

Exhibit K

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

Name of Faculty Member: **IVY C. EMNACE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.94x50%=2.47	
b. Students (50%)		4.75x50% =2.38	
Total for Instruction	65%	4.85	3.15
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.96	0.25
5. Production	0%	0.00	0.00
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **OUTSTANDING**

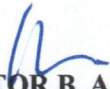
Prepared by:


IVY C. EMNACE
Faculty

Reviewed by:


LORINA A. GALVEZ
Department Head

Recommending Approval:


VICTOR B. ASIO
College Dean


Approved:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ivy C. Emnace**, 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 July - December 2021.

IVY C. EMNACE
Associate Professor II
Date: March 2, 2022

Approved: 
LORINA A. GALVEZ
Department Head
Date: March 9, 2022


VICTOR B. ASIO
College Dean
Date: 3/11/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan.-Dec.)	Actual Accomplishment (July-Dec.)	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 (FTec 234)	1	2.33 (5.28)	5	5	5	5.00	FTec 251 lec and lab, FTec 231 lec and lab,
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5 (6)	5	5	5	5.00	Diaz, M., Punay, S., Edano, L., Suganob, C., Paler H. Baslan, A.
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman/Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5 (6)	5	5	5	5.00	Diaz, M., Punay, S., Edano, L., Suganob, C., Paler, Heide, Baslan, A.
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	7	9	5	5	5	5.00	4 PhD AnSci, 3 MS AnSci, 2 MSFST
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	29 (20)	5	5	5	5.00	4 MSFST enrolled in FTec 231, 5 MSFST enrolled in FTec 251, 6 MSFST as Academic/Thesis Adviser

	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	1	1 (1)	5	5	4	4.67	FTec 251
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1 (1)	5	5	5	5.00	FTec 251
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	11 (17)	5	5	5	5.00	FTec 251 (12), FTec 231 (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	7 (12)	5	5	5	5.00	FTec 231 (4 Exams), FTec 251 (4 Exams, 6 other tasks/learning activities)
		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	1 (1)	5	5	5	5.00	FTec 251
	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							
		Enrollment	Evaluated, assessed and advised students	3	5 (6)	5	5	5	5.00	Diaz, M., Punay, S., Edano, L., Suganob, C., Paler H. Baslan, A.
		Number of term paper/critique paper checked	Checks term papers/critique paper/learning task/activities	5	63 (98)	5	5	5	5.00	FTec 231 (4 critic paper x 4, 5 assessments x 4, 5 learning tasks x 4) FTec 251 (4 critic paper x 5, 1 special problem x 5, 1 5-minute presentation x 5, 1 research proposal x 5, 2 learning tasks x 5, 1 comprehensive lab report x 5)
		Number of Exam papers checked	Checks exam papers	5	25 (36)	5	5	5	5.00	4 students FTec 231 x 4 exams; 7 students ; 5 students FTec 251 x 4 exams
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	<i>Handles and teaches courses assigned</i>	3	18.45 (9.63)	5	5	5	5.00	<i>FTec 153n Lab</i>
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	4	4.67	<i>FTec 153n lab</i>
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2					None in this period
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2 (1)	5	5	5	5.00	Ftec 153n lab
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	187					166 learning tasks FTec 132n, 21 learning tasks Ftec 131
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	67 (203)	5	5	4	4.67	lab reports 153n lab (29 students x 7)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	7	7	5	5	5	5.00	Madrazo, Villocino, Bergantin, Padua, Degorio, Lacaba, Panugaling
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman /Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	2	5	5	4	4.67	Villocino, Madrazo, Padua
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	1					None in this period
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	7	92 (29)	5	5	5	5.00	29 BSFT Ftec 153n (lab)
	PI 9: Number of student organizations advised/ assisted *	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3 (7)	5	5	5	5.00	FTec 153n lab
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	28 (4)	5	5	5	5.00	FTec 153n lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	3 (2)	5	5	5	5.00	FTec 153n lab (2 exams)
		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	1	3 (1)	5	5	5	5.00	Ftec 153n Lab
	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 (2)	5	5	4	4.67	RQAT MSFST, AACUP (2 areas)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		3 (3)	5	5	5	5.00	Jackfruit Processing, Plava Hut, Virginia Foods Inc
		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	2	2 (1)	5	5	5	5.00	Development of Disaster Food Pack

	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>	Published research outputs	2	2					None in this period
		<i>In refereed nat'l/regional journals</i>		1	1 (2)	5	5	5	5.00	ASSESSMENT OF HYGIENIC PRACTICES OF SELECTED "LECHONEROS" AND MICROBIOLOGICAL QUALITY EVALUATION OF PORK "LECHON" IN A LOCALITY OF LEYTE, PHILIPPINES (Journal of Agriculture and Technology Management (JATM)) Buchard , Science and Humanities Journal
	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 for a/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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1 (2)	5	5	5	5.00	Development of Disaster Food Pack; Functional Property Analysis of Selected SP-food products
	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	3 (3)	5	5	5	5.00	2 Annals of Tropical Research; 1 paper as reviewer in Science and Humanities Journal; 2 papers as associate editor in SHJ; 1 paper as reviewer in Food Research Journal
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	2	2	5	5	5	5.00	Soya Beverage; Jackfruit-flavored SP Beverage

		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	1						Not realized due to COVID-19
	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 (2)	5	5	5	5.00	(a) Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albueria and Inopacan, Leyte (b) VSU Food Its Safe
	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	1						Not realized due to COVID-19
	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	1						Not realized due to COVID-19
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	1	5	5	5	5.00	Development of Disaster Food Pack
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	1 (2)	5	5	5	5.00	Rizal National High School
										Samar State University (Research Aspect in Product Development and Innovation)
										Mariano Marcos State Univ (Research and Extension: Experience in the Academe)
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			1					None in this period

	Consultancy	Consultant			2	5	5	5	5.00	DOST 8 Food Safety Consultant (Bossing Tuba and Alto's Peak)
	Evaluator	Evaluator		1	1					None in this period
	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 (extn. 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							
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		zero non-conformity	5	5	5	5.00	
		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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	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							

			Attends meetings Department Meetings and other committee	5	5 (6)	5	5	5	5.00	
			Attended orientations and workshops related to university thrust and agenda	1	2	5	5	5	5.00	
		Chairman/member of university and dept. committees; technical working group; project leader/study leader	Attends to meetings, as workforce, planning	1	20 (5)	5	5	5	5.00	Housing Com., University Ethics Review Com, Futures Thinking, Curriculum Com, IPR Com
		Number of IMs reviewed	Reviews Ims, TOS, Syllabus as member of the department IMs Review Committee	5	12	5	5	4	4.67	2 syllabus, 10 TOS (FTec 221, FTec 197, FTec 151, FTec 163, FTec 143, FTec 257, FTec 233, FTec 121, FTec 165)
		Number of Webinars, Conference, Trainings, Workshops Attended	Webinars, Conference, Trainings, Workshops Attended	5	20 (9)	5	5	5	5.00	DOST 8, FVC, Other specialization-related webinars
			as OIC of the department head	1	4 (3)	5	5	5	5.00	
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating									218.02	

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

Comments and Recommendations for Development Purpose:
To finalize IMs for MMDC review

Evaluated & Rated by:

LORINA A. GALVEZ

Department Head

Date: *March 9, 2022*

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date: *3/11/22*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **IVY C. EMNACE**

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 – July – December 2021 (1st Sem) Prepares and revises learning guides, course syllabus (July, 2021) 	December 2021 August 2021	December 2021 (ongoing until Jan. 2022) August 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2021- December 2021 (1 st Semester 2021-2022)	December 2021	December 2021 (ongoing until Jan. 2022)	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 -January 2022 for 1st Sem. SY 2021-2022 Consultation -July- December 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2021					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LORINA A. GALVEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : IVY C. EMNACE

Performance Rating : OUTSTANDING

Aim: To improve teaching capability of the faculty member

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

Date: July 2021

Target Date: September 2021

First Step:

Required Dr. Emnace to finalize IMs for MMDC review

Result:

Dr. Emnace finalized the IM ready for MMDC review.

Date: October 2021

Target Date: December 2021

Next Step:

The learning guide was reviewed by the IMs Committee and forwarded to MMDC.

Outcome:

Dr. Emnace has improved her teaching capability.


Final Step/Recommendation:

Dr. Emnace forwarded the IM (learning guide) to MMDC for review.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


IVY C. EMNACE
Ratee