

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Lynette C. Cimafranca

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98x50%= 2.49	
b. Students (50%)		4.92x50%= 2.46	
Total for Instruction	40%	4.95	1.98
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		5.00 x 100% = 5.00	
Total for Research	20%	5.00	1.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director		5.00 x 100% = 5.00	
Total for Extension	20%	5.00	1.00
4. Administration	20%	5.00	1.00
5. Production	0%		0.00
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: **4.98**
 Add: Additional Points, if any:
 TOTAL NUMERICAL RATING: **4.98**

ADJECTIVAL RATING: **Outstanding**

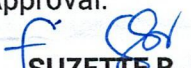
Prepared by:


LYNETTE C. CIMAFRANCA
 Name of Faculty

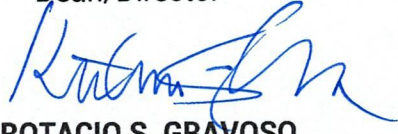
Reviewed by:


SUZETTE B. LINA
 College Dean

Recommending Approval:


SUZETTE B. LINA
 Dean/Director

Approved:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Lynette C. Cimafranca**, 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 **January -June, 2024**.

LYNETTE C. CIMAFRANCA

Assoc. Prof. V

Date: *July 30, 2024*

Approved:

SUZETTE B. LINA

College Dean

Date: *July 30, 2024*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5.00	Adviser to the ff MSFST students (1) Ladrillo, (b) Espinosa, (c) Escolar
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation 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	3	5	5	5	5.00	Consultation with the ff MSFST students: (1) Ladrillo, (b) Espinosa, (c) Escolar

	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	PI 10: 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							
		<u>course syllabus made</u>	no of course syllabus drafted		1	5	5	5	5.00	drafted food biotechnology course for PhD Food Science & tech
		<u>review course syllabus and OJT guidelines</u>	no of course syllabus and other documents reviewed							
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	10						
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	(1) FTec 166 midterm grade; (2) FTec 166 final grade; (3) FTec 199 midterm grade; (4) FTec 199 final grade; (5) FTec 181 midterm grade; (6) FTec 181 final grade

		A11 . Number of I/C forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		2	6	5	5	5	5	5	5.00	Facilitates completion for F.Tec 166 grade of the ff students: (1) Orendan, (2) Villas, (3) Mabesa, (4) Lazo, (5) Competente Facilitates completion of F.Tec 199 grade of (6) Calvan	(1) onboarding	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings			1	5	5	5	5	5	5.00				
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught			6	5	5	5	5	5	5.00	(1) F.Tec 166 midterm exam; (2) F.Tec 166 final exam; (3) F.Tec 199 midterm exam; (4) F.Tec 199 final exam; (5) F.Tec 181 midterm exam; (6) F.Tec 181 final exam;		5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		6	1144	5	5	5	5	5	5.00	Quizzes: (1) F.Tec 166 : 82 students x 13 quizzes= 1066 ; (2) F.Tec 199: 24 students x 2 quizzes= 48 ; Total = 1144	did not handle laboratory course for the 1st semester. The target shall be attained in the 2nd half of the year		
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		10								Academic adviser to 1st year BSFT students		5.00	
		P18 : Number of students advised:	A16. Number of students advised: Acts as academic adviser to students			28	5	5	5	5	5	5.00				
		A17 . Number of students advised on thesis/ field practice/special problem:	Advises , and corrects research outline and thesis/SP manuscript		1	4	5	5	5	5	5	5.00	SRC chair of the ff 4th year students: (1) Centza, (2) Cublan... Note: accomplishment multiplied by 2 for the outline and the manuscript			
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	8	5	5	5	5	5	5.00	SRC member of the ff students: (1) Delos Santos, (2) Sanchez, (3) Frutas, (4) Aseo			
		As Dept Head	Advises and corrects research outline and thesis/SP manuscript			33	5	5	5	5	5	5.00	19 thesis outlines and 14 manuscripts			
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		35	108	5	5	5	5	5	5.00	estimated			
		A19 . Number of Student organizations advised	Advises student organizations recognized by USOO			1	5	5	5	5	5	5.00	coordinated and advises PAFT officials as department head of the unit			
		P19: Number of student organizations advised/ assisted *	A20 . Number of Student organizations assisted on student related activities										coordinated and advises PAFT officials as department head of the unit			

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	4	7	5	5	5	5	5.00	(1) FTec 199 revised ppt on 'Delivering Effective presentation, (2) FTec 199 pp on the general guidelines in preparing a poster, (3) FTec 166 ppt on RA 8293, (4) FTec 166 ppt on AO 82 & 20023, (5) FTec 166 ppt on Food fortification, (6) FTec 166 revised ppt on Japanese food regulation, (7) FTec 166 ppt on EU food regulation
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>								
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>								
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	21	5	5	5	5	5.00	13 FTec 166 quizzes; 2 FTec 199 quizzes; 2 FTec 166 exam (midterm & final); 2 FTec 199 exam (mid & final); 2 FTec 181 exams (mid & final)
	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	1	1	5	5	4		4.67	prepares documents needed for the BSFT AACUPJ extent of compliance
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	3	5	5	5	5	5.00	Aromalise Intl Inc.; Goldlocks Itoilo, (3) Century Pacific Foods, Inc.
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to								
	supplementary training for students	organized, facilitated and conduct training on data analysis		1	5	5	5	5	5.00	Data handling and analysis training

		course syllabus revised	revise course syllabus							
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	5	5	5	5.00	Food value chain improvement of vegetable and tilapia in Region VIII
	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							
		In refereed int'l journals		1						to be accomplished on the 2nd half of the year
		In refereed nat'l/regional journals		1						to be accomplished on the 2nd half of the year
			reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions	1						to be accomplished on the 2nd half of the year
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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		2	5	5	5	5.00	(1) Quality Evaluation and Storage Stability of Retorted and Vacuum-Packed Cassava (Manihot esculenta Crantz) Choco Roll (submitted to DABAR); (2) Examining the Alcohol Dynamics of the Tuba Fermentation Process Towards Enhancement of Production Efficiency and Quality Control (submitted to DOST)
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33a. Number of journal articles drafted, submitted, revised (after peer review)	Designs research related activities and other outputs to implement new normal							


		A 33b. 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	1	1	5	5	5	5.00	reviewed Food Research FR-2024-038
		A 33c. Number of journal articles/scientific paper accepted for publication								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						to be accomplished in the 2nd half of the year
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		meetings attended	attended meetings related to research proposal brainstorming and writing							
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	1	4	5	5	5	5.00	(1) BUWA, (2) Lgu-vacuum fried, (3) ASEAN; (4) Pontod Women's Association (under negotiation)
	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	150	191.25	5	5	5	5.00	<i>Accomplishment from the extension project entitled Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Food Processors-An Extension cum Research Project)</i>
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. 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 Food Processors-An Extension cum Research Project)
	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		100%	5	5	5	5.00	104 out of 104 respondents


	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor			2	5	5	5	5.00	Mabuto and Edano
	Peer reviewers/Panelists	Peer reviewers/Panelists			3	5	5	5	5.00	reviewed 1 article for Food Research and reviewed and served chairman of the thematic committee on health and nutrition and served as panelist for 3 extension projects
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	High fiber training in Almeria, Biran
	Convenor/Organizer	Convenor/Organizer		1	2	5	5	5	5.00	(2) Data handling and analysis training; (2) 2024 Food Value Chain Seminar and workshop
	Consultancy	Consultant	attends meeting; attend consultancy service							
	Evaluator	Evaluator			3	5	5	5	5.00	2 extension proposals under health and nutrition; reviewed BSFT curriculum of DNSC
	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		1	5	5	5	5.00	Strengthening Processing Skills extension project
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal		1	5	5	5	5.00	hybrid mode of delivery of FVC webinar-workshop
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities	1	1	5	5	5	5.00	High fiber training in Almeria, Biran
		No. of extension documents submitted	prepares and submits reports to OVPRE	4	5	5	5	5	5.00	2 quarterly reports for extension project; 1 report for in-house review (extension); 1 semi annual report for research project; 1 in-house review report for research project
		No. of meeting attended	attends OVPRE-extension meeting							invitation dependent
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	0 NC						
		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	100% Compliant						
		On program accreditations	prepares documents for AACUP accreditations							
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	0 complaint	0	5	5	5	5.00	
	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
			Prepares document that are normally usually submitted on a regular basis	10	7	5	5	5	5.00	6 DTR, 1 SALN
		As CAFS Secretary	attended CAFS meeting	2	2	5	5	5	5.00	
			prepares minutes of the meeting	2	1	5	5	5	5.00	
		As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring	4						
		No. of survey participations	answers survey forms							
		No. of DFST meetings attended	attends DFST meetings	5	4	5	5	5	5.00	presided DFST meetings

		served as APB rep in teaching demo's and OGS student final defense	attends teaching demos as APB representative & as observer in graduate student final exam (defense); preparation of necessary reports							
		as department head	no. of consultations							
			no. of documents signed		200	5	5	5	5.00	
		UAC	attends UAC meeting		1	5	5	5	5.00	
		VFA/Grad Faculty	attend VSUFA and Graduate faculty meeting	1	1	5	5	5	5.00	
		as curriculum committee member of DFST	review course syllabus							
		As TWG for Food	Review and signPurchase Requests and Abstract of Bids for Food and Food Ingredients		10	5	5	5	5.00	
		as health coordinator	coordinate health related matters of the faculty and staff to VSU infirmary; help in the implementation of COVID-19 protocols							
					Total points				224.67	

Average Rating (Total Over-all rating divided by 4)	4.99
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.99
ADJECTIVAL RATING	OUTSTANDING


Evaluated & Rated by:

SUZETTE B. LINA
College Dean
Date: July 20, 2024

Recommending Approval

SUZETTE B. LINA
College Dean
Date: July 20, 2024

Comments and Recommendations for Development Purpose:

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

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: Aug. 1, 2024

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Advanced & Higher Education Services								
PI 1. Instruction	Teaching	All Faculty	January – June 2024	√	√	√	√	Teach the following subjects: <i>2nd Sem. SY 2023-2024:</i> <i>Undergraduate subjects:</i> FTec 162, 197, 181, 142, 166, 199, 132, 150 124, 151, 152, 200, Chem 140 <i>Graduate Subjects:</i> FTEC242, 234, 221, 232, 296, 222, 300
	Prepared and submitted Table of Specifications	All Faculty	JANUARY – JUNE 2024		√		√	TOS for Midterm and final exam: <i>2nd Sem. FTec 162, 197, 166, 199, 132, 150 , 124, 151, 152</i> <i>Graduate Subjects:</i> FTEC296
	Conducted Teaching Performance Evaluation by Supervisor for 2 nd Sem SY 2023-2024	Department Head	MARCH-MAY 2024		√	√		2 nd Sem SY 2023-2024: FTec 152 Conde, FTEC222 Patindol, FTec 166 Cimafranca, FTec 199 Cimafranca, FTec 151 Tan, FTec 124 Mesias, FTec 150 Galvez, FTec 132 Valdevieso, FTEC242 Cerna, FTec 142 Cerna, FTec 132 Emnace, FTec 162 Cayetano
	Reviewed/ Approved Thesis Outline/Manuscripts/Lab Exercises	All Faculty	JANUARY - JUNE 2024	√	√	√	√	• Reviews Thesis Outline • Reviews Manuscript (Thesis)

	Spent Hours for Students Consultations	All Faculty	JANUARY-JUNE 2024	√	√	√	√	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		LCCimafranca	JANUARY-JUNE 2024	√	√	√	√	Entertained and spent hours for Students, Faculty and Staff Consultation as Department Head; including clients from outside institution
	Gives Assignments, Quizzes, Exams, etc.	All Faculty	JANUARY-JUNE 2024	√	√	√	√	Gives quizzes and long exams as agreed in the class
RESEARCH AND EXTENSION								
	Conducts research and extension	LCCimafranca, LAGalvez, ICEmnace	January-December 2024	√	√	√	√	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte - A Follow - Up Project
		ICEmnace, EBCayetano	January - June 2024	√	√	√	√	Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas
		ICEmnace, JBCerna, LMValdevieso	January – December 2024	√	√	√	√	Formulation and Process Improvement and Establishing Process Schedule of Retorted Tableya-Flavored Soya Beverage
		LCCimafranca, JAMabuto JBCerna	January - December 2024	√	√	√	√	Development of High Value Fish and Vegetable Products (Phase 1)
		ICEmnace RDLauzon EBCayetano	January-December 2024	√	√	√	√	Evaluation of Functional Properties and Structural Features of NSIC Cassava Varieties
	Organized/Facilitated and participated trainings and webinars	ALL FACULTY	January-December 2024	√	√	√	√	As resource persons, participant, presenter and facilitator
	Prepares training design, training	ALL FACULTY	January-December 2024	√	√	√	√	As organizer

	completion report and proceedings							
	Entertain clients for consultation	ALL FACULTY	January-December 2024	√	√	√	√	
MFO 4. Administration Services								
	Signs appointments, requests and other official documents	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
		EB Cayetano, JBCerna, , ICEmnace, LAGalvez, ICPMesias, JAMabuto LMValdevieso	January-December 2024	√	√	√	√	As members of the DFST Committees
	Attends meetings	All Faculty	January-December 2024	As scheduled				Department Meetings
		LCCimafranca	January-December 2024	As scheduled				Execom meetings as Dept. Head & as College Secretary
	Prepares minutes of meetings	LCCimafranca	January-December 2024	As scheduled				As college secretary
		EB Cayetano	January-December 2024	After the scheduled meetings				As Dept. Secretary
	Reviews communications, letters, requests and appointments	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
	Releases students forms, certifications, permits and other communications.	PPVISTAL	January-December 2024	√	√	√	√	As Dept. clerk/DDRC
	Delivers, processes and facilitates documents	PPVISTAL, HPMODINA	January-December 2024	√	√	√	√	Continuing Process, payroll for JO, job request etc.
	Files documents	PPVISTAL	January-December 2024	√	√	√	√	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communication	PPVISTAL	January-December 2024	√	√	√	√	Payrolls, Memos, MOA's, Letters and Appointments

	Prepares Annual report	PPVISTAL	January- December 2024	√	√	√	√	As DDRC
	Clean the rooms, offices and DFST Grounds	HPModina	January- December 2024	√	√	√	√	

Prepared by:


LYNETTE C. CIMAFRANCA
 Department Head

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 learning guides, course syllabus.	Very Satisfactory	<ul style="list-style-type: none"> Teaches assigned subject – 2nd Sem SY 2023-2024 Prepares and revises learning materials	January 2024	June 2024	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
3	Entertains students in consultation on subjects and thesis related matters.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
4	Submits grade sheets within prescribed period	Very Satisfactory	<ul style="list-style-type: none"> Grades for midterm and final for 2nd Semester 2023-2024 Consultation as thesis adviser for 2nd Sem. SY 2023-2024 Consultation as academic adviser 	January 2024	June 2024	Impressive	Very Satisfactory	

			for 2 nd Sem 2023-2024					
5	Performs tasks as academic adviser of BSFT students	Very Satisfactory	<ul style="list-style-type: none"> • Approves enrollment and conducts consultation of academic advisees 	January 2024	January 2024	Impressive	Very Satisfactory	
6	Checks and approves grade sheets submitted by the faculty members in the cumulus portal within prescribed period	Very Satisfactory	<ul style="list-style-type: none"> • Grades for midterm and final for 2nd Semester 2023-2024 • Consultation as thesis adviser for 2nd Sem. SY 2023-2024 • Consultation as academic adviser for 2nd Sem 2023-2024 	January 2024	June 2024	Impressive	Very Satisfactory	
7	Prepares and submits research and extension related reports	Very Satisfactory	January -June 2024	Quarterly	March 2024 June 2024	Impressive	Very Satisfactory	
8	Conducts research and extension related activities (trainings/seminars)	Very Satisfactory	January- December 2024	Ongoing until Dec. 2024				
9	Submits research and extension proposal for funding	Very Satisfactory	January- December 2024	January-December 2024				
10	Attends seminars, conferences and trainings as participant and facilitator	Very Satisfactory	January – June 2024	January to June 2024		Impressive	Very Satisfactory	

11	Attends meetings and performs function as Department Head, College Secretary, Chairman of the Dept. Committees, and university committees assignments	Very Satisfactory	January-June 2024	Scheduled meetings from January to June 2024.		Impressive	Very Satisfactory	
12	Participated in the crafting of CMO for Master of Food Science (national)	Very Satisfactory	June 2024	June 2024	June 2024	Impressive	Very Satisfactory	
13	Reviews BSFT Curriculum of Davao del Norte State College	Very Satisfactory	January-June 2024	June 2024	June 2024	Impressive	Very Satisfactory	
14	Performs other functions	Very Satisfactory	January-June 2024	January	June 2024	Impressive	Very Satisfactory	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


SUZETTE B. LINA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMA FRANCA

Performance Rating : Outstanding

Aim: To teach and handle PHD Food Science and Technology Courses

Proposed Interventions to Improve Performance

Date: January 2024

Target Date: December 2024

First Step:

Finalize syllabus and prepare IMs ready for review for the PhD program

Result:

Ongoing preparation of the IMs for review of the Department Instructional Comm.

Date: July 2024

Target Date: December 2024

Next Step:

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


Outcome:

High competence in teaching PhD Food Science and Technology courses.

Final Step/Recommendation:

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

Prepared by:

 01/30/24
SUZETTE B. LINA
College Dean

Conforme:


LYNETTE C. CIMA FRANCA
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: CIMAFRANCA, LYNETTE C.

Department: Dept. of Food Science and Technology

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FTec 155n	BAKING SCIENCE	LAB	5.00	Outstanding	100.0%
FTec 163n	FOOD QUALITY ASSURANCE	LEC	5.00	Outstanding	100.0%
FTec 163n	FOOD QUALITY ASSURANCE	LAB	5.00	Outstanding	100.0%
FTec 163n	FOOD QUALITY ASSURANCE	LEC	5.00	Outstanding	100.0%
FTec 163n	FOOD QUALITY ASSURANCE	LAB	4.50	Outstanding	90.0%
FTec 155n	BAKING SCIENCE	LEC	5.00	Outstanding	100.0%
Average Rating			4.92	Outstanding	98.33%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

CIMAFRANCA, LYNETTE C.

Name and Signature of Faculty

Date: June 9, 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.