (1 midterm 1 final)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec. and lab.		790	5	5	4	4.67	FTec 132 & FTec 151
	A15. Number of lab reports and term	Checks lab reports and term papers		1,476	5	5	4	4.67	Laboratory reports for

	papers checked and graded	submitted as required							FTEc 132 & FTec 151
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
	A17. Number of students advised on thesis/ field practice/special problem:								
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		78	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
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							
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading</i>		2	5	5	5	5.00	

		<i>assignments depending on course taught</i>							
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		4	5	5	4	4.67	
	A 23 : Number of on-line course were 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 Moddle 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							
	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							
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							
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>								
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							
	<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 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							
		Conducts research as Project staff		2	5	5	5	5.00	1. Soya Beverage 2. Dairy

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							
PI 3. Number of extension programs organized and supported consistent with the SUC's	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							

mandated and priority programs									
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		3	5	5	5	5.00	
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							
	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>			3	5	5	5	5.00	1. Training on High Fiber 2. Training on Fish Processing 3. Training on Jackfruit Processing
	<i>Convenor/Organizer</i>								
	<i>Consultant</i>								
	<i>Evaluator</i>								
	<i>Facilitator</i>								
	Number of trainings assisted	Assists Hands-on training on food processing	15	3	5	5	5	5.00	1. Training on High Fiber Meat Processing and Vegetable Pickle Production 2. Training on Fish Processing 3. Food Value Chain Seminar
	Number of training participants assisted	Assists participants during food processing	15	80	5	5	5	5.00	(9) Training on High Fiber Meat Processing and Vegetable Pickle Production (18) Training on Fish Processing

									(53) Food Value Chain Seminar
	Number of preparations for the training	Purchase & prepares raw materials; clean up	5	3	5	5	5	5.00	
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 (extrn. 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 client		95%	5	5	5	5.00	
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							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	A 49. Other outputs	Attend DFST meetings		5	5	5	5	5.00	
	PI.1 Number of Laboratory preparation for laboratory classes	Faculty and students served on time	50	50	5	5	4	4.67	
	PI.2 Number of laboratory rooms cleaned	Cleans laboratory rooms	20	30	5	5	4	4.67	

	PI.3 Number of thesis assisted in performing their research activities	Thesis students served on time	50	50	5	5	5	5.00	
	PI.4 Number of students/ faculty members performing research and extension	provides technical services to students and faculty members	30	40	5	5	5	5.00	
	PI.6 Number of consolidated/filed documents	Consolidates /bind /file documents	15	20	5	4	4	4.33	
	PI.7 Number of inventory conducted	Conducts laboratory inventory	4	6	5	4	4	4.33	
	PI.8 Number of department's social activities facilitated	Facilitates department's social activities	15	20	5	5	5	5.00	
Total Over-all Rating								111.35	

Average Rating (Total Over-all rating divided by 4)		4.84
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Present paper and submit research proposals for possible funding

Evaluated & rated by:


LYNETTE C. CIMAFRANCA
Department Head

Date: July 30, 2024

1 – Quality 2 – Efficiency 3 – Timeliness

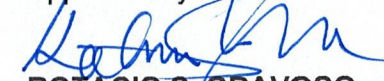
Recommending Approval:


SUZETTE B. LINA
College Dean

Date: July 30, 2024

4 – Average

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: Aug. 1, 2024

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Advanced & Higher Education Services								
PI 1. Instruction	Teaching	All Faculty	January – June 2024	√	√	√	√	Teach the following subjects: <i>2nd Sem. SY 2023-2024:</i> <i>Undergraduate subjects:</i> FTec 162, 197, 181, 142, 166, 199, 132, 150 124, 151, 152, 200, Chem 140 <i>Graduate Subjects:</i> FTEC242, 234, 221, 232, 296, 222, 300
	Prepared and submitted Table of Specifications	All Faculty	JANUARY – JUNE 2024		√		√	TOS for Midterm and final exam: <i>2nd Sem. FTec 162, 197, 166, 199, 132, 150, 124, 151, 152</i> <i>Graduate Subjects:</i> FTEC296
	Conducted Teaching Performance Evaluation by Supervisor for 2 nd Sem SY 2023-2024	Department Head	MARCH-MAY 2024		√	√		2 nd Sem SY 2023-2024: FTec 152 Conde, FTEC222 Patindol, FTec 166 Cimafranca, FTec 199 Cimafranca, FTec 151 Tan, FTec 124 Mesias, FTec 150 Galvez, FTec 132 Valdevieso, FTEC242 Cerna, FTec 142 Cerna, FTec 132 Emnace, FTec 162 Cayetano
	Reviewed/ Approved Thesis Outline/Manuscripts/Lab Exercises	All Faculty	JANUARY - JUNE 2024	√	√	√	√	• Reviews Thesis Outline • Reviews Manuscript (Thesis)

	Spent Hours for Students Consultations	All Faculty	JANUARY-JUNE 2024	√	√	√	√	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		LCCimafranca	JANUARY-JUNE 2024	√	√	√	√	Entertained and spent hours for Students, Faculty and Staff Consultation as Department Head; including clients from outside institution
	Gives Assignments, Quizzes, Exams, etc.	All Faculty	JANUARY-JUNE 2024	√	√	√	√	Gives quizzes and long exams as agreed in the class
RESEARCH AND EXTENSION								
	Conducts research and extension	LCCimafranca, LAGalvez, ICEmnace	January-December 2024	√	√	√	√	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte - A Follow - Up Project
		ICEmnace, EBCayetano	January - June 2024	√	√	√	√	Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas
		ICEmnace, JBCerna, LMValdevieso	January – December 2024	√	√	√	√	Formulation and Process Improvement and Establishing Process Schedule of Retorted Tableya-Flavored Soya Beverage
		LCCimafranca, JAMabuto JBCerna	January - December 2024	√	√	√	√	Development of High Value Fish and Vegetable Products (Phase 1)
		ICEmnace RDLauzon EBCayetano	January-December 2024	√	√	√	√	Evaluation of Functional Properties and Structural Features of NSIC Cassava Varieties
	Organized/Facilitated and participated trainings and webinars	ALL FACULTY	January-December 2024	√	√	√	√	As resource persons, participant, presenter and facilitator
	Prepares training design, training	ALL FACULTY	January-December 2024	√	√	√	√	As organizer

	completion report and proceedings							
	Entertain clients for consultation	ALL FACULTY	January-December 2024	√	√	√	√	
MFO 4. Administration Services								
	Signs appointments, requests and other official documents	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
		EB Cayetano, JBCerna, , ICEmnace, LAGalvez, ICPMesias, JAMabuto LMValdevieso	January-December 2024	√	√	√	√	As members of the DFST Committees
	Attends meetings	All Faculty	January-December 2024	As scheduled				Department Meetings
		LCCimafranca	January-December 2024	As scheduled				Execom meetings as Dept. Head & as College Secretary
	Prepares minutes of meetings	LCCimafranca	January-December 2024	As scheduled				As college secretary
		EB Cayetano	January-December 2024	After the scheduled meetings				As Dept. Secretary
	Reviews communications, letters, requests and appointments	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
	Releases students forms, certification s, permits and other communications.	PPVISTAL	January-December 2024	√	√	√	√	As Dept. clerk/DDRC
	Delivers, processes and facilitates documents	PPVISTAL, HPMODINA	January-December 2024	√	√	√	√	Continuing Process, payroll for JO, job request etc.
	Files documents	PPVISTAL	January-December 2024	√	√	√	√	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communication	PPVISTAL	January-December 2024	√	√	√	√	Payrolls, Memos, MOA's, Letters and Appointments

	Prepares Annual report	PPVISTAL	January- December 2024	√	√	√	√	As DDRC
	Clean the rooms, offices and DFST Grounds	HPModina	January- December 2024	√	√	√	√	

Prepared by:


LYNETTE C. CIMAFRANCA
 Department Head

PERFORMANCE MONITORING FORM

Name of Employee: LEILANI M. VALDEVIESO

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 2023-2024 Prepares and revises learning materials	January 2024	June 2024	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
3	Entertains students in consultation on subjects related matters.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
4	Submits grade sheets within prescribed period	Very Satisfactory	<ul style="list-style-type: none"> Grades for midterm and final for 2nd Semester 2023-2024 Consultation as thesis adviser for 2nd Sem. SY 2023-2024 Consultation as academic adviser 	January 2024	June 2024	Impressive	Very Satisfactory	

			for 2 nd Sem 2023-2024					
5	Prepares and submits research related reports	Very Satisfactory	January -June 2024	Quarterly	March 2024 June 2024	Impressive	Very Satisfactory	
6	Conducts extension related activities (trainings)	Very Satisfactory	January- December 2024	Ongoing until Dec. 2024				
7	Attends seminars, conferences and trainings as participant and facilitator	Very Satisfactory	January – June 2024	January to June 2024.		Impressive	Very Satisfactory	
8	Attends meetings and performs function as faculty member	Very Satisfactory	January-June 2024	Scheduled meetings from January to June 2024.		Impressive	Very Satisfactory	
9	Serves and performs function as alumni communicator	Very Satisfactory	January 2024	Ongoing until Dec. 2024				
10	Performs other functions	Very Satisfactory	January-June 2024	January	June 2024	Impressive	Very Satisfactory	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMAFRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LEILANI M. VALDEVIESO

Performance Rating : Outstanding

Aim: To improve competency of the faculty member.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: December 2024

First Step:

Require Ms. Valdevieso to prepare, submit and present papers for oral presentation in scientific conferences.

Result:

Built reputation and established connections with other researchers.

Date: July 2024

Target Date: December 2024

Next Step:

Draft and submit research proposals for possible funding

Outcome:

Final Step/Recommendation:

Present paper and submit research proposals for possible funding

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


LEILANI M. VALDEVIESO
Ratee