


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **EILEEN B. BANDALAN**

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	85%	4.95	4.20
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration	15%	5.00	0.75
5. Production	0%	0.00	0.00
TOTAL			4.95

EQUIVALENT NUMERICAL RATING: 4.95
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


EILEEN B. BANDALAN
Name of Faculty


Reviewed by:


IVY C. EMNACE
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

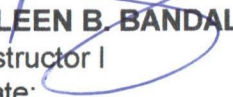
Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

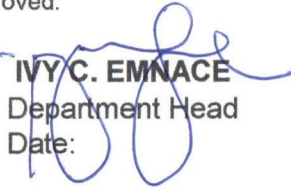
"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EILEEN B. BANDALAN**, 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 Jan - June 2020


EILEEN B. BANDALAN
Instructor I
Date:

Approved:


IVY C. EMNACE
Department Head
Date:


VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO1	Advanced Education Services	Number of PhD course syllabi prepared	Prepared PhD course syllabi	Prepared obedized course syllabi for PhD curriculum	1	1	5	5	5	5.00	Ftec 332
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: FTEC 150 Lec & Lab	2	19.9	5	5	5	5.00	
		Number of examination prepared	exam prep	prepared examination for subjects taught	2	3	5	5	5	5.00	1st LE and Midterm exam Lec and Lab

		Number of grade sheets submitted on prescribed period	Preparation	Prepares gradesheet for 2nd Sem SY 2019-2020	2	2	5	5	5	5.00	2 section of ftec 150;
		Number of training attended related to instruction	Trainings/Seminars/Conferences attended	Attended trainings/seminars/conferences/webinars	1	2	5	5	5	5.00	training workshop on IEC material, PCCAARD Webinar
		Number of examination prepared	exam prep	prepared examination for subjects taught	3	3	5	5	5	5.00	
		Number of quizzes prepared		prepares quizzes for lec and lab	9	5	5	5	5	5.00	4 lec, 1 Lab, 4 other quizzes were not prepared due to cancelation of classes because of the pandemic
		Number of quizzes checked		checked quizzes per student	5	5	5	5	5	5.00	44 lec x 94 students, 1 lab x 72 students
		Number of checked requirements		checked lab reports and assignment per student	7	7	5	5	5	5.00	5 lab reports x 72 students; 2 assignments x 94 students
		Number or exams checked	check exam	checked long/term examination per	1	1	5	5	5	5.00	1 exam x 94 students

MFO 6	General Admin. & Support Services (GASS)											
			Accommodate walk-in visitors	Accommodated walk-in visitors	0	0						
		DFST meetings										
			No. of DFST meetings	Attended DFST meetings	3	9	5	5	5	5.00		
		Other documents prepared & submitted	No. of documents prepared	prepares & submitted documents	1	1	5	5	5	5.00	Analyzed and discussed results on survey of interest for PhD Food Science program	
		seminar/training s/workshops etc.		attended local seminar/training/workshops, etc.	1	1	5	5	5	5.00	PRE-BIDDING CONFERENCE,	
		ISO	exam prep	performed task related to ISO preparation	1	1	5	5	5	5.00	OBEDIZED SYLLABUS	
		Others		other activities related to coordinating, facilitating and follow-up activities; other	1	1	5	5	5	5.00	Prepares survey form (google form) for the survey of interest for the proposed PhD	
		P6.2 Zero percent complaint from										
						Total points				99.32		

Average Rating (Total Over-all rating divided by 4)	4.97
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.97
ADJECTIVAL RATING	OUTSTANDING

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:

**Comments and Recommendations for
Development Purpose**

Present paper in International
fora/conference and publish in
International refereed journal

PERFORMANCE MONITORING FORM

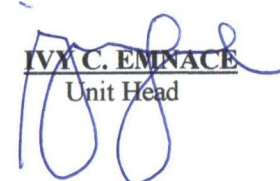
Name of Employee: EILEEN B. BANDALAN

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	
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*Either very impressive, impressive, needs improvement, poor, very poor
 **Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. ENNACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : EILEEN B. BANDALAN

Performance Rating : Outstanding

Aim: To improve competence

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

Date: January 2020

Target Date: March 2020

First Step:

Submit paper for publication to International Refereed Journal/s

Result:

Submitted paper for publication

Date: April 2020

Target Date: June 2020

Next Step:

Improve further the Instructional Materials developed.

Outcome:

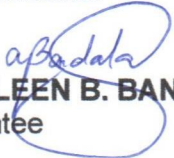
Final Step/Recommendation:

Dr. Bandalan improved instructional materials developed.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


EILEEN B. BANDALAN
Ratee