

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **LYNETTE C. CIMA FRANCA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98x50%=2.49	
b. Students (50%)		3.67x50%=1.84	
Total for Instruction	65%	4.33	2.81
2. Research	15%	4.88	0.73
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.54

EQUIVALENT NUMERICAL RATING: 4.54
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: **Very Satisfactory**


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 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 2021.


LYNETTE C. CIMAFRANCA

Asst. Prof. I

Date: 7/20/21

Approved:


LORINA A. GALVEZ

Department Head

Date: 7/27/21


VICTOR B. ASIO

College Dean

Date: 7/27/21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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	1	3	5	5	5	5.00	serves as GAC member to the ff MS students: (a) Mardee Melgazo, (b) Marklin Aguilar, (c) Heidi Paler. Reviewed manus of Melgado and Aguilar, and thesis proposal of Pale

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5.00	3- 2nd year MS students; 2 - 1st year MS students
	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:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	20						
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5.00	FTec 166 midterm

		A11 . 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	1	2	5	5	5	5.00	FTec 131 -AnSci students namely Bustillo & Macuto
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	13	5	5	5	5.00	attended the ff webinars: (a) Science Direct Article & journals : choosing the right one for your research (ELSEVIER)-Jun 29, 2021; (b) Food Safety Risk Assessment 101(Feb. 2, 2021); (c) Webinar on the Features of iSERVE:PHILFCT (Feb. 8- 10-11 am); (c) Virtual orientation on the data privacy act; (d) mushroom processing training -DOST PSTC (FEB 23-24); (e) Mandatory orientation & re-orientation of academic advisers, dept enrolment focal person, and college hotline agents; (f) iLEAP IP: An introduction to copyright (mar 2); (g) CAFS Mustahan by IFT UPLB (Mar 4); An Intro to patents, UM and Industrial design (Mar 16); (h) EU-ASEAN webinar series (Mar 18); (i) Mar 25- Paleu; (j) Apr 28 - Elsevier-DOST webinar; (k) Food Safety Standards in the Philippines (May 18); (l) May 31 -Turnitin webinar; (m) June 2 - Elsevier publishing workshop eries:Going Beyond the fundamentals of journal publishing- Reproducibility in research;
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	238	5	5	5	5.00	FTec 163: 2 exams x 41 = 82; FTec 166 : 1 exam (oral) x 39 = 39; FTec 150: 1 exam x 131 = 131
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	246	5	5	5	5.00	FTec 163 : 3 quizzes x 41 students = 123; FTec 166 : 3 quizzes x 39 students =117;
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	1,047	5	5	5	5.00	FTec 150 : 5 reports x 29 students = 145; FTec 163: 22 outputs x 41 students = 902
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	2	43	5	5	5	5.00	1 (4th year); 42 (2nd yr)

		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	480	5	5	5	5.00	FTec 163: 41 students; FTec 166: 39; FTec 150 lec : 131; FTec 150 lab : 29 Note: multiplied by 2 (estimated)
	PI 9: Number of student organizations advised/	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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	1	1	5	5	5	5.00	(a) revised and submitted FTec 163 syllabus
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	FTec 166
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	22	5	5	5	5.00	(a) video on salted egg processing (FTec 150 lab); (b) video on pastillas making-original (FTec 1150 lab); (c) 2 ppts for FTec 150 lec (revision); (d) 9 ppts for FTec 166; (e) 9 reading materials for FTec 166
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	FTec 163 quiz -3 ; TOS -3; exam FTec 163 -2 (midterm exam & special exam for Destrajo, Ogdod & Godoy); 1 exam for FTec 150 lec; 1 oral exam questions for FTec 150 lab

		Number of articles submitted for publication in refereed nat'l/regional journals		2	1	5	5	5	5.00	New articles submitted for possible publication: (a) Effect of boiling time and storage condition (frozen and unfrozen) on the physico-chemical properties of [F. jangomas (Lour) Rauesch] fruit - submitted to CMUJS last Jan 1, 2021
		Number of articles reviewed and edited	reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions		3	5	5	5	5.00	Reviewed and edited the ff articles: (a) Paragis cookies submitted back to CMUJS; (b) Effect of boiling time and storage condition (frozen and unfrozen) on the physico-chemical properties of seriales [F. jangomas (Lour) Rauesch] fruit - submitted to CMUJS (c) revised article (same as b) accdg to suggestions of 2nd peer-reviewer (June 28)
	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 scienfic for a/conferences	1	9	5	5	5	5.00	Prepared abstract, full paper and poster for presentation on the ff: (a) Utilization of Lesser-known and underutilized plant species, F. jangomas, in food production as a potential microbusiness in this time of pandemic; (b) Production and Quality Evaluation of Sea Urchin (Diadema setosum L.) Sauce With Different Levels of Ground Roasted Peanut (Arachis hypogaea L.); (c) UTILIZATION AND QUALITY EVALUATION OF JACKFRUIT (Artocarpus heterophyllus Lam.) SEED FLOUR IN PIZZA CRUST
		In int'l fora/conferences		1	1	5	5	5	5.00	ISTEAM (presented 2 papers-oral presentation)
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	4	4.67	(a) Beverage technology for turmeric leaves (not submitted); (b) : Employability tracer study of Bachelor of Science in Food Technology graduates of Visayas State University (submitted Feb 5, 2021);

	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 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	4	4.67	Paper reviewed: (a) Optimization of air fried banana (M. acuminata x balbisiana Colla) chips with different levels of frying temp, salt and oil (SHJ)
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	5	5	5	5.00	(a) revised UM on intermittent dried fish-revised accdg to comments of ITSO; sent back to ITSO on June 23
		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	2	2	5	5	5	5.00	BUWA & AEW, & P'LAHA HUT
	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 the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes 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							
		Number of participants during the webinar activities	Conducts webinar	200	230	5	5	5	5.00	
	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								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			1	5	5	5	5.00	RP on the following events: (a) Training workshop on scientific writing for Rizal National HS teachers
	Convenor/Organizer	Convenor/Organizer		3	5	5	5	5	5.00	Organized the ff. events: (a) Jan 7-9, 2021 on training workshop on scientific writing; (b) webinar on 'Fundamentals of HACCP' (Feb 11); (c) University of Mindanao benchmarking activity (Mar. 4); (d) search as moderator during AACUP live broadcasting (Apr 14); (e) Good Lab Practices & QA in Food Analysis (June 18)
	Consultancy	Consultant	attends meeting; attend consultancy service		1	5	5	5	5.00	(a) May 12- meeting with DOST-8
	Evaluator	Evaluator								
	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) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities		4	5	5	5	5.00	(a) prepares ppt for Jan 7, 2021 webinar with Rizal Dulag participants; (b) pre-test on 'Fundamentals of HACCP'; (c) feedback form on UM benchmarking activity ; (d) feedback Devt of HACCP-Based Quality system
		No. of extension documents submitted	prepares and submits reports to OVPRE		2	5	5	5	5.00	(a) annual report for 2020; (b) 1st quarter accomplishment report (Apr 19); (b) budgetary requirement of the project
		No. of meeting attended	attends OVPRE-extension meeting		2	5	5	5	5.00	(a) Feb 23
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								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										

	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	0 complaint						
	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		8	5	5	5	5.00	(a) IPCR Jan- Dec 2020; (b) PDS - Jan 14, 2021; (c) DTR
		As CAFS Secretary	attended CAFS meeting		9	5	5	5	5.00	(a) virtual meeting - Jan 13, 2021; (b) Jan 10, 2021; (c) Mar 8; (d) Mar 9 - BSA curriculum; (e) Mar 19- BSA AACCUP prep; (f) Mar 26 - AACCUP Prep (Planning); (g) Apr 6 - AACCUP prep-planning; (h) Apr 12 - virtual re AACCUP; (i) June 29 -SUC-ACAP proposal;
			prepares minutes of the meeting		4	5	5	5	5.00	
		As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring		3	5	5	5	5.00	prepared & submitted the ff document to DTI GoNegosyo councilor: (a) SSF rootcrop monitoring; (b) green business monitoring report (Feb 8); (c) submitted May 12 SSF Monitoring;
		No. of survey participations	answers survey forms		5	5	5	5	5.00	(a) Assessing the willingness of VSU constituents to get vaccinated against COVID-19; (b) Echo webinar on TIEC-CHED Flexible Learning Foundation Pre-survey (Mar. 11); (c) CHED Registry of Teaching Personnel for the COVID-19 vaccination program (Mar 25); (d) Awareness and acceptance of VSU's VMGO to its stakeholders; (e) VSU's Employee Satisfaction Survey (Apr 16);

		No. of DFST meetings attended	attends DFST meetings		7	5	5	5	5.00	(a) Feb 11; (b) Mar 5; (c) Mar 8-workload; (d) Mar 22; (e) Mar 31 - RQAT; (f) Apr. 5 -meeting with LAG & ICE re RQAT; (g) meeting with JBC & LAG re Aquilaria proposal (June 24)
		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)		3	5	5	5	5.00	(a) APB rep teaching demo at CVM (Mar. 2); (b) as CAFS rep teaching demo DFST part time hiring (Mar 12); (c) OGS observer - Mark Donald Baló (June 22)
		as academic adviser	no. of consultations with advisees		60	5	5	5	5.00	estimated
			no. of documents signed		57	5	5	5	5.00	No. of COR signed- 42; signed shifting form -1; dropping form: 2; final exam application :2; signed plan of course work: 2; signed TOS : 2; signed syllabus : 8 (Note: estimated)
		UAC	attends UAC meeting		2	5	5	5	5.00	(a) May 17; (b) June 7
					Total points				193.66	

Average Rating (Total Over-all rating divided by 4)	4.96
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head

Date: 7-27-21

Recommending Approval

VICTOR B. ASIO
Dean, CAFS

Date: 8/2/21

Comments and Recommendations for Development Purpose:

Finalize IM for review by MMDC.

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 8/2/21

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	<ul style="list-style-type: none"> Teaches assigned subject – March-July 2nd Sem Prepares and revises learning guides, course syllabus (January, 2021) 	July 2021 February 2021	July 2021 March 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	March 2021 – June 2021 (2 nd Sem 2020-2021)			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"> Gradesheets -February 2021 for 1st Sem. SY 2020-2021 Consultation -January-June 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	Jan. 2021- June 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2021			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

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LORINA A. GALVEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMAFRANCA
Performance Rating : Very Satisfactory

Aim: To improve teaching capability of the faculty

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

Date: January 2021

Target Date: March 2021

First Step:

Require Dr. Cimafranca to finalize IM for review by OIMD.

Result:

Dr. Cimafranca finalized the IM (Learning Guide)

Date: April 2021

Target Date: June 2021

Next Step:


Improve further the learning guide (IM).

Outcome:

Final Step/Recommendation:

Dr. Cimafranca finalized and submitted the IM for OIMD's review.

Prepared by:


LORINA A. GALVEZ

Unit Head

Conforme:


LYNETTE C. CIMAFRANCA
Ratee