


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 (100%)		4.95	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.95	3.22
2. Research	15%	5.00	0.75
3. Extension	15%	4.92	0.74
4. Administration	5%	4.92	0.25
5. Production	0%	0.00	0.00
TOTAL			4.96

EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.96

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**, faculty 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 to June 2020**.


LORINA A. GALVEZ
Ratee

Approved:


IVY C. EMNACE
Department Head


VICTOR B. ASIO
College Dean

MFO & PAPs	Success Indicators	Tasks Assigned		Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Advanced Education Services	Number of FTE coordinated and implemented	Teaches graduate courses	0.11	0.11	5	5	5	5.00	
	Number of instructional material revised/prepared	Revises powerpoint graduate courses	1		5	5	5	5.00	
	Number of course outline/syllabus updated	Updates MS course outline	1	1	5	5	5	5.00	
	On thesis/field practice/special problem	Advise MS thesis students	2	4	5	5	5	5.00	
	Number of Examinations prepared	Prepares examinations for MS subjects taught	2		5	5	5	5.00	
	Number of term exams checked	Checks/corrects term exams	5		5	5	5	5.00	
	Number of checked requirements	Checks individual/group requirements	6		5	5	5	5.00	
	Number of checked quizzes	Checks quizzes	2		5	5	5	5.00	
	Number of grade sheets submitted on prescribed period	Prepares Grade sheet for 2 nd sem 2019-2020 & 1 st sem 2020-2021	2	1	5	5	5	5.00	
	Number of IM's prepared	Prepares Learning Guide (MS courses)	1	1	4	5	5	4.66	

MF02 – Higher Education Services	Number of FTE coordinated and implemented	Teaches undergraduate courses	10.0	13.85	5	5	5	5.00	
	Number of instructional material revised/prepared	Revises powerpoint undergraduate courses	1	1	4	5	5	4.66	
	Number of course outline/syllabus updated	Updates BS course outline	1	1	5	5	5	5.00	
	On thesis/field practice/special problem	Advise BS thesis/plant practice students	1	1	5	5	5	5.00	
	As SRC Chairman	Edits, corrects, reviews thesis outline / manuscript	1	1	5	5	5	5.00	
	As SRC Member	Edits, corrects, reviews thesis outline / manuscript	1	1	5	5	5	5.00	
	On Consultation	Accommodates students for thesis/OJT/Research consultation	20	30	5	5	5	5.00	
	Number of Examinations prepared	Prepares examinations for BS subjects taught	1	1	5	5	5	5.00	
	Number of term exams checked	Checks/corrects term exams	30	41	5	5	4	4.66	
	Number of checked requirements	Checks individual/group requirements	30	45	5	5	5	5.00	
	Number of checked quizzes	Checks quizzes	200	414	5	5	4	4.66	
	Number of grade sheets submitted on prescribed period	Prepares Grade sheet for BS courses (*2 nd sem 2019-2020 & 1 st sem 2020-2021)	1	1	5	5	5	5.00	
	Number of IM's prepared	Prepares Learning Guide in BS course	0						
MFO3 – Research Services	Number of research projects conducted and/or completed on schedule	Conducts research project on mushroom project as study leader	1	1	5	5	5	5.00	

	Number of proposals submitted for funding	Submits a proposal for possible funding	1	1	5	5	5	5.00	
	Number of UM application	Submits Utility Model application	1	1	5	5	5	5.00	
	Number of Registered/Published UM	Registered UM	1	7	5	5	5	5.00	
	Number of articles prepared for submission	Prepares article for publication	1	1	5	5	5	5.00	
	Number of articles submitted for publication	Submits research article for publication	1	1	5	5	5	5.00	
	Number of research consultations	Accommodates researchers for consultations	20	25	5	5	5	5.00	
	Number of attendance to conferences/seminars/webinar	Attends Institutional/local trainings/workshop	1	3	5	5	5	5.00	
	Number of Research output presentations	Presents research output	1	1	5	5	5	5.00	
	Number of Terminal Report prepared	Prepares Terminal report	1	1	5	5	5	5.00	
MF04- Extension Services	Number of persons-days trained	Trains participants on food processing	8	26	5	5	5	5.00	
	Number of extension project involved	Acts as Co-study leader of the Extension projects	1	1	5	5	5	5.00	
	Number of training served as resource person	Serves as resource person in training on food processing	1	2	5	5	5	5.00	
	Number of engagements done as	Serves as evaluator /judge or APB representative	1	4	5	5	5	5.00	

[illegible]

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:**

Keep up the zeal for excellence.

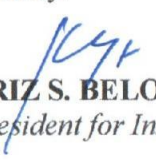
Evaluated & Rated by:


IVY C. EMNACE
Department Head
Date:

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING FORM

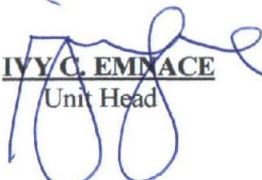
Name of Employee: LORINA A. GALVEZ

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	January 2020	June 2020	March 2020	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2020	Jan-June weekly meetings	January-June 2020 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	January 2020	January-June 2020 weekly meetings	January – June 2020	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 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: January 2020

Target Date: March 2020

First Step:

Required Dr. Galvez to update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned to her.

Result:

Updated graduate course syllabi

Date: April 2020

Target Date: June 2020

Next Step:

Improve further the Instructional Materials developed.

Outcome:

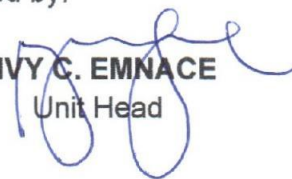
Final Step/Recommendation:

Dr. Galvez improved instructional materials developed.

Conforme:


LORINA A. GALVEZ
Ratee

Prepared by:


IVY C. EMNACE
Unit Head