

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **IVY C. EMNACE**

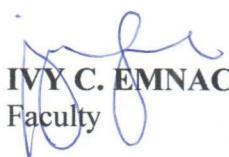
| Program Involvement<br>(1) | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|----------------------------|---|--|--|
| 1. Instruction             |   |  |  |
| a. Head/Dean (50%)         |   | 4.96x50%=2.48                          |  |
| b. Students (50%)          |   | 5.00x50% =2.50                         |  |
| Total for Instruction      | 52.82%  | 4.98                                   | 2.63                                       |
| 2. Research                | 23.99%  | 5.00                                   | 1.20                                       |
| 3. Extension               | 4.00%   | 5.00                                   | 0.20                                       |
| 4. Administration          | 19.19%  | 5.00                                   | 0.96                                       |
| 5. Production              | 0%  | 0.00                                   | 0.00                                       |
| <b>TOTAL</b>               |   |  | <b>4.99</b>                                |

EQUIVALENT NUMERICAL RATING: 4.99  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING:

  
**OUTSTANDING**

Prepared by:

  
**IVY C. EMNACE**  
Faculty


Reviewed by:

  
**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, **Ivy C. Emnace**, 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 2023.

**IVY C. EMNACE**

Professor III

Date: Feb. 6, 2024

Approved:

**LYNETTE C. CIMA FRANCA**

Department Head

Date: Feb. 7, 2024

| MFO No.  | Description of MFO's/PAPs                             | Success/ Performance Indicators (PI)                                   | Tasks Assigned  | Target (Jan.-Dec.) | 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   | 1                  | 1(3.33)               | 5       | 5          | 5          | 5.00    | FTec 231 (Adv. Food Microbiology)             |
|  | PI 8: Number of graduate students advised *           | A2. Number of students advised   | Acts as academic adviser to graduate students                               | 2                  | 3                     | 5       | 5          | 5          | 5.00    | Gofredo J, Espinosa D, Espinosa K             |
|  |   | A3 . Number of students advised on thesis/special problem/dissertation |   |                    |                       |         |            |            |         |   |
|  |   | As GAC Chairman/Adviser  | Advises and corrects research outline and thesis/SP/dissertation manuscript | 2                  | 3                     | 5       | 5          | 5          | 5.00    | Gofredo J, Espinosa D, Espinosa K             |
|  |   | AS GAC Member  | Advises and corrects research outline and thesis/SP/dissertation manuscript | 2                  | 3                     | 5       | 5          | 5          | 5.00    | Medellin J, Lanzaderas R, Largo (PhD)         |
|  |   | A4 . Number of students entertained for consultation purposes          | Entertains students seeking consultation with faculty                       | 5                  | 10                    | 5       | 5          | 5          | 5.00    | FTec 231 (4); MS Advisees (3); GAC member (3) |

|  |  |  |   |   |          |   |   |   |      |  |
|--|--|--|---|---|----------|---|---|---|------|--|
|  | <b>PI 9:</b> Number of instructional materials developed *       | <b>A5 .</b> 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                            |   |          |   |   |   |      |  |
|  |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 4 | 7        | 5 | 5 | 5 | 5.00 | FTec 231 PPTs, Scientific Articles,  |
|  |  | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   | 4 | 8        | 5 | 5 | 5 | 5.00 | FTec 231 (4 exams, 4 articles for critic paper)  |
|  |  | 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   |   |          |   |   |   |      |  |
|  | <b>PI 10 .</b> Additional outputs:                               | <u>A 8. Other outputs implementing the new normal due to covid 19</u>              | Designs experiential learning activities and other outputs to implement new normal                          |   |          |   |   |   |      |  |
|  |  | Enrollment   | Evaluated, assessed and advised students  | 3 | 3        | 5 | 5 | 5 | 5.00 | Gofredo J, Espinosa D, Espinosa K  |
|  |  | Number of term paper/critique paper checked  | Checks term papers/critique paper/learning task/activities  | 4 | 39       | 5 | 5 | 4 | 4.67 | 3 students x (4 critic papers; 1 research proposal, 2 oral reporting, 2 review of literature, 4 laboratory reports ) special probelam manuscript |
|  |  | Number of Exam papers checked  | Checks exam papers  | 4 | 12       | 5 | 5 | 4 | 4.67 | 3 students x (4 exams)   |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |  |   |   |          |   |   |   |      |  |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |  |   |   |          |   |   |   |      |  |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A9.</b> Actual Faculty's FTE  | Handles and teaches courses assigned  | 2 | 2 (6.25) | 5 | 5 | 5 | 5.00 | FTec 153 Lec; FTec 153 Lab   |



|  |  |  |  |    |     |   |   |   |      |  |
|--|--|--|--|----|-----|---|---|---|------|--|
|  |  | <b>A10.</b> Number of grade sheets submitted within prescribed period              | Prepares gradesheet and submits on or before deadline  | 2  | 2   | 5 | 5 | 4 | 4.67 | FTec 153 Lec and Lab   |
|  |  | <b>A11.</b> 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 | 3  | 4   | 5 | 5 | 5 | 5.00 | FTec 132n (Perez, Mutia); FTec 153n (Competente, Lazo)   |
|  |  | <b>A12.</b> Number of trainings attended related to instruction                    | Attend mandated trainings  | 1  | 1   | 5 | 5 | 5 | 5.00 | On-boarding seminar (OVPA and OGS)   |
|  |  | <b>A13.</b> Number of long examinations administered and checked                   | Administers and checks long examination for subjects taught  | 2  | 100 | 5 | 5 | 5 | 5.00 | checked: 25 Students FTec 153n exams (4 exams in lec)  |
|  |  | <b>A14.</b> Number of quizzes administered and checked                             | Prepares and checks quizzes for lec and lab  | 8  | 275 | 5 | 5 | 5 | 5.00 | FTec 153n Lec ( 6 quizzes x 25 students); FTec 153n Lab (5 quizzes x 25)   |
|  |  | <b>A15.</b> Number of lab reports and term papers checked and graded               | Checks lab reports and term papers submitted as required   | 10 | 250 | 5 | 5 | 5 | 5.00 | FTec 153n (25 students x 10 lab reports)   |
|  | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:  | Acts as academic advisor to students   |    |     |   |   |   |      |  |
|  |  | <b>A17.</b> Number of students advised on thesis/ field practice/special problem:  |  |    |     |   |   |   |      |  |
|  |  | As SRC Chairman /Adviser   | Advises, and corrects research outline and thesis/SP manuscript  | 3  | 7   | 5 | 5 | 5 | 5.00 | thesis outline of thesis advisee (Ceniza, Competente, Guarte, Lora, Sta Iglesia, Varron); 1 OJT narrative  |
|  |  | As SRC Member  | Advises and corrects research outline and thesis/SP manuscript   |    |     |   |   |   |      |  |
|  |  | <b>A18.</b> Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades  | 20 | 128 | 5 | 5 | 5 | 5.00 | 25 FTec 153n Lec (2x midterm and finals) ; 25 FTec 153n Lab (2x midterm and finals) ; 7 Thesis Advisees, 3 OJT, 10 SRC member, 8 students with INC |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19.</b> Number of Student organizations advised                                | Advises student organizations recognized by USOO   | 1  | 1   | 5 | 5 | 5 | 5.00 | PAFT   |
|  |  | <b>A20.</b> Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities   | 1  | 1   | 5 | 5 | 5 | 5.00 | PAFT   |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A21 :</b> Number of on-line course ware developed and submitted :               | Prepares and submits for review by the Technical Review Panel  |    |     |   |   |   |      |  |

|                            |                           |  |  |   |    |   |   |   |      |  |
|----------------------------|---------------------------|--|--|---|----|---|---|---|------|--|
|                            |                           | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof   | 1 | 1  | 5 | 5 | 5 | 5.00 | FTec 153n Lab  |
|                            |                           | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught                          | 3 | 3  | 5 | 5 | 5 | 5.00 | FTec 153n PPT (Sugar Preserves, Irradiation, Minimal Processing)     |
|                            |                           | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 4 | 16 | 5 | 5 | 5 | 5.00 | FTec 153n (6 quizzes lec, 5 quizzes Lab, 4 exams, 1 special project) |
|                            |                           | 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  |   |    |   |   |   |      |  |
|                            | PI 11. Additional outputs | A 25. Number of Additional outputs accomplished:                             |  |   |    |   |   |   |      |  |
|                            |                           | Program accreditation/evaluation   | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation |   |    |   |   |   |      |  |
|                            |                           | Agency/firm/Industry linkages  | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           |   |    |   |   |   |      |  |
|                            |                           | A 26. Other outputs implementing the new normal due to covid 19              | Designs experiential learning activities and other outputs to implement new normal   |   |    |   |   |   |      |  |
| 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 *      | Conducts research for possible utilization by industry or other beneficiaries    | 1 | 4 | 5 | 5 | 5 | 5.00 | (1) Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed by the Baybay Dairy Cooperative ; (2) Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties; (3) Formulation and Process Improvement and Establishing Process Schedule of Tableya-Flavored Soya Beverage; (4) Developing a Smart and Sustainable Disaster Management Model for Eastern Visayas |
| 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                          | 1 | 1 | 5 | 5 | 5 | 5.00 | Developing a Smart and Sustainable Disaster Management Model for Eastern Visayas   |
| 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 |   |   |   |   |   |      |  |
|  | In refereed int'l journals  | Published research outputs   |   |   |   |   |   |      |  |
|  | In refereed nat'l/regional journals   |  |   |   |   |   |   |      |  |
| 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 scientific for a/conferences    |   |   |   |   |   |      |  |
|  | In int'l fora/conferences   |  |   |   |   |   |   |      |  |
|  | In nat'l/regional fora/conferences  |  |   |   |   |   |   |      |  |



|                                   |  |   |   |   |   |   |   |   |      |   |
|-----------------------------------|--|---|---|---|---|---|---|---|------|---|
|                                   | <b>PI 5.</b> Percent of research proposals approved *  | <b>A 31.</b> Percentage of of research proposals prepared, submitted and approved   | Prepares research proposals, submits and follows up its approval for immediate implementation                           | 1 | 1 | 5 | 5 | 5 | 5.00 | Moisture Sorption Isotherm and Shelf-life Determination of Vitamins and Minerals-Fortified Emergency Biscuit for Disaster (Prepared and submitted on Dec 2023 for 2024 funding) |
|                                   | <b>PI 6.</b> Additional outputs*   | <b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)                                     |   |   |   |   |   |   |      |   |
|                                   |  | <b>A 33.</b> 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 |   |   |   |   |   |      |   |
|                                   |  | <b>A 34.</b> Number of UMs submitted to ITSO, VSU   | Prepares and submits application for UM of technology generated out of research output                                  |   |   |   |   |   |      |   |
|                                   |  | <b>A 35.</b> Other outputs implementing the new normal due to covid 19  | Designs research related activities and other outputs to implement new normal   |   |   |   |   |   |      |   |
| <b>UMFO 4. EXTENSION SERVICES</b> |  |   |   |   |   |   |   |   |      |   |
|                                   | <b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities | <b>A 36.</b> 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              | 1 | 1 | 5 | 5 | 5 | 5.00 | Baybay Dairy Cooperative  |
|                                   | <b>PI 2.</b> Number of trainees weighted by the length of training   | <b>A 37.</b> Number of trainees weighted by the length of training  | Conducts trainings among beneficiaries of technologies for transfer   |   |   |   |   |   |      |   |

|  |  |  |   |   |   |   |   |   |      |  |
|--|--|--|---|---|---|---|---|---|------|--|
|  | <b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs                                 | <b>A 38.</b> Number of extension programs/projects implemented   | Implements duly approved extension projects   | 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 |
|  | <b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | <b>A 39.</b> 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                                  |   |   |   |   |   |      |  |
|  | <b>PI 5.</b> Number of technical/expert services   | <b>A 40.</b> Number of technical/expert services as/in:  | Provides the technical and expert services requested by beneficiaries                                 |   |   |   |   |   |      |  |
|  | <i>Research Mentoring</i>  | <i>Research Mentor</i>   |   | 1 | 6 | 5 | 5 | 5 | 5.00 | 4 Research Assistants; 2 faculty members (Dr. EB Bandalan; Engr. JB Cerna)   |
|  | <i>Peer reviewers/Panelists</i>  | <i>Peer reviewers/Panelists</i>  |   | 1 | 9 | 5 | 5 | 5 | 5.00 | VSU In-House Review (Sept 7-8, 2023)   |
|  | <i>Resource Persons</i>  | <i>Resource Persons</i>  |   |   |   |   |   |   |      |  |
|  | <i>Convenor/Organizer</i>  | <i>Convenor/Organizer</i>  |   |   |   |   |   |   |      |  |
|  | <i>Consultancy</i>   | <i>Consultant</i>  |   |   |   |   |   |   |      |  |
|  | <i>Evaluator</i>   | <i>Evaluator</i>   |   | 1 | 2 | 5 | 5 | 5 | 5.00 | VSU In-house Review (Roorcrop Commodity and Climate Change)  |
|  | <b>PI 8.</b> Percent of extension proposals approved *   | <b>A 41.</b> Percent of extension proposals approved *   | Prepares extension project proposals, submits and follow up its approval for immediate implementation |   |   |   |   |   |      |  |
|  | <b>PI 11.</b> Additional outputs *   | <b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *   |   |   |   |   |   |   |      |  |
|  |  | <b>A 43.</b> Other outputs implementing the new normal due to covid 19   | Designs extension related activities and other outputs to implement new normal                        |   |   |   |   |   |      |  |



| 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 |   |    |   |   |   |   |
|  |  | 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                                    |   |    |   |   |   |   |
|  |  | On program accreditations   |   |   |    |   |   |   |   |
|  |  | On institutional accreditations   |   |   |    |   |   |   |   |
| UMFO 6. General Admin. & Support Services (GASS) |  |   |   |   |    |   |   |   |   |
|  | PI 2. Zero percent complaint from clients served   | A 46. Customerly friendly frontline services  | Provides customer friendly frontline services to clients  |   |    |   |   |   |   |
|  | PI 3: Additional Outputs   | A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | Initiates/introduces improvements in performing functions resulting to best practice  |   |    |   |   |   |   |
|  |  |   | Attends meetings Department Meetings and other committee  | 5 | 18 | 5 | 5 | 5 | 5.00<br>Department Meetings,<br>Univ Com Meetings,<br>Research Project Meetings |
|  |  |   | Attended orientations and workshops related to university thrust and agenda   |   |    |   |   |   |   |
|  |  | Chairman/member of university and dept. committees; technical working group; project leader/study leader                | Attends to meetings, as workforce, planning   |   |    |   |   |   |   |

|                       |  |   |  |   |    |   |   |   |        |   |
|-----------------------|--|---|--|---|----|---|---|---|--------|---|
|                       |  | Number of IMs reviewed  | Reviews IMs, TOS, Syllabus as member of the department IMs Review Committee                    | 5 | 15 | 5 | 5 | 5 | 5.00   | Course Syllabi (FTec 223); TOS midterm and finals (FTec 101, FTec 121, FTec 122, FTec 165, FTec 163, FTec 155, FTec 173)  |
|                       |  | Number of Webinars, Conference, Trainings, Workshops Attended   | Webinars, Conference, Trainings, Workshops Attended  | 1 | 3  | 5 | 5 | 5 | 5.00   | (1) 5th UC Faculty Forum<br>(2) PhilProFF Pre-convention Workshop Training on Hands-on Training on Molecular Techniques on Probitotic Research; (3) 20th PhilProFF Anniversary Assembly and Scientific Convention |
|                       |  |   | as OIC of the department head  | 1 | 5  | 5 | 5 | 5 | 5.00   |   |
|                       |  | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal |   |    |   |   |   |        |   |
| Total Over-all Rating |  |   |  |   |    |   |   |   | 179.01 |   |

|   |             |
|---|-------------|
| Average Rating (Total Over-all rating)  | 4.71        |
| Additional Points                       |             |
| ditional Points (with copy of approval) |             |
| FINAL RATING                            | 4.71        |
| ADJECTIVAL RATING                       | OUTSTANDING |

|  |
|--|
| Comments and Recommendations for Development Purpose:  |
| Participation to trainings relative to PhD courses she will be handling once the program is offered. |

Evaluated & Rated by:

**LYNETTE C. CIMA FRANCA**

Department Head

Date: 2/8/2024

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date: 2/8/2024

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 02/12/24



## PERFORMANCE MONITORING FORM


Name of Employee: **IVY C. EMNACE**

| 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"> <li>Teaches assigned subject – 1<sup>st</sup> Sem SY 2023-2024</li> <li>Prepares and revises learning materials</li> </ul>  | July 2023                   | December 2023            | Impressive         | Outstanding                     |                         |
| 2        | Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.   | Very Satisfactory | <ul style="list-style-type: none"> <li>1<sup>st</sup> Sem SY 2023-2024</li> </ul>  | July 2023                   | December 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"> <li>Grades for midterm and final for 1<sup>st</sup> Sem SY 2023-2024</li> <li>Consultation as thesis adviser for 1<sup>st</sup> Sem SY 2023-2024</li> <li>Consultation as academic adviser for 1<sup>st</sup> Sem SY 2023-2024</li> </ul> |                             |                          | Impressive         | Very Satisfactory               |                         |
| 4        | Performs research and/or extension functions, among others the following:<br>a. Implements duly approved research/extension projects within time frame,<br>b. Prepares and prepares reports within the prescribed period | Very Satisfactory | July- December 2023  |                             |                          | Impressive         | Very Satisfactory               |                         |
| 5        | Attends meetings and performs function as faculty member   | Very Satisfactory | July- December 2023  |                             |                          | Impressive         | Very Satisfactory               |                         |
| 6        | Performs other functions   | Very Satisfactory | July- December 2023  |                             |                          | Impressive         | Very Satisfactory               |                         |

\*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 : **IVY C. EMNACE**  
Performance Rating : **Outstanding**

Aim: To improve teaching capability of the faculty member

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

Date: January 2023

Target Date: June 2023

First Step:

Require Dr. Emnace to finalize IMs for MMDC review

Result:

Finalized IM ready for MMDC review.

Date: July 2023

Target Date: December 2023

Next Step:

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

Outcome:

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

Final Step/Recommendation:

Encourage Dr. Emnace to write a book or learning guide for instructional purposes.

Prepared by:

  
**LYNETTE C. CIMAFRANCA**  
Unit Head

Conforme:

  
**IVY C. EMNACE**  
Ratee