

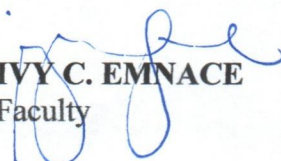
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **IVY C. EMNACE**

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%=2.46	
b. Students (50%)		4.67x50% =2.34	
Total for Instruction	59.22%	4.80	2.84
2. Research	15.39%	5.00	0.77
3. Extension	8.55%	4.89	0.42
4. Administration	16.84%	4.96	0.84
5. Production	0%	0.00	0.00
TOTAL			4.87

EQUIVALENT NUMERICAL RATING: 4.87
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


IVY C. EMNACE
Faculty


Reviewed by:


LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:

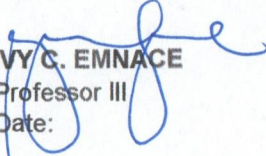

VICTOR B. ASIO
College Dean


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 July-December, 2022.


IVY C. EMNACE
 Professor III
 Date:

Approved:

LYNETTE C. CIMAFRANCA
 Department Head
 Date: Jan. 25, 2023

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2.77	5	5	5	5.00	FTec 231 (Adv. Food Microbiology); FTec 234 (as Extram Course)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	6	5	5	5	5.00	Diaz, M., Suganob, C., Espinosa K, Gofredo J, Bagarinao D. Punay S., Edaño L.
		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	4	5	5	5	5.00	Punay, S. Edaño L., Diaz M. (Thesis Manus); Suganob, C. (Thesis Outline)
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	MS AnSci (Makilan E., Boyles JC); PhD AnSci (Largo E)
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	13	5	5	5	5.00	1 MAgDev, 1 PhD AnSci, 2 MSAnSci (Member of the GAC), 7 MSFST Advisees, Other (2) MSFST students

	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	5	5	5	5	5.00	Ftec 231
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	2	5	5	4	4.67	Long Exam and Midterm Exam
		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	9	5	5	5	5.00	Diaz, M. Suganob, C., Espinosa K, Gofredo J, Bagariano D, Largo E, Makilan E., Punay S., Edaño L
		Number of term paper/critique paper checked	Checks term papers/critique paper/learning task/activities	5	8	5	5	5	5.00	critic paper (4 studentsx2)
		Number of Exam papers checked	Checks exam papers	2	8	5	5	4	4.67	1 Long Exam (4 students); Midterm Exam (4 students)
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	1	9	5	5	5	5.00	Ftec 153n Lec (1 section); Ftec 153n Lab (2 sections)

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	4	4.67	Ftec 153n Lec
	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	2	1	5	5	4	4.67	Ftec 132n
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Onboarding orientation/seminar (OVPA and OGS)
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	1	5	5	4	4.67	Exams administered: 1 Long Exams; 1Term exams
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	287	5	5	5	5.00	3 lec quiz (41 students x 3); 4 lab quiz (41 students x 4)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	205	5	5	4	4.67	41 students (5 lab reports)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	5	5	5	5	5.00	Madrazo, Villocino, Lacaba, Panugaling, Padua
	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	Bertulfo, Gumapac, Daniel, Villocino (July to August) Ceniza, Buna, Competente, Honorio, Angeon
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	9	5	5	5	5.00	Butlig, Palencia, Piamonte, Zamora, Bandalan, Cacho, Casio, Santiago, Ogdoo (July- August)
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	7	43	5	5	5	5.00	Ftec 153n; As Adviser and Member of the SRC
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- Kappa Chapter
	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- Kappa Chapter

	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	1	1	4	5	5	4.67	FTec 153n Lab guide (7)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	8	5	5	5	5.00	FTec 153n Lec
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	9	5	5	5		FTec 153n Long Exam and Midterm Exam; 3 lec quizzes; 4 lab quizzes
		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	1	1	5	5	5	5.00	FTec 153n
	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	1	25	5	5	5	5.00	MSFST ACCUP Accreditation - Area IV (International Linkages and Consortia) [Narrative Report, ppt presentation, gathered and compiled documents)
		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	1	3	5	5	5	5.00	Development of Emergency Food (Internationalization); Support to Lab Facilities (Internationalization); Functional Component of Selected Sweetpotato Food Products

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	1	1	5	5	5	5.00	Functional Component of Selected Sweetpotato Food
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							
	<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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Prepared research proposal (Development of Ready-to-Eat products and functional food ingredients from selected varieties of cassava for industry applications)
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	2	5	5	4	5.00	ATR and SHJ
	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	SP Beverage Jackfruit Flavor
	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						
	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	2	5	5	4	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							
	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 Mentoring</i>	<i>Research Mentor</i>		1	1	5	5	5	5.00	Emergency Food Pack (Eileen B. Bandalan)
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		1	4	5	5	5	5.00	Reviewer and Evaluator during Research and Extension In-house Review at Davao Del Norte State College, Central Mindanao Univ and VSU (Rootcrop and Climate Change)
	<i>Resource Persons</i>	<i>Resource Persons</i>		1						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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	1	1	5	5	4	4.67	MSFST AACUP Level III
		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	3	6	5	5	5	5.00	
			Attended orientations and workshops related to university thrust and agenda	1	2	5	5	5	5.00	
		Chairman/member of university and dept. committees; technical working group; project leader/study leader	Attends to meetings, as workforce, planning	1	11	5	5	5	5.00	VSUFA BOD, AACUP, TWG Rootcrop

		Number of IMs reviewed	Reviews Ims, TOS, Syllabus as member of the department IMs Review Committee	2	18	5	5	5	5.00	FTec 122, 165, 163, 143, 153, 147, 155, 173
		Number of Webinars, Conference, Trainings, Workshops Attended	Webinars, Conference, Trainings, Workshops Attended	1	1	5	5	5	5.00	International Food Value Chain Seminar
		International Linkage	Attended meetings and discussions related to international collaborations and linkages	1	4	5	5	5	5.00	KU Leuven, Vrij Univ, Ughent, Univ of Hasselt Belgium
			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									212.03	

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

Comments and Recommendations for Development Purpose:
Recommended to attend training relative to PhD courses which she will be handling once the program is offered.

Evaluated & Rated by:

LYNETTE G. CIMA FRANCA

Department Head

Date: Jan. 25, 2022

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 – 1st Sem SY 2022-2023 Prepares and revises learning 	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"> August-December 2022 -ongoing process whole period of the 1st Semester 2022-2023 	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"> November grades for midterm for 1st Semester 2022-2023 Consultation -July-December 2022 			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 : 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 2022

Target Date: December 2022

First Step:

Require Dr. Emnace to finalize IMs for MMDC review

Result:

Finalized IM ready for MMDC review.

Date: July 2022

Target Date: December 2022

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.

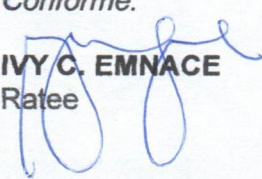
Final Step/Recommendation:

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

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


IVY C. EMNACE
Ratee