

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 (100%)		4.86	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.86	3.16
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: 4.91
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LYNETTE C. CIMA FRANCA
Name of Faculty


Reviewed by:


LORINA A. GALVEZ
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 attainment of the following accomplishments in accordance with the indicated measures for the period **July - December 2020**

LYNETTE C. CIMA FRANCA

Asst. Prof. I

Date:

Approved:

LORINA A. GALVEZ

Department Head

Date: *Feb. 1, 2021*

VICTOR B. ASIO

College Dean

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									
		Number of examination prepared	exam prep	prepared examination for subjects taught							
		Number examination									
				signed DOST scholar advisees monitoring form		1	5	5	5	5.00	Ms. Anaña's (Nov. 3)

		Number of compre /thesis outline defense served as review panel		prepared questions for compre; reviewed thesis outline; and assessed master's student re knowledge skills		2	5	5	5	5.00	(a) MAguilar (11-27- 20); (b) HPaler (Dec 11, 2020)
		Number of student advisees	follow-up progress of MS student advisees	contacted and conducted follow-up of student advisees with regards to conceptualization of		2	5	5	5	5.00	(a) Anjin Cabrera; (b) Jessa Anafia
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching			10.50	5	5	5	5.00	
		PI 2a. Number of students									
		On thesis/ field practice/special problem	Advising/revising	Advises undergrad. Thesis students & revise their outline & manuscript; advises high school students in research planning & outline preparation		1	5	5	4	4.67	Lacaba, Roberose
		As SRC Chairman	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							

		<i>On consultation</i>	Consultation	Consulting students on subject taught, thesis and grades		1	5	5	5	5.00	Lacaba, Roberose
		PI 3. Number of instructional materials									
		<i>New syllabi</i>		New syllabi following obedized format (Food Laws)	1	2	5	5	4	4.67	New syllabus for FTec 166 (Food Laws)(2nd semester offering); and FTec 163 (Oct. 2020)
		<i>Revised syllabi</i>				1	5	5	4	4.67	Revised FTec 163 syllabi using the new format
		<i>Revised lecture/lab manual</i>	<i>Revised lecture/lab manual</i>	Revised pre-lab, Lecture Powerpoint presentation, lab guide	1	4	5	5	5	5.00	Food quality assurance (FTec 163)
		<i>New course Outline</i>		New course outline in FTec 166	1	1	5	5	4	4.67	New course outline for FTec 166 (Food Laws)(2nd semester offering)
		<i>Revised course Outline</i>									
		<i>New on-line instuctional material/module</i>		prepares module & power pointd per module	1	8	5	5	4	4.67	For FTec 163 : 4 modules & 4 ppts (1 ppt per module) prepared
		PI 4. Additional outputs									
		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Prepares gradesheet for 1st Sem SY 2020-2021	1						Not enough data yet, since midterm exam was scheduled Jan. 5, 2021

		Number of INC forms with grade submitted		facilitates students in the completion of the subject; and submitted completion forms with grade	1	5	5	5	5	5.00	conducted oral exam (2 rounds) & facilitated the processing of INC to the ff students: (a) Gofredo, (b) Rom, (c) Bergantin, (d) Panugaling, (e) Madrazo
		Number of training attended related to instruction	Trainings attended	Attended trainings	1	40	5	5	5	5.00	food safety HORECA July 2, (b) Collaborating with Google for Education Tools (Dec. 4); (c) PASUC Bootcamp (Dec. 14-18), etc.
		Number of examination prepared	exam prep	prepared examination for subjects taught	1	1	5	5	4	4.67	Midterm exam for FTec 163
		Number of quizzes prepared		prepares quizzes for lec and lab	2	2	5	5	4	4.67	FTec 163 quizzes
		Number of quizzes checked		checks quizzes/assessments /learning tasks	2	16	5	5	5	5.00	Student outputs for Module 1: 2 quizzes, 7 learning tasks, 7 assessments
		Number of checked requirements		checked lab reports and term papers	2						No data yet since the schedule for laboratory classes was moved to Jan and Feb 2021
		Number of exams checked	check exam	checked long/term examination	2						No data yet, since midterm exam was scheduled Jan. 5, 2021
		Number of thesis/thesis outline defense served as review panel									
		Program accreditation/evaluation		prepares documents relative to program accreditation and/or evaluation							

		Agency/firm/Industry linkages				5	5	5	5	5.00	Pineapple wine processing (Ormoc)
MFO 3	Research Services	Number of research proposals prepared	research proposal drafted	drafted research proposals for submission to funding agency		1	5	5	5	5.00	Beverage Technology from turmeric leaves
		Number of articles drafted/ revised/ submitted for publication	drafted paper for publication	drafted/reviewed paper for publication		2	5	5	5	5.00	(a) revised and reviewed drafted paper entitled "process optimization of intermittently-dried galunggong (D. macarellus Bleeker); (b) drafted paper entitled "Physico-chemical properties of (F. jangomas) fruit
			new submissions	submitted research article for publication	1	1	5	5	5	5.00	(a) Process optimization of intermittently-dried galunggong (D.
				revised previously submitted journal article taking into consideration the comments & suggestions of peer-reviewer		2	5	5	5	5.00	(a) Mabolo tart article (resubmitted Sept 17)
		Number of published articles		article accepted for publication	1	2	5	5	5	5.00	(a) Utilization of unwanted weed, paragis leaves in cookie production (CMU Journal of Science Vol 24- Natural Science Issue 2020: 35-43); (b)
		Number of research consultation		accomodated researchers for consultation	1	3	5	5	5	5.00	BSFT (1) & MS student advisees (2)

		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
		In nat'l fora/conferences		Presentation of research papers							
		In reg'l fora/conferences		Presentation of research papers							
			resource person		1	1	5	5	5	5.00	(a) oral presenter at 42nd UGAT Conference (Nov.27-28)
			abstract of paper for presentation	prepared abstract for paper presentation		1	5	5	5	5.00	(a) 42nd UGAT Conference (Nov.27-28)
			full paper	prepared full paper							
			ppt preparation	prepared ppt for oral presentation		1	5	5	5	5.00	(a) 42nd UGAT Conference (Nov.27-28)
			poster preparation	prepared poster for presentation							
		Attendance to conference, seminars and trainings		Attended conference, seminars and trainings relative to research		16	5	5	5	5.00	(a) 2020 ASTHRDP Graduate Scholar's Conference; (b) 42nd UGAT Conf.; (c) 1st Virtual Biotechnology seminar of Center for Studies in Biotechnology; (d) 2020 National Science and Technology Week (DOST-ITDI), etc.
		Number of UMs submitted to ITSO, VSU	UM preparation	prepared Patent Search Report; Specifications and Claims; and filled-up registration form	1	1	5	5	5	5.00	(a) peanut-sea urchin saice

		Number of UMs registered in IPOPHL	Registered UM	registered UM		2	5	5	5	5.00	(a) Utility model entitled 'Method of Manufacturing Dehydrated Serials [Flacourtia jangomas (Lour) Rauesch] Fruits was registered last Oct. 23, 2020, with publication no. PH 2/2019/000861 by WIPO Publish; and (b) Utility model entitled 'Method of Manufacturing Paragis (Eleusine indica Linn.)' was registered last Oct. 23, 2020, with publication number PH 2/2019/000860
		High school research		guided and facilitated HS advisees conducting research; reviewed their manus; meetings, etc.							
		Documents regularly submitted		prepares IPCR		2	5	5	5	5.00	(a) Jan to June 2020 with accomplishments, (b) July to Dec 2020
		Peer-reviewer of journal articles		reviewed journal article for publication		1	5	5	5	5.00	Reviewed article submitted to ATR entitled 'Chemical and Microbiological Changes during Nipa (Nypa fruticans) Sap Fermentation Collected from Different Sites in Cagayan Province, Philippines'

		Additional outputs	awards	awards received related to research		4	5	5	5	5.00	unclaimed 2019 accomplishments: (a) VSU Publication Award – Proximate Composition of Raw and Heat-treated Seriales (Flacourtia jangomas (Lour) Raeusch) – Central Mindanao University Journal of Science (CMUJS). Date award received: Dec. 20, 2019; (b) Publication Award – Potential of Seriales, Flacourtia jangomas (Lour) Raeusch, Fruits for Wine Production, Annals of Tropical Research 40(2):69-76 (2018). Date award received: Dec. 20, 2019; (c) Best Paper Award
MFO 4	Extension Services	P4 1. Additional outputs									
		No. of seminar/training presentations prepared		as resource person		3	5	5	5	5.00	virtual training demonstration on the following : (a) processing of sweetpotato catsup, (b) processing of sweetpotato chips, (c) SSF Annual Assembly (Aug 27)
		No. trainings attended		attended extension related trainings/seminars		1	5	5	5	5.00	(a) training on SP products processing hosted by PhilRootcrops (Nov. 20, 2020); (b) FSSI 3BL Goes Digital: The Digital Roadmap for Social Enterprises (Sept 7, 2020); (c) Product quality and standards compliance: FDA License to Operate and cert. of product registration (Sept 10);
		Extension Project	Number of extension project involved	Acted as Project 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 Food Processors – An Extension cum Research Project

				Amount of extension fund generated		Php 70,000	5	5	5	5.00	
		No. of Training outputs		prepared Training Completion Report, Proceeding, etc.		4	5	5	5	5.00	Prepared the ff: (a) reframed activities of extension project; (b) justification letter (Sept 11); (c) 2019 annual accomplishment report of the extension project; (d) proceeding
		Extension project related activities		meeting with project staff re extension project activities; follow-up beneficiaries		3	5	5	5	5.00	(a & b) called AEWA and BWA for updates ; (c) attended meeting at RDE hall (Aug 7); (d) meeting at RDE (Aug 17); (e) meeting about Bohol project (Sept 8); (f) meeting with Dr. N. Amestoso re Gabas fish processor's; training (Sept 8); (h) extension office meeting at RDE (Sept 23); (i) meeting with Ms. Carreno re training on web designing (Oct 7); (j) extension office meeting (Nov 11)
		Number of visits to a processing firm for technical consultation	technical consultant	acted as technical consultant in a production facility							no target due to COVID restrictions
		Number of IEC materials made		made IEC materials		4	5	5	5	5.00	The ff IEC materials: (a) SSF rootcrop processing brochure, (b) SP catsup, (c) SP beverage, (d) SP jam
MFO 6	General Admin. & Support Services (GASS)										
		DFST meetings	No. of DFST meetings	Attended DFST meetings	1	7	5	5	5	5.00	attended DFST meetings on the ff dates: (a) July 21, (b) Aug 6; (c) Oct 5; (d) Oct 26 re MAFF ASEAN; (e) Nov. 24; (f) Dec 2; (g) Dec 28

		CAFS Secretary	Minutes Preparation	attended and prepared minutes of meeting	1	3	5	5	5	5.00	attended & prepared CAFS meeting on the ff dates: (a) Nov. 24, (b) Dec. 21, and (c) Dec. 22
				reviewed CAFS docuputs for submission		4	5	5	5	5.00	Supervisory plan for ; (a) 1st sem 2020-2021; (b) 2nd sem 2021-2022; (c) accomplishments report for 2020; (d) targets for 2021 and 2022
				follow-ups made							made follow-up on the ff: (a) OJT manual output, (b) research and extension program proposal
		Served as APB representative		served as APB representative; attending teaching demo and conducting interview of applicants; prepared competency assessment rating instrument and the teaching demo instrument; recommendation and ranking documents		2	5	5	5	5.00	(a) Dept. of Geodetic Engineering (July 20, 2020); (b) Mechanical engineering dept (Aug. 14); (c) DAEEEx dept (Oct 1)
		<i>Number of training attended related to management</i>	Trainings attended	Attended trainings		4	5	5	5	5.00	(a) Root cause analysis: A Disciplined Approach to problem solving for continual development; (b) Intro to Iso 3700:2001 Anti-bribery Mgmt system (DAP); (c) Knowledge sharing: How to Boost Innovation & productivity in the public sector (DAP); (d) OVPA workshop on OTP monitoring (2 days)
		Others	Preparation of documents regularly complied	DTR, planned output & accomplishments reports, prepared and submitted; as well as inputted in the annual report of DFST; and others		23	5	5	5	5.00	DTR from July to Nov. (5) Planned outputs from May to Nov (7) and accomplishment reports from Mar to Nov (9); annual report (1); 2020 SALN (1)

			enrolment	facilitated and signed registration forms of 2nd year BSFT advisees		5	5	5	5	5.00	BSFT & MS advisees
			strat plan	reviewed 2017-2020 DFST strat plan and consolidated the work and financial plan monitoring details		1	5	5	5	5.00	in preparation of the internal ISO audit
			# of DFST admin related documents reviewed	reviewed admin related documents and provided comments		2	5	5	5	5.00	(a) functional chart; (b) citizen's charter
			documents submitted to OVPRE	prepared and submitted documents related to research and extension projects		2	5	5	5	5.00	(a) semi-annual accomplishment report; (b) annual accomplishment report
			Gov't surveys	accomplished on-line surveys		2	5	5	5	5.00	(a) 2020 Stakeholders' rating on CSC policies (Sept 17); (b) Kalye counts series IEC materials (DOST-FNRI survey) (Sept 19)
			OIC	served as OIC of DFST		1	5	5	5	5.00	(a) Sept 23

			number of short course/online courses (with grades)	completed short/online courses for upskilling		1	5	5	5	5.00	(a) Introduction to Online Teaching, AKADASIA Pte. Ltd, Singapore (b) Grant Proposal, Moscow Institute of Physics and Technology (c) Understanding Research Methods, University of London (d) Create Charts and Dashboard using Google Sheets, Coursera Project Network (e) Create Resume and Cover Letter with Google Docs, Coursera Project Network (f) COVID-19 Contact Tracing, John Hopkins University (g) Wine Tasting: Sensory Techniques for Wine Analysis, University of California Davis (h) Improve Business Performance with Google Forms, Coursera Project Network
		P6.2 complaint from clients served				0%	5	5	5	5.00	
						Total Over-all Rating				262.69	

Average Rating (Total Over-all rating divided by 4)	4.95
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.95
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose
Attend a short course in Baking Science

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head
Date: Feb. 1, 2021

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

PERFORMANCE MONITORING FORMName 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 learning guides, course syllabus.	Very Satisfactory	July 2020	December 2020	September 2020	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2020			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2020			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LORINA A. GALVEZ
 Unit Head

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMAFRANCA

Performance Rating : OUTSTANDING

Aim: To improve teaching capability of the faculty

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

Date: July 2020

Target Date: September 2020

First Step:

Require Dr. Cimafranca to prepare learning guide in FTec 163

Result:

Dr. Cimafranca prepared the learning guide in FTec 163.

Date: October 2020

Target Date: December 2020

Next Step:


Improve further the learning guide

Outcome:

Final Step/Recommendation:

Dr. Cimafranca used the learning guide in her virtual and modular classes.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


LYNETTE C. CIMAFRANCA
Ratee