


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JOCELYN G. DACLAG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.64x50%=2.32	
b. Students		4.67x50%= 2.34	
Total for Instruction	59.38%	4.66	2.77
2. Research	0%	0.00	0.00
3. Extension	8.95%	4.33	0.39
4. Administration	31.67%	4.50	1.43
5. Production	0%	0.00	0.00
TOTAL			4.59


EQUIVALENT NUMERICAL RATING: 4.59
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:


JOCELYN G. DACLAG
Name of Faculty


Reviewed by:

 1/25/2023
LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:



VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN G. DACLAG**, of the Department of Food Science and Technology commits to 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, 2022.


JOCELYN G. DACLAG
Ratee

Approved:

 1/25/2023
LYNETTE C. CIMAFRANCA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	1.00	1.66+0.11= 1.77	5	5	5	5.00	
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	4	5	4	4	4.33	Mazo, Cacerez, Solomon, Bascuña
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	4	4	4	4.00	Mazo, Cacerez, Solomon, Bascuña are freshmen and do not have outline/thesis manuscript
	AS GAC Member	Advises and corrects research outline and							

		thesis/SP/dissertation manuscript							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	4	4	4	4.00	Mazo, Cacerez, Solomon, Bascuña, dela Cerna
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	2	2	5	4	4	4.33	FTec 252 (Lec & Lab)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4.00	FTec 252 (Lec & Lab)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	4	5	4.67	FTec 252 (Lec & Lab)
	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	1	2	4	4	4	4.00	FTec 252, FTec 300 (outline and manuscript submission of Mazo for Turnitin)

PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
	A9. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	2	2	5	5	4	4.67	FTec 252
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	4	4.67	FTec 252
	A11. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	6	5	5	4	4.67	FTec 252

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	Handles and teaches courses assigned	13.00	13.45+3.90=17.35	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	4	4.67	FTec 151 (2 sec), FTec 132n, FTec 199 2 sec), 1 st Sem SY 2022-2023 - FTec 165
	A 11. 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	5	8+3=11	5	5	5	5.00	FTec 131 (7 students) – Arellano, Silvano, Avila, Berezo, Orbita, Delima, Mahawan FTec 150 - Polo
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	

	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	2	$2+2=4$	5	5	4	4.67	FTec 151 (2 sec); FTec 165
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	$5+3=8$	5	5	4	4.67	FTec 151 (2 sec), FTec 132n, FTec 199 2 sec, FTec 165
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	$10+5=15$	5	5	4	4.67	FTec 151 (2 sec), FTec 132n, FTec 199 2 sec, FTec 165
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	32	40	5	5	5	5.00	BSFT 4
	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	5	$6+2=8$	5	5	4	4.67	Butlig, Palencia, Piamonte, Ybañez, Zamora, Panugaling
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	6	$8+4=12$	5	5	4	4.67	Alorro, Reusora, Buna, Astronomo, Degamon, Lastimado, Vilocino, Lacaba
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	1	1	5	5	5	5.00	PAFT-KSC

	A20. 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-KSC
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	5	5	5	5.00	FTec 165
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10+10=20	5	5	5	5.00	FTec 165
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20+5= 25	5	5	4	4.67	FTec 165
	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 Moddle or Google Classroom	5	5+1=6	5	5	5	5.00	FTec 165

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	1	1	5	5	5	5.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	5	5	5	5.00	Alturas Group of Companies (Marcela Farms), Jojies Bakeshop, New Deli Bread
	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							
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							

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</i>								
	<i>In refereed nat'l/regional journals</i>								
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 fora/conferences							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received	Acts as peer reviewer of journal articles/scientific papers, reviews							

	and reviewed as peer-reviewer	the paper received and returns duly reviewed paper							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							

UMFO 4. EXTENSION SERVICES

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
PI 3. Number of extension programs organized and supported consistent with	A 38. Number of extension	Implements duly approved extension projects	1	1	5	4	4	4.33	

the SUC's mandated and priority programs	programs/projects implemented								
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
PI 5. <i>Number of technical/expert services</i>	A 40. <i>Number of technical/expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>								
	<i>Consultant</i>								
	<i>Evaluator</i>								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.68
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.68
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Recommended to attend training relative to PhD courses, which she will be handling once the program is offered.

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
 Department Head

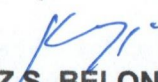
Date: Jan. 25, 2023

Recommending Approval:


VICTOR B. ASIO
 College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

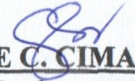
Name of Employee: **Jocelyn G. Daclag**

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 : JOCELYN G. DACLAG
Performance Rating : VERY SATISFACTORY

Aim: To enhance the faculty's teaching competence

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

Date: January 2022

Target Date: December 2022

First Step:

Require Dr. Daclag to prepare paper for publication in International refereed journal and finalize IM for MMDC review.

Result:

Paper for publication and IMs finalized and ready for submission.

Date: December 2022

Target Date: December 2023

Next Step:

Online 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.

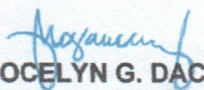
Final Step/Recommendation:

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

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


JOCELYN G. DACLAG
Ratee