

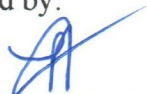
**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LORINA A. GALVEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.87	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.87	3.17
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
<b>TOTAL</b>			<b>4.92</b>

EQUIVALENT NUMERICAL RATING: 4.92  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**LORINA A. GALVEZ**  
Name of Faculty

Reviewed by:

**VICTOR B. ASIO**  
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, **LORINA A. GALVEZ**, Head 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 2020**.

  
**LORINA A. GALVEZ**  
Ratee

Approved:

  
**VICTOR B. ASIO**  
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Annual target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Advanced Education Services</b>	Number of FTE coordinated and implemented	Teaches graduate courses	0.5	2.17	5	5	5	5	
	Number of instructional material revised/prepared	Revises PowerPoint graduate courses	1	6	5	5	5	5	PowerPoint in FTEC 221
	Number of course outline/syllabus updated	Updates MS course outline	1	2	5	5	5	5	Revised FTEC 221 & 299 syllabus
	On thesis/field practice/special problem	Advises MS thesis students	2	3	5	5	5	5	Advised Aguilar, Ababat & Melgazo
	Number of Examinations prepared	Prepares examinations for MS subjects taught	2	2	5	5	4	4.67	FTEC 221 & 299
	Number of term exams checked	Checks/corrects term exams	5	8	5	5	4	4.67	FTEC 221 Part A
	Number of checked requirements	Checks individual/group requirements	6	40	5	5	4	4.67	FTEC 221 post-test/pre-test/learning tasks
	Number of checked quizzes	Checks quizzes	2	40	5	5	4	4.67	FTEC 221 quizzes

	Number of grade sheets submitted on prescribed period	Prepares Grade sheet for 2 <sup>nd</sup> sem 2019-2020 & 1 <sup>st</sup> sem 2020-2021	2	None					Midterm exams were postponed in January 2021
	Number of IM's prepared	Prepares Learning Guide (MS courses)	1	1	5	5	4	4.67	Draft of FTEC 299 Learning Guide
<b>MF02 – Higher Education Services</b>	Number of FTE coordinated and implemented	Teaches undergraduate courses	16	None					No loading for undergraduate course since the assigned course was not offered
	Number of instructional material revised/prepared	Revises powerpoint undergraduate courses	2	None					No loading for undergraduate course since the assigned course was not offered
	Number of course outline/syllabus updated	Updates BS course outline	2	None					No loading for undergraduate course since the assigned course was not offered
	On thesis/field practice/special problem	Advise BS thesis/plant practice students	2	1	5	5	5	5	Advised Ms. Madrazo
	As SRC Chairman	Edits, corrects, reviews thesis outline / manuscript	1	1	5	5	5	5	SRC Chairman of Ms. Bergantin
	As SRC Member	Edits, corrects, reviews thesis outline / manuscript	1	1	5	5	5	5	SRC Member of Ms. Panugaling
	On Consultation	Accommodates students for thesis/OJT/Research consultation	20	20	5	5	5	5	30 was reported in Jan-June 2020 IPCR (Consultation via GC, email phone)
	Number of Examinations prepared	Prepares examinations for BS subjects taught	2	None					No loading for undergraduate course since the assigned course was not offered



	Number of term exams checked	Checks/corrects term exams	10	None					No loading for undergraduate course since the assigned course was not offered
	Number of checked requirements	Checks individual/group requirements	10	None					No loading for undergraduate course since the assigned course was not offered
	Number of checked quizzes	Checks quizzes	20	None					No loading for undergraduate course since the assigned course was not offered
	Number of grade sheets submitted on prescribed period	Prepares Grade sheet for BS courses (*2 <sup>nd</sup> sem 2019-2020 & 1 <sup>st</sup> sem 2020-2021)	1	None					No loading for undergraduate course since the assigned course was not offered
	Number of IM's prepared	Prepares Learning Guide in BS course	1	None					No loading for undergraduate course since the assigned course was not offered
<b>MFO3 – Research Services</b>	Number of research projects conducted and/or completed on schedule	Conducts research project on mushroom project as study leader	1	1	5	5	5	5	Development and Quality Evaluation of High Valued Mushroom Food Products
	Number of proposals submitted for funding	Submits proposal for possible funding	1	1	5	5	5	5	Submitted this proposal in collaboration with Dr. Rolly Fuentes of UP Tacloban entitled "Shrimp Post-harvest Melanosis: Application of plant extracts to control undesired enzymatic browning during storage"

	Number of UM application	Submits Utility Model application	1	None					1 Reported in Jan-June 2020 IPCR entitled 'The improved process for producing vacuum fried fruit products
	Number of Registered/Published UM	Registered UM	1	2	5	5	5	5	Process of producing sugarless dehydrated jackfruit pulps Reg.No. 2/2018/050307 & process for the preparation of Jackfruit sauce Reg.No. 2/2018/000675 and 7 were reported in Jan-June 2020 IPCR
	Number of articles prepared for submission	Prepares article for publication	1	1	5	5	5	5	Establishment of mean lethal dose ( $Id_{50}$ ) of coconut oil used in vacuum frying of jackfruit ( <i>Artocarpus heterophyllus</i> Lam.) Pulp as influenced by frying cycle And 1 reported in Jan-June 2020 IPCR entitled "Optimizing Pretreatment Solutions for Minimally Processed Fresh-Cut Jackfruit ( <i>Artocarpus heterophyllus</i> , Lam.)Pulp EVIARC Sweet Variety &
	Number of articles submitted for publication	Submits research article for publication	2	1	5	5	5	5	Establishment of mean lethal dose ( $Id_{50}$ ) of coconut oil used in vacuum frying of jackfruit ( <i>Artocarpus heterophyllus</i> lam.) Pulp as influenced by frying cycle (Phil. Journal of Science) And 1 reported in Jan-June 2020 IPCR with title of

									Optimizing Pretreatment Solutions for Minimally Processed Fresh-Cut Jackfruit ( <i>Artocarpus heterophyllus</i> , Lam.) Pulp EVIARC Sweet Variety (Science Humanities Journal) &
	Number of research consultations	Accommodates researchers for consultations	30	10	5	5	5	5	Reported in Jan- to June 2020 through phone calls (25)
	Number of attendance to conferences/seminars/webinar	Attends Institutional/local/regional/national trainings/workshop	5	15	5	5	5	5	Attended different webinars related to food science
	Number of Research output presentations	Presents research output	1	2	5	5	5	5	Poster presentation in Regional conference of EVHRDC & VSU R & D in-house 2020
	Number of Terminal Report prepared	Prepares Terminal report	1	None					The terminal report on Mushroom project will be submitted in 2021 since the project ended last Nov. 2020
<b>MF04- Extension Services</b>	Number of persons-days trained	Trains participants on food processing	25	None					reported in Jan-June 2020 IPCR (26)
	Number of extension project involved	Acts as Co-study leader of the Extension projects	1	1	5	5	5	5	Co-study leader of an extension project headed by Dr. Cimafranca
	Number of training served as resource person	Serves as resource person in training on food processing	2	None					Reported in Jan-June 2020 (2)
	Number of engagements done as evaluator/judge/APB representative	Serves as evaluator /judge or APB representative	2	4	5	5	5	5	Evaluator of RTEC, APB Representative



	Number of consultations made by the stakeholders (Food Processing)	Responds to queries of our stakeholders on Food Processing	1	1	5	5	5	5	Queries of one stakeholder on jackfruit processing (Ms. Villalino)
	Number of papers reviewed for possible publication	Reviews scientific article for possible publication	2	2	5	5	5	5	In Science and Humanities Journal & Phil. Journal of Science
	Number of Student group advised for their research project	Advises senior high students in their research	1	None					Reported in Jan-June 2020 IPCR (1)
	Number of Narrative report	Submits narrative report of the training conducted	1	None					Reported in Jan-June 2020 IPCR (1)
<b>MFO 6 – General Admin. &amp; Support Services (GASS)</b>	Percent complaints from clients served	Percent of complaints from the clients served	0	0	5	5	5	5	
	Number of membership in committee	Acts as member in different committees	2	5	5	5	5	5	FTL Technical working group, Curriculum Com. IM Corn. Cereal Comm. Team & Graduate Council
	Number of meetings attended	Attends DFST meetings and different meetings in the University	20	20	5	5	5	5	Reported in Jan-June 2020 (16)
	Number of OICship done in DFST	Acts as OIC of the department head	1	None					Reported in Jan-June 2020 IPCR (1)
As Department head									
	Number of meetings attended	Attends meetings in CAFS, EXECOM, and QAC, Graduate Faculty Council and other committee	4	10	5	5	5	5	Attended these meetings as head

	Number of vouchers, DTR/CSR, liquidation, enrolment, clearance signed.	Signs vouchers, DTR/CSR, Liquidation, enrollment, clearance, etc.	50	150	5	5	5	5	Signed these documents as head
	Number of department's meeting presided	Presides department meetings/emergency meetings	5	10	5	5	5	5	Headship started in July 1,2020
	Number of walk-in clients accommodated	Accommodates walk-in clients for consultation	4	5	5	5	5	5	Headship started in July 1,2020
	Number of Informations on ISO cascaded	Cascades information regarding ISO to Dept. Staff and Faculty	1	3	5	5	5	5	Some information on ISO were cascaded
	Number of documents prepared for ISO	Prepares documents for ISO	1	3	5	5	5	5	Prepared documents needed in addressing the NC's and OFI's
	Number of faculty/staff mentored/coached	Coaches and mentors faculty and staff	1	7	5	5	5	5	Coached & mentored some faculty & staff for them to improve
	Number of letter request prepared	Drafts and makes letter request related to department activities and concerns	3	7	5	5	5	5	Prepared letter requests for hiring of chemist, faculty, budget for the purchase of chemicals and maintenance and calibration of laboratory equipment, etc.
	Number of Lab. Facility in good condition	Monitors food innovation center, SSF on Rootcrop Processing and Food Testing Laboratory	1	3	5	5	5	5	Monitors the need of the three laboratory facility
	Number of follow up done	Follow-up request of the department to the University	2	20	5	5	5	5	Follow-up the different offices/units of the University to address our concerns, in OP, Accounting, Budget , OVPREI, CAFS, SPPMO, Cash, OVPAF,COA , OVPA,OVPRGEA, etc.



	Number of faculty /staff monitored	Monitors faculty/staff performance	4	7	5	5	5	5	Some faculty, staff & research
	No. of PhD curriculum proposal reviewed as committee member	Reviews PhD curriculum proposal	1	None					Reported in Jan-June 2020 IPCR (1)
<b>Total Over-all Rating</b>								<b>193.35</b>	

Average Rating (Total Over-all rating divided by 4)		<b>4.96</b>
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.96</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>


**Comments & Recommendations for Development Purpose:**


*Keep up the good work*

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**VICTOR B. ASIO**  
 College Dean  
 Date:

  
**VICTOR B. ASIO**  
 College Dean  
 Date:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date:

1 – Quality    2 – Efficiency    3 – Timeliness    4 – Average

**PERFORMANCE MONITORING FORM**Name of Employee: **LORINA A. GALVEZ**

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:

  
**VICTOR B. ASIO**  
 Dean, CAFS



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : LORINA A. GALVEZ  
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:

**Required the faculty to prepare learning guide in FTEC 221 and FTEC 299.**

Result:

**Enriched the content of the learning guides.**

Date: October 2020

Target Date: December 2020

Next Step:


**Enriched the content of the learning guides**

Outcome:

**Final Step/Recommendation:**

**Dr. Galvez used the 2 learning guides in her virtual classes.**

Prepared by:

  
**VICTOR B. ASIO**  
College Dean

Conforme:

  
**LORINA A. GALVEZ**  
Ratee