

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LYNETTE C. CIMA FRANCA

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.86x50%= 2.43 | |
| b. Students (50%) | | 5.0x 50% = 2.50 | |
| Total for Instruction | 65% | 4.93 | 3.20 |
| 2. Research | 15% | 4.96 | 0.74 |
| 3. Extension | 15% | 4.93 | 0.74 |
| 4. Administration | 5% | 5.00 | 0.25 |
| 5. Production | 0% | 0.00 | 0.00 |
| TOTAL | | | 4.93 |


EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding


Prepared by:


LYNETTE C. CIMA FRANCA
Name of Faculty

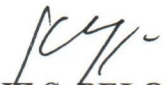
Reviewed by:


IVY C. EMNACE
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

LYNETTE C. CIMA FRANCA
Instructor III
Date:

IVY C. EMNACE
Department Head
Date:

[illegible]

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|--|--|--|-----------------------------------|--|---|---|---|---|---|------|---|
| | | <i>Revised lecture/lab manual</i> | <i>Revised lecture/lab manual</i> | | 1 | 1 | 5 | 5 | 4 | 4.67 | revised lab manual for FTEC 256 |
| | | <i>New course Outline</i> | | | 0 | 1 | 5 | 5 | 5 | 5.00 | made course outline for FTEC 256 |
| | | <i>New Powerpoint lab (per course)</i> | | Prepares ppt presentation for FTEC 256 & 251 | 1 | 3 | 5 | 5 | 5 | 5.00 | prepared ppt for FTec 256, FTEC 251 and FTec 131 lab |
| | | PI 4. Additional outputs | | | | | | | | | |
| | | <i>Number of grade sheets submitted on prescribed period</i> | Preparation | Prepares gradesheet for 1st Sem SY 2018-2019 | 1 | 6 | 5 | 5 | 3 | 4.33 | midterm and final term of the 3 courses handled |
| | | <i>Number of INC forms with grade submitted</i> | | facilitates students in the completion of the subject; and submitted completion forms with grade | 1 | 4 | 5 | 5 | 5 | 5.00 | completion forms with grade of Piamonte, Elles, Loreto, Ludevese, Collo and Aguirre |
| | | <i>Number of training attended related to instruction</i> | Trainings attended | Attended trainings | 0 | 3 | 5 | 5 | 5 | 5.00 | (1) CAFS strat plan workshop (Jan 31, Feb 1 & Feb 15); (2) CAFS workshop re AACUP accreditation; (3) multiwave digester training (Mar. 6-8) |

| | | | | | | | | | | | |
|--|--|--------------------------------|-----------|--|---|-----|---|---|---|------|--|
| | | Number of examination prepared | exam prep | prepared examination for subjects taught | 6 | 10 | 5 | 5 | 5 | 5.00 | (1) midterm exam FTec 131; (2) final exam FTec 131; (3) practical exam FTec 131; (4) 1st long exam FTEC 256; (5) midterm exam FTEC 256; (6) 2nd long exam FTEC 256; (7) final exam FTEC 256; (8)midterm exam FTEC 251; (9) final exam FTEC 251; (10) removal |
| | | Number of quizzes prepared | | prepares quizzes for lec and lab | 8 | 17 | 5 | 5 | 5 | 5.00 | 7 quizzes for FTEC 256; 6 quizzes for FTec 131 1-4 Th class; 10 quizzes for FTec 131 1-4 Th class |
| | | Number of quizzes checked | | checks quizzes | 8 | 474 | 5 | 5 | 5 | 5.00 | 7 quizzes for FTEC 256 multiplied by 4 MS students; 6 quizzes for FTec 131 7-10 T class multiplied by 26 BS students; 10 quizzes for FTec 131 1-4 Th class multiplied by 29 students |

| | | | | | | | | | | | |
|--|--|--------------------------------|------------|-------------------------------------|----|-----|---|---|---|------|--|
| | | Number of checked requirements | | checked lab reports and term papers | 50 | 552 | 5 | 5 | 4 | 4.67 | 1 term paper for FTEC 251; 260 lab report for FTec 131 7-10 T (10 lab reports x 26 students); 290 lab reports for FTec 131 1-4Th (10 lab reports x 29 students); 1 lab report FTEC 251 |
| | | Number or exams checked | check exam | checked long/term examination | 6 | 10 | 5 | 5 | 5 | 5.00 | (1) midterm exam FTec 131; (2) final exam FTec 131; (3) practical exam FTec 131; (4) midterm exam FTEC 256; (5) 1st long exam FTEC 256; (6) 2nd long exam FTEC 256; (7) final exam FTEC 256; (8)midterm exam FTEC 251; (9) final exam FTEC 251; (10) removal exam for FTec 133 graduating student with INC |

| | | | | | | | | | | | |
|-------|-------------------|---|--|--|---------------------|----|---|---|---|------|---|
| | | Number of thesis defense served as review panel | | | 2 | 5 | 5 | 5 | 5 | 5.00 | (1) thesis outline defense conducted last January 23, 2019; (2)special thesis defense for Arcuino(Jan 23); (3) final thess defense batch 1 BSFT (May 14); (4)batch 2 final thesis defense BSFT (May 15, 2019); (5)special defense of Ms. Yu (May 21, 2019); |
| | | | | Prepared compilation of thesis abstract of BSFT 2019 graduates.. | 0 | 1 | 5 | 5 | 5 | 5.00 | compilation complete with cover, preface, table of contents, subject index and author index; and reviewed by the department head |
| | | | | | Total points | | | | | | |
| MFO 3 | Research Services | Number of research projects conducted on schedule | | conducted research project as study leader | 0 | 1 | 5 | 5 | 4 | 4.67 | One Town, One Product (OTOP) Next Gen |
| | | Number of articles submitted for publication | | submitted research article for publication | 0 | 1 | 5 | 5 | 5 | 5.00 | (1) submitted article for publication to CMUJS (Mar 3, 2019) |
| | | Number of research consultation | | accomodated researchers for consultation | 0 | 56 | 5 | 5 | 5 | 5.00 | High School and BSFT advisees |

| | | | | | | | | | | | |
|--|--|--|---------------------------|---|---|---|---|---|---|------|--|
| | | Number of research proposals prepared | research proposal drafted | drafted research proposals for submission to funding agency | 0 | 2 | 5 | 5 | 5 | 5.00 | title of research proposals prepared : (1) Intermittently-dried marinated fishery products from Region 8 : A Product Development, Shelf-life and quality evaluation study; (2) Calamansi co-product proposal (CRADLE project); |
| | | PI 2. Number of research outputs presented in regional/national/ int'l | | | | | | | | | |
| | | In nat'l fora/conferences | | Presentation of research paper | 0 | 1 | 5 | 5 | 5 | 5.00 | SUC-ACAP May 22-23 |
| | | In reg'l fora/conferences | | Presentation of research paper | | | | | | | |
| | | | poster preparation | prepared poster for presentation | 0 | 4 | 5 | 5 | 5 | 5.00 | Paper presented on the ff conferences: (1) PSBMB symposium (Feb 21-22); (2) SUC-ACAP; (3,4,5) SAER -8 (3 posters) |
| | | In international fora/conferences | | Presentation of research paper | | | | | | | |
| | | | ppt preparation | prepared ppt for oral presentation | | | | | | | |
| | | | poster preparation | prepared poster for presentation | 0 | 1 | 5 | 5 | 5 | 5.00 | (1) SUC-ACAP |

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|-------|--------------------|--|------------------------|---|----|---------------------|---|---|---|------|--|
| | | Number of UMs submitted to IPOPHL | UM preparation | prepared Patent Search Report; Specifications and Claims; and filled-up registration form | 0 | 2 | 5 | 5 | 5 | 5.00 | (1) Method of manufacturing dehydrated seriales [<i>Flacourtia jangomas</i> (Lour) <i>Raeuschj</i> fruits; (2) Method of manufacturing <i>paragis</i> (<i>Eleucine indica</i> Linn.) cookies |
| | | | | | | Total points | | | | | |
| MFO 4 | Extension Services | P4 1. Additional outputs | | | | | | | | | |
| | | No. of seminar/training presentations prepared | | | | | | | | | |
| | | | Resource spea | Prepare one training presentation | 1 | 2 | 5 | 5 | 5 | 5.00 | (1) Symposium of Women in Agriculture training - Longganisa Mar. 6; (2) Refresher course for Vacuum Fried Processors of Baybay City |
| | | | Resource spea | Revised one training presentation | | | | | | | |
| | | | Resource spea | Hands on training on processing food products | 1 | 2 | 5 | 5 | 5 | 5.00 | (1) Symposium of Women in Agriculture training - Longganisa Mar. 6; (2) Refresher course for Vacuum Fried Processors of Baybay City |
| | | | Number of persons-days | Trained participants on food processing | 10 | 35 | 5 | 5 | 5 | 5.00 | Mar 6 = approx 20; (2) Jun 28 = 15; |
| | | No. trainings attended | | attended "Training on extension Planning workshop" | 0 | 1 | 5 | 5 | 5 | 5.00 | Jan 24, 2019 @ RDE |

| | | | | | | | | | | | |
|--|--|--|--------------------------------------|---|---|---|---|---|---|------|---|
| | | No of extension proposal made/revised | | revised proposal on Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albuera and Baybay, Leyte – An Extension cum Research Project | 1 | 1 | 5 | 5 | 4 | 4.67 | Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albuera and Baybay, Leyte – An Extension cum Research Project |
| | | | Number of extension project involved | Acted as Project Leader/Study Leader of the extension project | 1 | 1 | 5 | 5 | 5 | 5.00 | Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albuera and Baybay, Leyte – An Extension cum Research Project |
| | | No. of Training outputs | | prepared Training Completion Report, Proceeding, etc. | 0 | 2 | 5 | 5 | 5 | 5.00 | (1) Training Completion report for GAD Training; (2) Prepared proceedings for GAD training |
| | | Number of visits to a processing firm for technical consultation | technical consultant | acted as technical consultant in pineapple production in Ormoc | 0 | 1 | 5 | 5 | 5 | 5.00 | (1) Feb 9 |

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|-------|--|--|--|--|---|----|---|---|---|------|--|
| | | | monitoring of VSU-DFST extension project | visits and conducts monitoring of AEWA fish processing of Albuera & BWA rootcrop processing of Brgy. Bunga | 1 | 1 | 5 | 5 | 5 | 5.00 | (1) Mar 19-coordinated with BWA, AEWA and Baybay Jackfruit Processors re Dulag Processor's visit and monitoring of extension beneficiaries as well |
| | | | VSU-DTI Bohol Project | conducted experiment on researchable areas related to DTI Bohol Project | 1 | 3 | 5 | 5 | 4 | 4.67 | |
| | | | | | | | | | | | |
| MFO 6 | General Admin. & Support Services (GASS) | | | | | | | | | | |
| | | | PR preparation for DTI SSF Phase 3 | conducted market study on equipment and appliances included in DTI SSF Phase 3; and submitted it to DTI region 8 (email) | 0 | 1 | 5 | 5 | 5 | 5.00 | prepared PR was submitted to Ms. Cormanese of DTI Tacloban on January 23, 2019 |
| | | | FTL construction | facilitate/coordinates FTL construction | 5 | 22 | 5 | 5 | 5 | 5.00 | includes follow-ups, coordination and facilitation services rendered |
| | | | PAFT | no. of meeting with PAFT officer(s) | 1 | 4 | 5 | 5 | 5 | 5.00 | meeting with the ff dates: (1) Feb 18 - meeting with PAFT president re PAFT activities; (2) April 24; (3) May 29-review of financial report; (4) Jun 6-finalize financial report |

| | | | | | | | | | | | |
|--|--|---------------|------------------------------|-------------------------------|---|----|---|---|---|------|---|
| | | | Accommodate walk-in visitors | Accommodated walk-in visitors | 0 | 24 | 5 | 5 | 5 | 5.00 | (1) DTI representative Ms. Ebec Cormaness & co. to check readiness of FTL building (Jan. 16); 2 clients who wants to see Rootcrop processing equipment (Mar 6); approx 20 Dulag processors (Mar 19); |
| | | DFST meetings | | | | | | | | | |
| | | | No. of DFST meetings | Attended DFST meetings | 6 | 18 | 5 | 5 | 5 | 5.00 | had DFST meeting on the ff dates: (1) Jan 3; (2) Jan 8-emergency meeting (FTL related); (3) Jan 14; (4) Jan 21; (5) Jan 24; (6) Jan 28 (re DTI SSF-FTL launching); (7) emergency meeting Feb 7; (8) Feb 11 meeting; (9) Feb 12 con't; (10)Feb 18; (11) Feb 27; (12) Mar 11; (13) Mar 18; (14) Apr 23; (15) Apr 29; (16) May 21; (17) June 11; (18) June 19 re ASEAN prep; |

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|--|--|--|----------------------------------|---|----|----|---|---|---|------|--|
| | | | No. of other meetings (non-DFST) | attended meeting other than DFST | 2 | 11 | 5 | 5 | 5 | 5.00 | (1) meeting re CAFS strat plan (Jan 24); (2) meeting at OP re DTI SSF-FTL launching (Jan 28); (3) VFA meeting (Feb 7); (4) meeting at DAS 101 re CAFS Strat plan Research Devt Area (Feb 14); (5) meeting Area "Laboratories"; (6) Mar 12 - meeting at OP re SSF launching; (7) consultation meeting with Dr. Tulin @DAS; (8) Reflection/Team building/consultation meeting (Apr 16); (9) CRADLE project (Apr 23); (10) Green business meeting with DTI; (11) consultation meeting with Dr. Tulin @DAS |
| | | | Minutes Preparation | Prepared minutes of faculty and staff meeting & submitted to Committee members for review | 0 | 1 | 5 | 5 | 5 | 5.00 | (1) Jan 3 meeting |
| | | | Pilot Plant Manager | monitors and checks pilot plant facility, especially on cleanliness and organization; identifying areas and equipment needing repair and maintenance services | 10 | 24 | 5 | 5 | 5 | 5.00 | |
| | | | SSF Rootcrop facility incharge | conduct maintenance cleaning of machines | 2 | 6 | 5 | 5 | 5 | 5.00 | |


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|--|--|---------------------------|------------------------------|---|---|----|---|---|---|------|--|
| | | | SSF Foodtesting Laboratory | assumes responsibility as member of the TWG ; | 5 | 22 | 5 | 5 | 5 | 5.00 | follow up and coordinates with other agencies relative to SSF FTL |
| | | | DFST event organizing | organizes and facilitates DFST event | 1 | 3 | 5 | 5 | 5 | 5.00 | (1) SSF launching; (2) Tribute party 2019; (3) Refresher Training Course on Food Safety Practices in Vacuum Fried Jackfruit Processing in Baybay City, Leyte |
| | | | As research study respondent | answers questionnaire of researcher as one of the respondents of the study | 0 | 2 | 5 | 5 | 5 | 5.00 | respondent to the ff studies : (1) Structural equation model on knowledge management performance in higher education institution in Region VIII; (2) Factors affecting the people of Visayas State University in choosing Fastfood |
| | | | As DFST head OIC | assumes temporarily the responsibility of the department head | 0 | 1 | 5 | 5 | 5 | 5.00 | (1) Jan 17, 2019 |
| | | No. of documents prepared | No. of documents prepared | prepares DTR, SALN and submitted to clerk, travel documents, etc. | 7 | 11 | 5 | 5 | 5 | 5.00 | Submitted DTR (every month), Income tax return and SALN (Apr. 15); deed of donations |
| | | Others | | other activities related to coordinating, facilitating and follow-up activities; other seminars and demonstrations; | 0 | 3 | 5 | 5 | 5 | 5.00 | (1) follow-up PO for repair of colorimeter; (2) GFAL II Program orientation seminar (May 2); (3) attended Freeze dryer operation demonstration (May 28); |

| | | | | | | | | | | | |
|--|------------------------------|--|--|--|--|--|--|--|--|--------|--|
| | | P6.2 Zero percent complaint from clients served | | | | | | | | | |
| | Total Over-all Rating | | | | | | | | | 415.67 | |

| | | |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 4) | | 4.93 |
| Additional Points: | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.93 |
| ADJECTIVAL RATING | | OUTSTANDING |

| |
|--|
| Comments & Recommendations for Development Purpose: Write publishable articles and submit to International Publications |
|--|


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:

PERFORMANCE MONITORING FORM

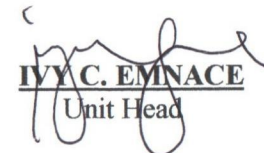
Name of Employee: **LYNETTE C. CIMA FRANCA**

| 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 2019 | June 30, 2019 | June 10, 2019 | Very Impressive | Very Satisfactory | |
| 2 | Attends meetings and performs functions as member of different committees of the department | Outstanding | January 2019 | June 30, 2019 | January 3, 2019 – June 30, 2019 | Very Impressive | Outstanding | |
| 3 | Performs other functions | Outstanding | January 2019 | June 30, 2019 | January 3, 2019 – June 30, 2019 | 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. Lynette C. Cimafranca
Performance Rating : **OUTSTANDING (4.93)**

Aim: To improve teaching capability of faculty member.

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

Date: January 2019

Target Date: March 2019

First Step:

Required Dr. Cimafranca to update course syllabi of the undergraduate courses assigned to her.

Result:

Updated undergraduate course syllabi

Date: April 2019

Target Date: June 2019

Next Step:

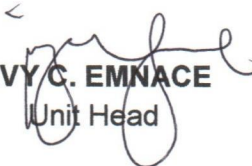
Update undergraduate instructional Materials.

Outcome:

Final Step/Recommendation:

Dr. Cimafranca will update the rest of the syllabi and instructional materials assigned to her.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


LYNETTE C. CIMAFRANCA
Ratee