### Exhibit K

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LYNETTE C. CIMAFRANCA

Program Involvement	Percentage	Numerical	Equivalent
(1)	Weight of	Rating	Numerical
	Involvement	(Rating x%)	Rating
	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.61x50%= 2.31	
b. Students (50%)		$4.72x\ 50\% = 2.36$	
Total for Instruction	65%	4.67	3.03
2. Research	15%	4.86	0.73
3. Extension	15%	4.93	0.74
4. Administration	5%	4.89	0.24
5. Production	0%	0.00	0.00
TOTAL			4.74

EQUIVALENT NUMERICAL RATING:

4.74

Add: Additional Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.74

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

LYNETTE C. CIMAFRANCA

Name of Faculty

Recommending Approval:

Approved:

Vice President for Instruction

# SUMMARY OF INFRVIOUS LACTURED OF VACUETY MENGERS

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ADJECTIVAL RATING:

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Raviewed by:

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"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNETTE C. CIMAFRANCA, a faculty member of the <u>DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY</u> commit to the deliver and agree to be rated on the following targets and accomplishments in accordance with the indicated measures for the period <u>January</u> to <u>June 2018</u>

Approved:

TTE CEMAFRANCA

Ratee

Y C. EMNACE Head, DFST

MFO	Description of	Success/				Rating				Remarks	
No.	MFO's/PAPs	MFO's/PAPs Performance Activities / Indicators (PI) Projects			Accomplishment	Quality	Efficiency	Timeliness	Average		
MFO1	Advanced Education Services										
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: FTec 131 lec (3 sections), FTec 131 lab (2 sections)	20.00	23.25	5	5	4	466	
		PI 2a. Number of students advised									
		On thesis/ field practice/special problem	Advising/revising	Advises undergrad. Thesis students & revise their outline & manuscript; advises high school students in research planning & outline preparation	6	6	5	5	5	S-80	
		As SRC Chairman	Advising/correction	Advises and corrects research outline and		4	5	5	5	W-2	

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		thesis/SP manuscript							
As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript		5	5	5	5	٥٥. ک	
On thesis data analyzing consultation	Consultation	Review and checks statistical results of advisees	4	5	5	5	5	2.00	
On consultation	Consultation	Consulting students on subject taught, thesis and grades	60	270	5	5	5	5·n	
PI 3. Number of instructional materials developed									
New syllabi		New syllabi following obedized format	1	1	5	5	5	C. W	
Revised syllabi									
Revised lecture manual	Revised lecture manual	revised pre-lab. lecture ppt presentation for FTec 131	3	5	5	5	4	4-66	
Revised course outline									
New Powerpoint lab presentation (per course)		Prepares prelab ppt presentation for FTec 131	3	4	5	5	5	Z-80	
Pl 4. Additional outputs									
Number of grade sheets submitted on prescribed period	Preparation	Prepares gradesheet for 2nd Sem SY 2017-2018	5	12	5	5	5	54)	
Number of training attended related to instruction	Trainings attended	Attended trainings	1	1	5	5	5	7.10	
Number of of examination prepared	exam prep	prepared examination for subjects taught		6	5	5	5	5.00	
Number of of examination prepared	exam prep	prepared examination for subjects taught		6	5	5	5	5.00	

		Number of quizzes prepared			35	5	5	5	5.00
		Number of quizzes checked			649	5	5	5	5.00
		Number of checked requirements		checked lab reports and term papers	261	5	4	4	4-33
-		Number of practical examination conducted			43	5	5	5	\$.m
MFO 3	Research Services	Number of term exams checked	check exam	checked term examination	489	5	5	4	4-60
	Services	Number of research projects conducted on schedule		conducted research project as study leader	1	5	5	5	5-∞
		Number of articles submitted for publication		submitted research article for publication	1	5	5	5	S-00
		Number of research consultation		accommodated researchers for consultation	1	5	5	5	5.00
		Number of articles reviewed in referred journal		review papers for publication	2	5	5	4	4.66
MFO 4	Extension Services	P4 1. Additional outputs							
		No. of seminar/training presentations prepared							
			Resource speaker	Prepare one training presentation	1	5	5	5	SN
			Resource speaker	Revised one training presentation					
			Training facilitator	Hands on training on processing food products	1	5	5	5	2-80

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			Number of persons-days trained	Trained participants on food processing		15	4	5	5	4-66
			Number of extension project involved	Acted as Project Leader/Study Leader of the extension project	1	2	5	5	5	€.00
		Number of visits to a processing firm for technical consultation	technical consultant	acted as technical consultant in pineapple production in Ormoc		3	5	5	5	C-170
MFO 6	General Admin. & Support Services (GASS)									
				Prepared documents for BSFT program level 3, Phase 2 accreditation per Area	1	1	5	5	4	4.66
			Attend seminar workshop on syllabus preparation for AACCUP	Attended seminar workshop for AACCUP accreditation (MSFST Level 3 Phase 1 Workshop)	1	1	5	5	4	4-66
			Minutes Preparation	Prepared minutes of faculty and staff meeting		3	5	5	5	200
			Accommodate walk-in visitors	Accomodated walk-in visitors for consultation		10	5	5	5	SM
	and the state of t		Meeting Attendance	Attend GS council meeting	1	1	5	5	5	S-m
				DFST meeting		6	5	5	5	5.00
				Attended meeting re: USAID Stride, Holy Spirit meeting (livelihood)	1	2	5	5	5	5.0
			Pilot Plant Manager	Prepared operational procedures posted on every equipment	3	3	5	5	4	9-66
				Prepared ppt for SSF facility orientation	1	3	5	5	5	SN
				Prepared draft of SSF manual of operation	1	3	5	5	5	6-00

L		<u></u>	·		Total points				205.93	
	P6.2 Zero percent complaint from clients served	·			1	5	5	5	5.00	
		SSF Sweetpotato processing facility in-charge	Preparation and presentation of output of business model canvass for SSF		1	5	5	4	4.66	
		Micro lab in- charge	Preparation of micro reagent system of monitoring and inventory	4	1	5	5	5	5.0	
			Prepared proposal for the renovation of the DFST Student's CR in compliance to Quality Standards	1	3	5	5	5	5.0	
			Prepared proposal for the improvement of the Shared Service Facility for Rootcrop Processing	1	3	5	5	4	4.66	

FINAL RATING	4.90
Approved Additional points (with copy of approval)	· · · · · · · · · · · · · · · · · · ·
Additional Points:	
Average Rating (Total Over-all rating divided by 4)	4.90

Comments & Recommendations for **Development Purpose:** 

Attend Trainings and Workshops on Writing Terminal Report of Extension Project.

Evaluated & Rated by:

Recommending Approval:

Approved by:

VICTOR B. ASIO

Dean, CAFS Date:

BEATRIZ S/BELONIAS
Vice President for Instruction

Date:

## PERFORMANCE MONITORING FORM

Name of Employee: **LYNETTE C. CIMAFRANCA** 

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Reco mmendation
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	January 1, 2018	June 31, 2018	June 24, 2018	Very Impressive	Very Satisfactory	
2	Attends trainings, seminars and workshops.	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
3	Attends meetings and workshops as per instructed by immediate Head.	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	

<sup>\*</sup>Either very impressive, impressive, needs improvement, poor, very poor \*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee :

Dr. Lynette C. Cimafranca

Performance Rating :

4.74 OUTSTANDING

Aim: To improve extension capability of faculty member

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

Date: Jan 2018

Target Date: March 2018

First Step: Required Dr. Cimafranca to to make a proposal for submission to the office of the Director for Extension

Result:

Submitted proposal to ODREX and was approved

Date: April 2018

Target Date: June 2018

**Next Step:** 

<u>Spearhead the inception meeting with the stakeholders; and planning and preparation and implementation of extension project</u>

Outcome:

<u>Dr. Cimafranca was able to successfully plan the activities of the project, as well as coordinate with the stakeholders</u>

Final Step/Recommendation:

<u>Dr. Cimafranca</u> must be trained on writing terminal outputs of extension project, and she may observe how extension outputs may be presented in forum such as VSU Annual Inhouse reviews.

Prepared by:

Conforme:

LYNETTE CEMAFRANÇA

**Faculty** 

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