

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MARCIANA B. GALAMBAO

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|--|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.53 x 50% | 2.265 |
| b. Students (50%) | | 4.67 x 50% | 2.335 |
| Total for Instruction | 100% | 2.265 + 2.335 = 4.60 | 4.60 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | | | |
| 5. Production | | | |
| TOTAL | | | 4.60 |

EQUIVALENT NUMERICAL RATING: 4.60


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.60ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


 MBG 22-07
MARCIANA B. GALAMBAO
 Name of Faculty


LOUR FRANZ M. GABUNADA
 OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS

Approved:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marciana B. Galambao, Assistant Professor IV of the DEPARTMENT OF BIOTECHNOLOGY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2022.

Approved:


MARCIANA B. GALAMBAO

Assistant Professor IV

Date: Dec-19, 2022


LOURDS FRANZ M. GABUNADA

OIC-Head, Biotechnology

Date: 21 Dec 2022


MA. THERESA P. LORETO

Dean, CAS

Date: DEC 23 2022

| 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 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 | 6.5 | 22.80 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, ScTS 11c, SS110 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | | | | | | Accomplished in January-June 2022 |
| | | 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 | | 7 | 5 | 5 | 5 | 5.00 | Paroccho, Entuna, Mariquit, Abarquez, Mosquito, Bandalan, Andres |

| | | | | | | | | | | |
|--|--|--|---|----|----|---|---|---|------|--|
| | | A12 . Number of trainings attended related to instruction | Attend trainings | 1 | 3 | 5 | 5 | 5 | 5.00 | 1st Animal Welfare Training, International Course Program (ICP) South Workshop, Climate Change Genomics Workshop |
| | | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 10 | 7 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, ScTS 11c, SS110 (Accomplished already in Jan-June 2022) |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec | 20 | 36 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, ScTS 11c, SS 110 |
| | | A15 . Number of term papers checked and graded | Checks term papers submitted as required | 1 | | | | | | Accomplished in January-June 2022 |
| | PI 8: Number of students advised: * | A16 . Number of students advised: | Acts as academic adviser to students | 40 | 50 | 5 | 5 | 5 | 5.00 | 2nd year BSBiotech Students; 3rd year Biotech Intern Students |
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As Adviser | Advises, and corrects research outline and thesis/SP manuscript | | 6 | 5 | 5 | 5 | 5.00 | BSBiotech (Andres, Elmido, Gayas, Mosquito); Elementary (Floresca, Lina) |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 1 | 5 | 5 | 5 | 5 | 5.00 | Ayensa, Cabatu, Fernandez, Lipon, Moral |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 1 | 4 | 5 | 5 | 5 | 5.00 | Abarquez, Quinto, Sarvida, Oledan |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 10 | 22 | 5 | 5 | 5 | 5.00 | BSBiotech Students |

| | | | | | | | | | | |
|--|---|---|--|----|----|---|---|---|------|--|
| | 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 | | | | | | | |
| | | <i>On-line ready courseware</i> | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i> | 1 | 1 | 5 | 4 | 4 | 4.33 | Still on process (Btec 134) |
| | | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 20 | 11 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, ScTS 11c, SS 110; (accomplished with Jan-June) |
| | | <i>Assessment tools</i> | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 5 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, Btec 200b, ScTS 11c, SS 110 |
| | | 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/updated and operational | Creates/Updates virtual classroom using either Moodle or Google Classroom | 2 | 3 | 5 | 5 | 5 | 5.00 | Btec 149, Btec 154, Btec 200b |
| | 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 | 5 | 5.00 | ISO 9001:2015 Surveillance Audit |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | 6 | 5 | 5 | 5 | 5.00 | Herbanext Inc., PGC Iloilo, NMRDPC Guimaras, VSU Research Centers (NCRC, NARC, PhilRootcrops); SEAFDEC, PGC Davao |
| | | 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 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> | | 1 | 0 | 3 | 3 | 3 | 3.00 | None (on process) |
| | | <i>In refereed nat'l/regional journals</i> | | 1 | 0 | 3 | 3 | 3 | 3.00 | None (on process) |
| | 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 | 1 | 0 | 3 | 3 | 3 | 3.00 | None-due to financial constraint |

| | | | | | | | | | | |
|--------------------------------------|--|--|---|---------------------|-----|---|---|---|------|---|
| | 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 | 50% | 5 | 4 | 4 | 4.33 | For revision |
| UMFO 4. EXTENSION SERVICES | | | | | | | | | | |
| | PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of | A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and | Identifies and links with probable partners for extension activities and maintains this active partnership | 1 | 50% | 4 | 4 | 4 | 4.00 | Identified & met two Municipal Agricultural Officers in Bohol |
| | 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 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 | 0 | 3 | 3 | 3 | 3.00 | None (on process) |
| 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 | 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 | 2 | 4 | 4 | 4 | 4.00 | 2 NCs recorded |
| | | 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 | | | | | | Accomplished in January-June 2022 |


| | | | | | | | | | | |
|---|---|--|--|------------------|--------------|--------------------|---|---|------|--------------------------------------|
| | | On program accreditations | | 1 | | | | | | Accomplished in January-June 2022 |
| | | 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 | 0% complaint | 5 | 5 | 5 | 5.00 | No complaint received |
| | 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 | | | | | | | |
| | Total Over-all Rating | | | | | 108.66 | | | | |
| | Average Rating | | | | | 4.53 | | | | |
| | Adjectival Rating | | | | | Outstanding | | | | |

| | | |
|--|--|--------------------|
| Average Rating (Total over-all rating divided by 25) | | 4.53 |
| Additional Points | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.53 |
| ADJECTIVAL RATING | | Outstanding |


Comments and Recommendations for Development Purposes:

Engage in Research & Extension.
Craft proposals and publish.


Evaluated & Rated by:


LOURD FRANZ M. GABUNADA
OIC-Head, Biotechnology
Date: *21 Dec 2022*

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS
Date: **DEC 23 2022**

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *01/01/2023*

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| | 1st | Q U A R T E R |
| | 2 nd | |
| ✓ | 3 rd | |
| ✓ | 4th | |

Name of Employee: **Marciana B. Galambao**

Head of Office: **Lourd Franz M. Gabunada**

Number of Personnel: **5**

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|--|-------|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | I encouraged Dr. Galambao to continue constantly monitoring the performance of her students and academic advisees. | | | | Ms. Galambao is constantly in contact with her students and academic advisees. |
| Coaching | I encouraged Dr. Galambao to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology collaborate with other faculty and craft research /extension proposals. | | | | Ms. Galambao actively participates in various webinars hosted by different universities and professional organizations and conceptualized research/extension activities for the department. |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

LOURD FRANZ M. GABUNADA

Head, Department of Biotechnology

Noted by:

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marciana B. Galambao

Performance Rating: Outstanding

Aim: To encourage engagement in research/ extension activities.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step: I asked Dr. Galambao about the status of her dissertation results publication and encouraged her to craft research/ extension proposals.

Result: She plans to continue working on her paper for publication and together with DBt faculty conceptualized project proposals.

Date: January 2023

Target Date: June 2023

Next Step: Dr. Galambao was encouraged to furnish and submit research/ extension proposals for funding.

Outcome: Dr. Galambao will furnish and submit research/ extension proposals for funding.

Final Step/Recommendation: Follow up submission of research/extension proposals.

Prepared by:


LOURD FRANZ M. GABUANDA
Head, Department of Biotechnology

Conforme:


MARCIANA B. GALAMBAO
Name of Ratee Faculty