

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%)		4.84x50%= 2.42	
b. Students (50%)		4.71x 50% = 2.35	
Total for Instruction	65%	4.88	3.17
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.18	0.25
5. Production	0%	0.00	0.00
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNETTE C. CIMA FRANCA, 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 to December 2018

 **LYNETTE C. CIMA FRANCA**

Instructor III

Date:

 **IVY C. EMNACE**

Department Head

Date:

 **VICTOR B. ASIO**

Dean, CAFS

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	PI 1. Number of FTE coordinated and implemented		Teaches: FTEC 251 lec, FTEC 251 lab (1 section), FTEc 233 Lec/Lab, FTEc 253 (extramural)	2	3.08	5	5	4	4.67	
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: FTec 153 lec (1 sections), FTec 153 lab (2 sections)	5.00	9.80	5	5	5	5.00	
			Teaching	Teaches: FTec 153 lec, FTec 153 lab (2 sections)							
		PI 2a. Number of students advised									
		On thesis/ field practice/special problem	Advising/revising	Advises undergrad. Thesis students & revise their outline & manuscript; advises high	3	7	5	5	4	4.67	4 BSFT, 2 Senior HS, 1 Junior HS
		As SRC Chairman	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	4	5	5	4	4.67	

		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP	1	2	5	5	5	5.00	
		On consultation	Consultation	Consulting students on subject taught, thesis and grades	15	69	5	5	5	5.00	students consulting are FTec 153 and FTEC 251 students; few students complying INC as well
		PI 3. Number of instructional materials developed									
		New syllabi		New syllabi following obedized format	1	2	4	5	5	4.67	FTec 153 & FTec 251
		Revised syllabi									
		Revised lecture manual	Revised lecture manual	revised pre-lab. lecture ppt presentation for FTec 153	3	5	5	5	5	5.00	FTec 153 pre-lab pp and ppt for lecture
		Revised course outline		revised FTec 153 course outline	1	1	5	5	5	5.00	FTec 153 course outline
		New Powerpoint lab (per course)		Prepares ppt presentation for FTec 153 & 251	3	8	5	5	5	5.00	5 lecture, 3 lab
		PI 4. Additional outputs									
		Number of grade sheets submitted on prescribed period	Preparation	Prepares gradesheet for 2nd Sem SY 2017-2018	4	4	5	5	4	4.67	midterm for FTEC 251 and FTec 153; final grade for FTEC 251 and FTec 153
		Number of training attended related to instruction	Trainings attended	Attended trainings	1	2	5	5	5	5.00	NVivo, Patent Search & Patent drafting

		Number of examination prepared	exam prep	prepared examination for subjects taught	4	10	5	5	5	5.00	FTec 153 lec: 4 FTec 153 (lab) : 2 FTEC 251 : 2 Special exam: 2 (Arcuino & Yu)
		Number of quizzes prepared		prepares quizzes for lec and lab	4	9	5	5	5	5.00	4 quizzes for FTec 153 lab and 3 quizzes for FTec 153; 2 quizzes for FTEC 251
		Number of quizzes checked		checks quizzes	80	198	5	5	4	4.67	112 for FTec 153 lec; 84 for FTec 153 lab; 2 quizzes for FTEC 251
		Number of checked requirements		checked lab reports and term papers	40	318	5	5	5	5.00	28 term papers for FTec 153; 1 for FTEC 251; 280 lab reports FTec 153; 9 lab reports for FTEC 251
		Number or exams checked	check exam	checked term examination	40	58	5	5	4	4.67	FTec 153: 28 midterm exam; 27 final exam; 1 special final exam FTEC 251: 1 midterm and 1 final exam
			check exam	checked long exam	40	56	5	5	5	5.00	FTec 153: 28 exams for 1st long exam; 28 for 2nd long exam;
		Number of scholarship application prepared & submitted		prepared and submitted documents for international training on Food Safety		1	5	5	5	5.00	Governance and food safety in international food chains

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MFO 3	Research Services	Number of research projects conducted on schedule		conducted research project as study leader	1	1	5	5	5	5.00	Title of project: Processed Food Dev't Program for OTOP Next GEN (funded by DTI Bohol)
		Number of articles submitted for publication		submitted research article for publication	0	2	5	5	5	5.00	a.) re-submitted revised article complying suggestions of reviewers; b.) submitted new article for publication (ATR)
		Number of research consultation		accomodated researchers for consultation	0	14	5	5	5	5.00	BS (4); HS (10 students, 3 groups)
		Number of articles reviewed in referred journal	review journal articles submitted for publication	review papers for publication	1	4	5	5	5	5.00	ATR (3); CMUjournal (1)
			report prepaton	prepared Reviewer's evaluation report submitted to journal's editor	1	4	5	5	5	5.00	ATR (3); CMUjournal (1)
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
		In nat'l fora/conferences		Presentation of research paper	1	2	5	5	5	5.00	
		In reg'l fora/conferences		Presentation of research paper	1	3	5	5	5	5.00	

		In international fora/ conferences		Presentation of research paper	2	3	5	5	5	5.00	a.) ISTEAM, AAACU, AFSA
			ppt preparation	prepared ppt for oral presentation	1	2	5	5	5	5.00	a.) ISTEAM; b.) AFSA
			poster preparation	prepared poster for presentation	1	2	5	5	5	5.00	a.) ISTEAM; b.) AAACU
MFO 4	Extension Services	P4 1. Additional outputs									
		No. of seminar/training presentations prepared									
			Resource speaker	Prepare one training presentation	1	1	5	5	5	5.00	2-day training on vegetable processing (GAD Baybay Project)
			Resource speaker	Revised one training presentation			5	5	5	5.00	
			Resource speaker	Hands on training on processing food products	1	1	5	5	5	5.00	2-day training on vegetable processing (GAD Baybay Project)
			Number of persons- days trained	Trained participants on food processing	20	48	5	5	5	5.00	48 trainees per day (GAD project on vegetable processing)
		No. trainings attended		attended "Training on extension proposal writing"	1	1	5	5	5	5.00	training held at RDE last July 18-20, 2018
		No of extension proposal made/revised		revised proposal on food safety	1	1	5	5	5	5.00	collaboration with Dr. Dacilag, Ms. Mesias, Dr. Galvez, Dr. Emnace

			Number of extension project involved	Acted as Project Leader/Study Leader of the extension project	1	2	5	5	5	5.00	Project (1) title: Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albuera and Inopacan, Leyte – A follow-up Project; Project (2) title : Processed Food Dev't Program for OTOP Next Gen - Research cum extension project
		Number of visits to a processing firm for technical consultation	technical consultant	acted as technical consultant in pineapple production in Ormoc	1	3	5	5	5	5.00	vis for consultation on the ff production dates: a.)Aug. 25; b.) Aug 26, 2018; and c.) Sept 29, 2018
			monitoring of VSU-DFST extension project	visits and conducts monitoring of AEWA fish processing of Albuera & BWA rootcrop processing of Brgy. Bunga	1	4	5	5	5	5.00	on-site BWA and AEWA visit on the ff dates: (a) July 31, 2018; (b) Nov 29, 2018
				meeting	1	3	5	5	5	5.00	Inception DFST VSU extension project (july 2); July 25, 2018 meeting with project leader and study leaders for DTI bohol project; c.) July 27meeting with RAs DTI Bohol project; d.)Aug 6 meeting on topics for training (Bangus Training)

			VSU-DTI Bohol Project	quality assessment of processed foods in Bohol (5 processing facilities)(on-site visit)	2	5	5	5	5	5.00	3-day visit at DTI Bohol assisted food processing facilities
		No. of MOA drafted/revised (extension related)		drafted and revised MOA for extension project beneficiaries; submitted to VSU legal office for legal review	1	2	5	5	5	5.00	MOA for Bunga Women's Association & Association of Empowered Women of Albura
MFO 6	General Admin. & Support Services (GASS)										
			AACCUP	Prepared documents for MSFST program level accreditation per Area	1	1	5	4	4	4.33	assigned Area on Faculty and Support to Students
			Accommodate walk-in visitors	Accommodated walk-in visitors	1	2	5	5	5	5.00	Hiroshima Professor and student (2)
			Accommodate walk-in visitors	Accommodated visitors who will conduct benchmarking activities	10	24	5	5	5	5.00	Western Philippines University (24 people)
				DFST meeting		6	5	5	5	5.00	

				Attended other meetings	1	2	5	5	5	5.00	a.) USAID Stride (Villa Hotel Ormoc); b.) Holy Spirit Parish meeting (livelihood project conceptualization)
			Minutes Preparation	Prepared minutes of faculty and staff meeting	1	3	5	5	5	5.00	prepared minutes of the meeting in the absence of the secretary
			Pilot Plant Manager	monitors and checks pilot plant facility, especially on cleanliness and organization; identifying areas and equipment needing repair and maintenance services	3	25	5	5	5	5.00	roving, checking and monitoring was done at least every other day
			SSF Rootcrop facility incharge	revised ppt for SSF facility orientation	1	1	5	5	5	5.00	ppt revised for District 5 MSME's potential SSF rootcrop facility users
				conduct orientation of the facility and tour around SSF rootcrop processing section	1	20	5	5	5	5.00	approximately 20 MSMEs of District 5 Leyte visited SSF rootcrop processing facility
			SSF Foodtesting Laboratory	assumes responsibility as member of the TWG ;	1	1	5	5	5	5.00	provide some inputs on the design of the facility; attend series of meeting regarding facility renovation;
			Training	attended in-house training on Competency-based HR	1	1	5	5	5	5.00	
			DFST event organizing	organizes and facilitates DFST event	2	3	5	5	5	5.00	a.)Freshmen curriculum orientation (Aug 23, 2018), b.)FVC (international), c.) DFST new bldg. blessing, xmass party & despida for newly retired staff

			Freshmen BSFT curriculum & VSU VMGO orientation	prepares ppt and serves as resource person on the new BSFT Curriculum	1	1	5	5	5	5.00	event happened last Aug 23, 2018
			Pineapple fiesta	actively participated in the conceptualization and execution of pineapple cookfest event; oversees and facilitated the event from prep to restoration	1	1	5	5	5	5.00	event happened last Nov 22, 2018
			PAFT adviser	consultation with PAFT officers re PAFT activities	1	5	5	5	5	5.00	
				reviewed financial report of PAFT	1	1	5	5	5	5.00	guides the treasurer in the organization of financial documents, as well as guiding her in the making of the financial report;
			PhilSci Summer Practicum	prepared program for the activity; conducted lecture and pre-lab discussion; prepared lab guide and conducted laboratory exercise	1	1	5	5	5	5.00	26 students attended the lecture and laboratory class in DFST
			As observer of thesis presentation & defense (OGS	observes thesis presentation and defense; made and submitted report to OGS	1	2	5	5	5	5.00	August 3, 2018 @ DFST (MS student thesis defense); Nov. 25, 2018 @ An Sci (MS student)
			As APB representative	observes & participates in the conduct of teaching demo and interview of faculty applicants;	1	2	5	5	5	5.00	DCHM(July 24, 2018) DOPAC teaching demo & interview of part-time instructor applicants (Forgot the date, but signed docs last Aug 3, 2018)
				drafted PPMP	1	2	5	5	5	5.00	PPMP for DFST Extension Project (BVWA & AEWA as beneficiaries); VSU-DTI Bohol project
		No. of MOA drafted/revised	Food Value Chain Seminar (Cebu City event)	drafted MOA for Food Value Chain (a collaborative project with ASEAN and MAFF-JAPAN)	1	2	5	5	5	5.00	MOA for VIFFARD and MOA for ASEAN-MAFF


			Re-echo seminar	presented the learning acquired from the trainings and workshops attended previously	1	2	✓	✓	✓	5.00	topics re-echoed are the ff: (a) IP search and IP drafting; (b) NVivo analysis
		PRIME HR	PRIME HR on site assessment	one among the rank and file faculty group interviewed by CSC personnel to validate whether the systems and processes weree actually practiced	1	1	✓	✓	✓	5.00	
		P6.2 Zero percent complaint from clients served			1	1					
Total Points											

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

Comments & Recommendations for Development Purpose:

Update Instructional Materials of the undergraduate courses handled.

Evaluated and Rated by:




IVY C. EMNACE
Department Head

Recommending Approval



VICTOR B. ASIO
College Dean

Approved by:



BEATRIZ S. BELONIAS
VP for Instruction

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addition, the basis of

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ADDITIONAL FINDINGS	
FINAL FINDINGS	
ADDITIONAL COMMENTS (For copy of document)	
ADDITIONAL COMMENTS	
ADDITIONAL COMMENTS (For copy of document)	

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PERFORMANCE MONITORING FORM

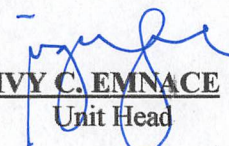
Name of Employee: **LYNETTE C. CIMA FRANCA**

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	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Very Satisfactory	
2	Attends trainings, seminars and workshops.	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
3	Attends meetings and workshops as per instructed by immediate Head.	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
4	Performs other functions	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 Unit Head

1. The first part of the report is a general introduction to the project. It describes the purpose of the study, the objectives, and the scope of the work. It also mentions the names of the people involved in the project.

2. The second part of the report is a detailed description of the methodology used in the study. It explains how the data was collected and how it was analyzed.

3. The third part of the report is a discussion of the results of the study. It compares the findings with the expectations and discusses the implications of the results.

4. The fourth part of the report is a conclusion. It summarizes the main findings of the study and provides some suggestions for further research.

5. The fifth part of the report is a list of references. It includes all the sources that were used in the study.

6. The sixth part of the report is an appendix. It contains any additional information that is relevant to the study.

Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status
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Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status
Project Title	Author	Date	Institution	Location	Project Period	Project Status

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Lynette C. Cimafranca
Performance Rating : 4.92 Outstanding

Aim: To improve teaching capability of faculty member.

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

Date: July 2018

Target Date: September 2018

First Step:

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

Result:

Updated undergraduate course syllabi

Date: October 2018

Target Date: December 2018

Next Step:

Update undergraduate course syllabus and 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
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