

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 (50%)		4.84x50%=2.42	
b. Students (50%)		4.83x50% =2.42	
Total for Instruction	59.94%	4.84	2.90
2. Research	13.90%	4.83	0.67
3. Extension	11.57%	5.00	0.58
4. Administration	14.59%	5.00	0.73
5. Production	0%	0.00	0.00
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


LORINA A. GALVEZ
Faculty

Reviewed by:

 1/25/2023
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, LORINA A. GALVEZ, Head and 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.



LORINA A. GALVEZ

Professor VI

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	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	0.5	0.33 (2.33)	5	5	5	5.00	Only 1 student is enrolled, two MS courses with 1online and 1 face-to-face FTCEC221 face to face and online
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4 (5)	5	5	5	5.00	Aguilar, Ababat, Melgazo & Sabejon, Regato, Sulayao, Caballes, Sabijon and Medellin
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4 (2)	5	5	5	5.00	Cacerez and David
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	Mazo,H.
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5 (22)	5	5	5	5.00	Aguilar, Ababat, Melgazo, Sabejon & Palar

	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	1	1	5	5	4	4.67	Module for FTEC221 & FTEC299
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	11 (10)	5	5	5	5.00	FTEC221
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	27 (6)	5	5	5	5.00	FTEC221
		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	2	1 (2)	5	5	4	4.67	FTEC221,299,252
	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							
		No. of quizzes administered & checked	Administers and checks quizzes		2 (12)	5	5	4	4.67	FTEC221
		No. of grade sheets submitted			2(2)	5	5	4	4.67	FTEC221
		No. of term papers, learning tasks, long exams, term paper checked	Administers and checks quizzes		13 (14)	5	5	4	4.67	FTEC221
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1 (1)	5	5	5	5.00	RQAT/COPC for MSFST, AACUP for MSFST Program
		No. of OBE'd syllabus prepared			2	5	5	4	4.67	FTEC221 & 299
		No. of TOS prepared			2 (2)	5	5	5	5.00	Midterm Exam and Final Exam (FTEC221), Midterm for FTEC221
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	<i>Handles and teaches courses assigned</i>	15	8.88 (13.65)	5	5	5	5.00	No. of students in FTec 122 lec. Is 37 and the lab. Is 11 with 6 hrs per week., FTec 122 , FTec 101 and FTec 122 lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2 (2)	5	5	5	5.00	Midterm & final Grade for FTec 122, FTec 101
		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		7	5	5	4	4.67	Complied INC forms for FTec 122
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Trainings on Flexible learning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	74 (81)	5	5	4	4.67	FTec 122
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	185 (234)	5	5	5	5.00	FTec 122
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	63 (96)	5	5	4	4.67	FTec 122
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	3	1(6)	5	5	4	4.67	Only 1 student is assigned Plus 6 students (Fuentes, Aseo, Cerna, Lagrosa, Perero & Tuyor
		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	4	1 (3)	5	5	5	4.67	Only 1 student is assigned; Arcadio, Coretico, Destrajo
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	8	1 (2)	5	5	5	4.67	Only 1 student is assigned; Endico, Penalosa
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30 (51)	5	5	5	5.00	Thesis students and other students in my class consult their assignments, scores, groupings, etc. through text and messenger
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	1						Dependent on the request of Organization to serve as their adviser

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						Dependent on the request of the organization to assist them in their activities
	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	1	NA					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	11 (2)	5	5	5	5.00	FTec 122, FTec 101
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	23 (8)	5	5	4	4.67	FTec 122, FTec 101
		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	4	4	4	4.00	VSUEE (FTec 122, lec and Lab)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Linkage with Yoshinoya Holdings, Ltd.Japan
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		No. of OBE'dized syllabus prepared	Prepares Obedized syllabus		1(2)	5	5	5	5.00	FTec 122, FTec 101
		No. of TOS prepared			2 (4)	5	5	5	5.00	Midter & Final Exam for Ftec 122, FTec 101
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 *	Research outputs utilized by industries or other beneficiaries	1	2 (2)	5	5	5	5.00	Vacuum fried jackfruit and dehydrated jackfruit (Baybay Women Jackfruit Processor), Brined Oyster Mushroom

	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							
		Number of research projects conducted	Conducts research		1(2)	5	5	5	5.00	(1)Study Leader in Assessment of the quality and physico-chemical properties of jackfruit using conventional techniques (2)Co-Project Leader in Comprehensive Baseline Documentation and Product Market Profiling of the Jackfruit Industry in the Philippines (VSU-FTP-2021-2 (1,073,710.40)
	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 (for submission)</i>		1	1	5	4	4	4.33	Searching for Scopus indexed journal, ready for submission
		<i>In refereed nat'l/regional journals</i>			1	5	5	5	5.00	JSET 474 - Physico-Chemical and Proximate Composition of Composite Flour from Banana (Musa acuminata x balbisiana var Cardaba C.) Sweetpotato (Ipomoea batatas Lam) and Glutinous Rice (Oryza sativa var glutinosa L.) Fermented with Lactobacillus plantarum (Orlan-Jensin)-BIOTECH 1223
	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 scienfic for a/conferences							

		<i>In int'l fora/conferences</i>		1	2	5	5	5	5.00	"Process and Formulation Optimzation of Frozen meat Loaf with jackfruit Rags Wastes" dated Dec. 5-7,2022 at Central Luzon State University, Nueva Ecija,Munoz,Philippines (2)" Application of Response Surface Methodology (RSM) In the Optimization of Brined-Oyster Mushroom (Pleurotus ostearatus) during the 5th International STEAM Research Congress 2022 dated August 30-September 1,2022 (3)Improvement of the Acceptability of Beef-Banana Peel-Cassava Burger Patty Using Response Surface methodology during the 29th national Fruit Symposium dated October 18-19,2022 Via Zoom.
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	1)Acceptability of Beef-Banana Peel-Cassava Burger Patty Using Response Surface methodology during the 29 th national Fruit Symposium dated October 18-19,2022 Via Zoom
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Submitted a research proposal for funding by Futures Thinking	1	1	5	5	5	5.00	with Approved research proposal on Production , Development & Profitability ofmajor jackfruit Production Systems in the Philippines
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			2	5	5	5	5.00	1)Best Paper (Technology strand)during the 5th International STEAM Research Congress 2022 and 2022 2)PhilFruits Association Achievement Award for Reserach dated Oct. 19,20202 during the 29th national Fruit Symposium

		<u>A 33.</u> 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						Dependent on the request of journal to serve as peer reviewer
		<u>A 34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1		4	4	4	4.00	Drafted the UM for Goat's milk as yoghurt milk
		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		Number of webinars attended	Attends webinar related to Food Science		8 (9)	5	5	5	5.00	Attended webinars on HACCP, Mushroom processing, research congress, patents, Utility model, etc
UMFO 4. EXTENSION SERVICES										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36.</u> 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	2	4 (3)	5	5	5	5.00	Baybay Women Jackfruit Food Processors & Bunga Women Association & Dulag Rizal National High School, Ormoc City Jackfruit Producers Association
	<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	-50	5	5	5	5.00	Travel Restrictions due to COVID; training outside VSU is already possible (Biliran and Samar)
	<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implements duly approved extension projects	1	2 (2)	5	5	5	5.00	VSU Food, Its SAFE! & Strengthenic Processing Skills Enhancement of Product Quality and Dev. Of Business Management Skills Among Small Scale Food Processors of Albura & Inopacan Leyte
	<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<u>A 39.</u> 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	90	90	5	5	5	5.00	Travel Restrictions due to COVID

	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		5	5	5	5	5.00	DOST(2), ATI,VSU (2)
	Research Mentoring	Research Mentor			1(2)	5	5	5	5.00	Research Assistants of the Project
	Peer reviewers/Panelists	Peer reviewers/Panelists	Reviews paper for publication	1						Dependent on the request of the org to serve as reviewer or panelist
	Resource Persons	Resource Persons	Acts as resource person	1	2 (5)	5	5	5	5.00	Serve as RP during the RSIP Provincial Validation Workshop (Jackfruit Industry) & UM Benchmarking, Camote Processing in Samar, Meat processing in Biliran
	Convenor/Organizer	Convenor/Organizer	Organize training/workshop/seminar	1	2 (4)	5	5	5	5.00	Webinar series of Yoshinoya Collaboration
	Consultancy	Consultant			1	5	5	5	5.00	DOST (Process and Product Development Consultant)
	Evaluator	Evaluator	Evaluates proposal for funding	1	15 (14)	5	5	5	5.00	Evaluated proposals from DOST for SET-UP funding , & TWG evaluator during the in-house 2022
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19								
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	0 NC	0 NC	5	5	5	5.00	
		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	100% Compliant	100%compliant	5	5	5	5.00	

[illegible]

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA

Department Head

Date: Jan. 25, 2023

Recommending Approval


VICTOR B. ASIO

Dean, CAFS

Date:

Comments and Recommendations for Development Purpose:

1. Prepare and submit paper for publication in international refereed journal.

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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 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 : LORINA A. GALVEZ
Performance Rating : Outstanding

Aim: To enhance teaching capability of the faculty

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

Date: January 2022

Target Date: December 2022

First Step:

Finalize IMs ready for review

Result:

IMs finalized and ready for submission

Date: December 2022

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.


Outcome:

Enhanced teaching capability in BS and MSFST courses as well as soon to be offered PhD courses.


Final Step/Recommendation:

For the administration to provide budget appropriations for trainings related to PhD program.

Prepared by:


LYNETTE C. CIMAFRANCA
Department Head

Conforme:


LORINA A. GALVEZ
Ratee