SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FELIX J. AMESTOSO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.52x50%=2.26	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	73.87%	4.51	3.33
2. Research	11.36%	4.67	0.53
3. Extension	11.36%	4.83	0.55
4. Administration	3.41%	5.00	0.17
5. Production	0%	0.00	0.00
TOTAL			**4.58**

EQUIVALENT NUMERICAL RATING: 4.58
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.58
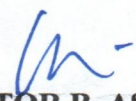
ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: Reviewed by:

                                                     1/25/2023

FELIX J. AMESTOSO   **LYNETTE C. CIMAFRANCA**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX J. AMESTOSO, 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, 2022.

FELIX J. AMESTOSO
Ratee

Approved:

Jan. 25, 2023

LYNETTE C. CIMAFRANCA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (January-June 2022; July-Dec. 2022)	Rating				Remarks
					Q^1	E^2	T^3	A^4	
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	4	3.20+ 0.11= 3.31	5	5	5	5.00	257, 244, 252, 296
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							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	6	6	4	4	4	4.00	
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	1	1+1=2	4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	12+5=17	4	4	4	4.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12+2=14	5	5	4	4.67	
	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	Creates virtual classroom using							

	created and operational	either Moddle 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*	1	1	4	4	4	4.00	
	A9. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	12	13+2=15	4	4	4	4.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	5	5	5	5.00	
	A11. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	6	5	5	4	4.67	
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		3.90+4.50=8.40	4	4	4	4.00	FTec 171
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		1	5	5	5	5.00	FTec 171

	A 11. 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								
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught		2	5	5	5	5.00	FTec 171
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec. and lab		5	5	5	5	5.00	FTec 171
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
	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			6	4	4	4	4.00	Buna, Gumapac, Ogdoc. Coretico, Godoy, Piamonte
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades			45	5	5	5	5.00	For FTec 171 subject handled this 1st Sem SY 2022-2023
PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised	Advises student organizations recognized by USSO								
	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								
	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 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 Moddle 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								
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
	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	1	1	5	5	4	4.67	With NCRC Project
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								
	In refereed nat'l/regional journals								
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							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	**A 31.** Percentage of research proposals	Prepares research proposals, submits and follows up its							

	prepared, submitted and approved	approval for immediate implementation								
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								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	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	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and	1	1	5	5	5	5.00		

Performance Indicator	Activity	Description							
stakeholders as a result of extension activities	facilitated and maintained	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							
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	4	4.67
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							
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 Mentor								
	Peer reviewers/Panelists								
	Resource Persons								
	Convenor/Organizer								
	Consultant								

	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 (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 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								
PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarke d 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/manage ment related activities and other outputs to implement new norma								

			1	2		3			4	
	A 49. Other outputs implementing the new normal due to covid 19	Attend DFST meetings	5	5		5	5	5	5.00	
Total Over-all Rating									86.68	

Average Rating (Total Over-all rating divided by 4)	**4.54**
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	**4.54**
ADJECTIVAL RATING	**VERY SATISFACTORY**

Comments & Recommendations for Development Purpose:

Dr. Amestoso retired on January 1, 2023.

Evaluated & Rated by:

LYNETTE C. CIMAFRANCA
Department Head

Date: Jan. 25, 2023

Recommending Approval:

VICTOR B. ASIO
College Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **FELIX J. AMESTOSO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recomm endation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – 1st Sem SY 2022-2023 • Prepares and revises learning	August 2022 August 2022	January 2023 August 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• August-December 2022 -ongoing process whole period of the 1st Semester 2022-2023	August 2022	January 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• November grades for midterm for 1st Semester 2022-2023 • Consultation -July-December 2022			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July- December 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July-December 2022					

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : FELIX J. AMESTOSO
Performance Rating   : Very Satisfactory

Aim: To enhance teaching capability of the faculty

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

Date: January 2022   Target Date: June 2022

First Step:

Require Dr. Amestoso to use the VSUEE platform in delivering his classes.

Result:

VSUEE platform fully used in his class.

Date: July 2022   Target Date: December 2022

Next Step:

None, since Dr. Amestoso is retiring by December 2022
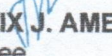
Outcome:

Final Step/Recommendation:
None.

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

Conforme:

FELIX J. AMESTOSO
Ratee