


**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 (100%)		4.95	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.95	3.22
2. Research	15%	4.97	0.74
3. Extension	15%	4.94	0.74
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.95</b>

EQUIVALENT NUMERICAL RATING: 4.95  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

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


Reviewed by:

  
**IVY C. EMNACE**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS


Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

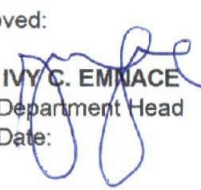
"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LYNETTE C. CIMA FRANCA, a faculty member of the DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated attainment of the following accomplishments in accordance with the indicated measures for the period Jan - June 2020

  
LYNETTE C. CIMA FRANCA  
Instructor III  
Date:

Approved:

  
IVY C. EMNACE  
Department Head  
Date:

  
VICTOR B. ASIO  
College Dean  
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented		FTEC 256 Lec, FTEC 256 Lab							
		Number of gradesheet prepared	grade prep	computed and prepared grades for subjects taught		1	5	5	4	4.67	
		Number of examination/quizzes prepared	exam prep	prepared examination/quizzes for subjects taught	2	16	5	5	5	5.00	
		Number examination checked		checked exams of FTEC 256	2	6	5	5	5	5.00	
		Number lab reports checked		checked lab report of FTEC 256		3	5	5	5	5.00	

		Number checked written reports/article reviews made by students		checked student output such as terms papers, article reviews, written reports		15	5	5	4	4.67	
		On thesis/ field practice/special problem	Advising/revising	Advised undergrad thesis student & revised their outline & manuscript; advised high school students in research planning & outline preparation	1	2	5	5	5	5.00	(a)Mardee Melgazo; (b) reviewed thesis outline of Marklin Aguilar
		OBE syllabus prepared	No. of OBE syllabus prepared	Prepared and submitted OBE syllabus		2	5	5	5	5.00	(a) prepared and submitted to Ms. Oclicaria of Grad school the OBE syllabus as output of the Jan 20, 2020 training; (b) prepared & submitted to Dr. Emnace
		As GAC Chairman	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	Chairman of the following: (a) Melgazo, Mardee (b) Aguilar, Marklin, & (c) Paler, Heide
		As GAC Member	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript						0.00	



		<i>On consultation</i>	No of Consultations	Consulting students on subject taught, thesis and grades		3	5	5	5	5.00	Consultation re FTEC 256 (Paler, Sabejon & Mazo)
			comprehensive exam & thesis outline defense	prepared and attended thesis outline and comprehensive exam of MSFST student		1	5	5	5	5.00	Comprehensive exam and thesis outline defense of Ms. Mardie Melgazo was conducted last May 22, 2020
MF02	Higher Education Services	<u>PI 1.</u> Number of FTE coordinated and implemented		Teaches: FTeC 131 Lab, FTeC 131 Lec.,	2					0.00	
		<u>PI 2a.</u> Number of students advised									
		<i>On thesis/ field practice/special problem</i>	Advising/ revising	Advised undergrad thesis student & revised their outline & manuscript; advised high school students in research planning & outline preparation	1	4	5	5	5	5.00	(a)reviewed & revised thesis outline of Lacaba; (b) revised Thesis Manus of Mr. Tomada, (c)reviewed outline of HS advisees working on blue ternatea, (d) reviewed outline of HS advisees working on rice bran
		<i>As SRC Chairman</i>	Advising/ correction		1	2	5	5	5	5.00	SRC chairman of the following: (a) Panugaling, Marissa, (b) Niepes, Jade,

		<i>As SRC Member</i>	Advising/ correction		1	2	5	5	5	5.00	SRC member of the following: (a) Degorio & (b)
		<i>On consultation</i>	Consultation	Consulting students on subject taught, thesis and grades	15	100	5	5	5	5.00	51 students this semester
		<b>PI 3.</b> Number of instructional materials developed									
		<i>New syllabi</i>		New syllabi following obedized format	1	1	5	5	5	5.00	FTec 163
		<i>Revised syllabi</i>		Revised syllabi	1	1	5	5	5	5.00	(1) submitted FTec 131 syllabus to PPV last Jan. 30, 2020
		<i>Revised lecture/lab manual</i>	<i>Revised lecture/lab manual</i>	Revised pre-lab, Lecture Powerpoint presentation, lab guide, learning guide	3	7	5	5	5	5.00	FTec 131 lab (3); FTec 131 lec (2); FTec 163: module 1 with 7 lessons & module 2 with 3 lessons); module 3 lesson 1
		<i>Revised New course Outline</i>			0						
		<i>New Powerpoint made (per course)</i>		Prepares ppt presentation	2	4	5	5	5	5.00	for FTEC 256 & FTec 131
		<b>PI 4.</b> Additional outputs									
		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Prepares gradesheet for 1st Sem SY 2019- 2020	2	2	5	5	5	5.00	gradesheet for FTec 131 & Ftec 256

		Number of INC forms with grade submitted		facilitates students in the completion of the subject; and submitted completion forms with grade	1	2	5	5	5	5.00	completion of Ms. Gofredo (FTec 131) & Ordiz (FTec 131)
		Number of training attended related to instruction	Trainings attended	Attended trainings	1	3	5	5	5	5.00	(1) IEC material making (Jan. 14-16, 2020); (b) Training on OBE compliance syllabus making for graduate courses (Jan. 20, 2020); (c) QS Star workshop (Jan 31, 2020)
		Number of examination prepared	exam prep	prepared examination for subjects taught	4	6	5	5	5	5.00	prepared & conducted oral exam (due to COVID restriction)(by phone) on the ff dates: (a) June 8, 2020, (b) June 9, 2020; (c) June 12, 2020; (d) June 13, 2020; (e) long exam for FTec 131 3 to 4 TTh; (f) long exam for FTEC 256
		Number of quizzes prepared		prepares quizzes for lec and lab	12	21	5	5	5	5.00	FTec 7 to 10 Wed (8 quizzes for 11 students); FTec 7 to 10 F (8 quizzes for 23 students); FTec 131 3 to 4 TTH (5 quizzes for 17 students)



		Number of quizzes checked		checks quizzes	12	357	5	5	4	4.67	FTec 7 to 10 Wed (8 quizzes for 11 students); FTec 7 to 10 F (8 quizzes for 23 students); FTec 131 3 to 4 TTH (5 quizzes for 17 students)
		Number of checked requirements		checked lab reports and term papers	50	119	5	5	4	4.67	FTec 7 to 10 Wed (3 lab report for 11 students); FTec 7 to 10 F (3 lab reports for 23 students); FTec 131 3 to 4 TTH (1 term paper for 17 students)
		Number of exams checked	check exam	checked long/term examination	4	20	5	5	5	5.00	FTec 131 TTh lec (17 students); FTEC 256 (3 students)
		Agency/firm/Industry linkages		coordinated with potential firms who will accept OJT students from VSU; and who showed interest on rendering MOA	1	3	5	5	5	5.00	coordinated with ff: (a) Zampelfic, Zamboanga, (b) Goldilocks Tacloban, (c) Sunlight
		No. of TOS prepared		prepared and submitted TOS	2	2	5	5	5	5.00	FTec 131 & FTEC 256
MFO 3	Research Services	Number of research proposals prepared	research proposal drafted	drafted research proposals for submission to funding agency	1	1	5	5	5	5.00	Beverage Technology from Turmeric Leaves

		No. of research output written (for terminal report)		drafted and finalized research output as part of the terminal report of a terminated project		1	5	5	4	4.67	(a) terminal report for ginger yema (assigned part)
		Number of articles submitted for publication	new submissions	submitted research article for publication	2	2	5	5	5	5.00	(a) Physico-chemical properties of <i>Seriales</i> [ <i>F. jangomas</i> ] fruit as affected by pre-treatment methods (sent to Phil. Journal of Science on Mar. 27, 2020); (b) Utilization of unwanted weed, Paragis leaves ( <i>Eleusine indica</i> Linn.) in cookie production (sent to CMUJS on Apr 8, 2020)



			revised journal article taking consideration the comments of peer-reviewer & the editor	1	5	5	5	5	5.00	(a) Mabolo ( <i>D. blancoi</i> ) as flavorant in tart filling production (resent on March 27, 2020); (b) revised proof of galley for the article entitled 'Physico-chemical properties of dehydrated seriales (sent revised article back to ATR last May 1, 2020); (c & d) reviewed and answered questions/ comments/suggestions of both external (peer-reviewer 1) and internal reviewer of the paper entitled 'Utilization of unwanted weed, Paragis leaves ( <i>Eleusine indica</i> Linn.) in cookie production (sent back to CMUJS at 4:52 pm last May 8
			prepared supporting documents for paper submitted for publication		1	5	5	5	5.00	Submitted the document called 'authors declaration' to ITMJ publication last July 16, 2020

		Number of accepted article for publication		article accepted for publication		2	5	5	5	5.00	(a) Sensory quality of coffee-like beverage made from mung beans [ <i>Vigna radiata</i> (L.) R. Wilczek]; Innovative Technology and Management Journal Vol 2 (2019)(Received communication Mar. 10, 2020); (b) Mabololo ( <i>Diospyros bancoi</i> A. DC) as Flavorant in Tart Filling (Letter of acceptance received June 9,
		Number of research consultation		accomodated researchers for consultation	2	9	5	5	5	5.00	(a) Jan 30, 2020 - consultation with HS reasearcher (3 students), (b) Feb 4, 2020 HS advisees (Rebuyas & company- 3 students); Sopa & company (3 students)-senior HS, Feb 4, 2020)
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
		In nat'l fora/conferences		Presentation of research paper	0						

		In reg'l fora/conferences		Presentation of research paper							
			poster preparation	prepared poster for presentation	0						
			resource person	served as resource person on product development at BiPSU 2019 Agribusiness day	0						
			abstract of paper for presentation	prepared abstract for paper presentation	1	2	5	5	5	5.00	(a) Seriales [ <i>F. jangomas</i> (Lour) Raeusch]:Bioactive cmpds, pre- treatment methods, anti-microbial activity and possible utilization (accepted Feb. 6, 2020 for oral presentation at IMRC 2020); (b) abstract for DOST conference
		No. of full paper prepared for conference presentation	full paper	prepared full paper							
		No. of ppt prepared for conference presentation	ppt preparation	prepared ppt for oral presentation	1						did not pushed through presentation of paper to IMRC because of the threat of COVID-19



		No. of poster prepared for conference	poster preparation	prepared poster for presentation	0						
		Attendance to conference, seminars and trainings		Attended conference, seminars and trainings relative to research	0	3	5	5	5	5.00	(a) Jan 31, 2020 CAFS Unified Research Program Workshop, (b) Re-echo seminar-workshop on 'How to publish in Scopus indexed journals'(Feb 6, 2020); (c) Webinar hosted by PAACCARD-DOST entitled 'Food Security Challenges and Opportunities Under the New Normal';
		Number of UMs prepared	UM preparation	prepared Patent Search Report; Specifications and Claims; invention declaration, and filled-up registration form	1	3	5	5	5	5.00	(a) Method of Manufacturing Intermittently dried fish (submitted to ITSO last Jan 20, 2020); (b)drafted UM on Seriales wine (Feb 29, 2020) (c) Method of manufacturing sweetpotato whey beverage; (d)Ginger yema and its preparation thereof (submitted to ITSO-VSU May 14, 2020)

		High school research	No. of students accomodated	guided and facilitated HS advisees conducting research; reviewed their manus; meetings, consultation, etc.	1	6	5	5	5	5.00	(a) facilitated conduct of research on rice bran (Sopa & co.)(3 students)(Feb 12, 2020); (b)consultation period with De Paz & co. (3 students) re conduct of experiment on butterfly pea yoghurt; (c) assisted conduct of experiment on blue ternate (De Paz & co. group)(3 students)(Feb 28, 2020);
			No. of students evaluated relative to their performance	evaluated HS advisees performance during conduct of research activities	0	6	5	5	5	5.00	evaluated the ff HS students: (a) Ampy Nikol Bacusmo, (b) Claudeth Galario; (c) Robie Dana Grace de Paz, (e) William Arthur Sopa, (f) Doviree Andrew Palero, (g) Christian Donielle Kirong (evaluation submitted to Sir Cagande last June 5, 2020)
		Peer-reviewer of journal articles		reviewed journal article for publication	0						

MFO 4	Extension Services	P4 1. Additional outputs								0.00	
		No. of seminar/training presentations prepared									
		No. trainings attended		attended extension related trainings/seminars	1	1	5	5	5	5.00	(a) IEC training Jan 14, 15 & 16
			Number of extension project involved	Acted as Project Leader of the extension project	1	1	5	5	4	4.67	
		No. of Training outputs		prepared Training Completion Report, Proceeding, etc.	2	3	5	5	5	5.00	(a) transcribed seminar entitled (Innovations of Food Safety Monitoring ; (b) Food Safety Seminar (Feb. 27, 2020); (c) transcribed coconut processing training;
		Extension project related activities		meeting with project staff re extension project activities; follow-up beneficiaries, and others	2	2	5	5	5	5.00	(a) meeting with ICE & LAG re IEC training, (b) meeting presided by Dr. Sereño re targets (Feb 10, 2020)
		Number of visits to a processing firm for technical consultation	technical consultant	acted as technical consultant in a production facility	1	1	5	5	5	5.00	Pineapple processing in Ormoc



			monitoring of VSU-DFST extension project	visits and conducts monitoring of AEWA fish processing of Albuera & BWA rootcrop processing of Brgy. Bunga	1	3	5	5	5	5.00	Monitoring through phone: (a) Jan 13, 2020 (AEWA), (b) Jan 17, 2020 (BWA), (c) Feb 25, 2020 (BWA);
		No. of extension project related documents prepared		prepared extension project related documents		1	5	5	4	4.67	(a) preped budgetary requirement for extension (Feb. 20, 2020)
		No. of product launching activities attended		attended product launching of products and beneficiaries assisted by DFST		1	5	5	5	5.00	(a) attended Lemongrass food products launching at Dulag, Leyte
		No. of trainings organized & facilitated		organized and facilitated trainings		3	5	5	5	5.00	(a) IEC training Jan 14, 15 & 16; (b) Food Safety Seminar (Feb 27, 2020); (c) Rice wine and rice coffee production training (Feb. 28, 2020);

		As PAFT adviser	PAFT	no. of meeting/activities attended/facilitated /coordinated	1	5	5	5	5	5.00	(a) Jan 27, 2020- consultation with Ms. Reusora (PAFT Pres) re planned outreach program; (b) coordinated with PAFT auditor to carefully audit the record of the PAFT treasurer; (c) Jan 30 consultation; (d) Jan 31, 2020 consultation, (e) consultation with PAFT treasurer (Feb 4, 2020)
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			PAFT	revised & then signed PAFT related documents (for submission to USSO), and others	4	6	5	5	5	5.00	a.) activity permit (Jan 27, 2020); (b) edited PAFT excuse letter for the outreach program, (b) reviewed financial report (Feb. 3, 2020), (c) Feb 4, 2020-check receipts of PAFT expenses, (d) excuse letter of PAFT to render outreach program; (e)certificates for the Quiz show winners (Feb 26, 2020 ; (f) activity permit PAFT Chemistry & Engineering tutorial (Mar. 9, 2020)
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			Accommodate walk-in visitors	Accommodated walk-in visitors	5	10	5	5	5	5.00	approximate
		DFST meetings	No. of DFST meetings	Attended DFST meetings	5	7	5	5	5	5.00	(a) Jan. 8, 2020; (B) Feb 5, 2020 emergenc meeting re OPCR target setting; (c) Mar 5, 2020 re PhD curriculum; (d) Mar. 6, 2020 re-echo of eDATS; (e) April 22, 2020 meeting re BSFT curriculum revision (virtual); (f) May 11, 2020 meeting re PhD & BSFT curriculum; (g) June 16, 2020 meeting
			Minutes Preparation	Prepared minutes of faculty and staff meeting & submitted to Committee members for review	1	2	5	5	5	5.00	(a) April 23, 2020 virtual meeting; (b) May 11, 2020 virtual meeting

		CAFS Secretary	No. of attendance to meetings	attended CAF Execom meeting; and other related meetings		8	5	5	5	5.00	(a) Jan 21, 2020 meeting, (b) Jan 31, 2020 Research planning, (c) Feb 5, 2020 meeting; (d) Mar 4, 2020 meeting re BOA review; (e) Mar. 5, 2020 meeting with DDRCs; (f) Mar. 10, 2020 University academic council meeting; (g) May 26, 2020 meeting re BSA curriculum revision; (h) June 10, 2020 meeting re BSA curriculum (presided by Dr. Belonias)
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			Minutes Preparation	Prepared minutes of meeting	4	7	5	5	5	5.00	(a) Jan 21, 2020 meeting, (b) Feb 5, 2020 meeting; (c) Mar 4, 2020 meeting re BOA review; (d) Mar. 5, 2020 meeting with DDRCs; (e) Mar. 10, 2020 University academic council meeting; (f) May 26, 2020 meeting re BSA curriculum revision; (g) June 10, 2020 meeting re BSA curriculum (presided by Dr. Belonias)
			documents prepared	prepared documents		3	5	5	5	5.00	(a) process flow for research monitoring for CAFS, (b) CAFS research planning proceedings; (c) meeting Feb 24, 2020



			documents prepared	conducts other tasks as CAFS secretary (review, monitor, etc.)		2	5	5	5	5.00	(a) reviewed onn by one thesis titles of BSA graduating students, and checks whether suggestions during the University academic council meeting was carried out; (b) plotted revised BSA prospectus(submitt ed to CAFS office last June 2, 2020)
		Pilot Plant Manager		monitors and checks pilot plant facility, epecially on cleanliness and organization; identifying areas and equipment needing repair and maintenance services	10	15	5	5	5	5.00	approximate
		SSF Rootcrop facility incharge	SSF Rootcrop facility incharge	conduct maintenance cleaning of machines; prepared monitoring and evaluation report; as well as consultation with Go Negosyo counselors of DTI	5	16	5	5	5	5.00	(a) Jan 24, 2020 s short consultation meeting of Ms. Hazel of DTI Negosyo Center ; others -cleaning activities

			SSF Rootcrop facility incharge	prepared and submitted SSF documents to DTI	4	4	5	5	5	5.00	prepared the following: (a) list of SSF users and (b) monitoring and evaluation on the following dates: (1) Jan 24 2020, (2) Feb 14, 2020
			SSF Foodtesting Laboratory	assumes responsibility as member of the TWG ;	1	1	5	5	4	4.67	
		Curriculum committee		no. of documents prepared		3	5	5	5	5.00	Prepared and submitted to Dr. Emnace the draft of the course description and rationale of the PhD courses : (a) Enology and (b) Advances in Food Research and Ethics; (c) reviewed Phd curriculum proposal (Mar. 23, 2020)
				no of signed syllabus		22	5	5	5	5.00	

		Other documents prepared & submitted	No. of documents prepared	prepares & submitted documents or revised documents; prepared SALN, IPCR, DTR	3	13	5	5	4	4.67	(a) Prepared DEc 2019 DTR; (b) prepared certification as attachment to Dec 2019 DTR; (c) edited transmittal letter of Dr. Emnace for Dr. Cristobal re submission of documents as RQAt compliance (Jan. 28, 2020); (d) prepared and submitted to Ms. Vistal IPCR with target for Jan to June 2020(Jan. 28, 2020);(e) SALN (Mar. 9, 2020); (f) DTR for Jan 2020; (g) DTR for Feb 2020; (h) DTR for Mar 2020; (i) accomplishment report for March; (j) DTR for April 2020; (k) accomplishment report for April 2020; (l) DTR for
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		Others		other activities related to coordinating, facilitating and follow-up activities; other seminars and demonstrations or meetings	1	2	5	5	5	5.00	(a) signed application for graduation of Mr. Tomada (Jan 21, 2020); (b) signed varsity financial assistance document of Lozada, John Denmark; (b) attended VSU-FA meeting (Feb 13, 2020)
				no. of recommendation letters prepared for former students		1	5	5	5	5.00	(a) prepared recommendation letter for Ms. Pablo (Feb. 26, 2020)
			No. of BSFT graduates contacted (graduate tracer)	contacted former advisees relative to their current employment status		4	5	5	5	5.00	Contacted former advisees namely : (a) Gayas, Neslie, (b) Atop, Roxan, (c) Abuel and (d) Abello, J.
				reviewed BSFT curriculum of other SUCs		1	5	5	4	4.67	Reviewed BSFT curriculum of Central Mindanao University



			No. of surveys answered	answered surveys		3	5	5	5	5.00	answered the ff surveys: (a) Rapid assessment survey of CSC re: Alternative Work Arrangements (May 31, 2020); (b) Faculty Readiness to Deliver Flexible Modes of Learning; (c) Dept. of Communication & Technology (DICT) survey entitle 'The New Normal on Digital Gov't: Work from Home Baseline Survey for Gov't Personnel (June 5, 2020)
		<b>P6.2</b> Zero percent complaint from clients served									
		Enrollment matters		assisted students on their enrolment							

				coordinated with registrar and the department concerned on DFST request to open courses		2	5	5	5	5.00	a.) negotiated with Horti, Math-physics, and Agribusiness departments to open additional slots for the courses on FTec 110n, Phys 150 n, and Ectr 11 respectively; (b) negotiated with the enroment in-charge (Kuya arnold) to add 2 lect and 4 lab slots on the following courses: FTec 132n, Phys 150n, FTec 162n and FTec 150
						<b>Total points</b>				<b>351.70</b>	

Average Rating (Total Over-all rating divided by 4)	<b>4.86</b>
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	<b>4.86</b>
ADJECTIVAL RATING	<b>OUTSTANDING</b>

<b>Comments and Recommendations for Development Purpose</b>
Keep up the enthusiasm for growth and dedicated service to the department

Evaluated & Rated by:

IVY C. EMNACE  
Department Head  
Date:

Recommending Approval

VICTOR B. ASIO  
Dean, CAFS  
Date:

Approved by:

BEATRIZ S. BELONIAS  
Vice President for Instruction  
Date:

## PERFORMANCE MONITORING FORM

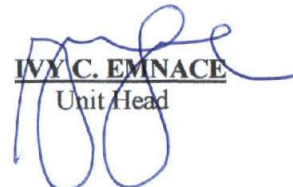
Name of Employee: LYNETTE C. CIMA FRANCA

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 teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	July 2019	December 31, 2019	December 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2019	July-Dec. weekly meetings	July – Dec. 2019 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	July 2019	July-Dec. 2019 weekly meetings	July – Dec. 2019	Very Impressive	Outstanding	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
IVY C. EMNACE  
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Lynette C. Cimafranca

Performance Rating : OUTSTANDING

Aim: To improve teaching capability of faculty member.

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

Date: January 2020

Target Date: March 2020

First Step:

Required Dr. Cimafranca to update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned to her.

Result:

Updated graduate course syllabi

Date: April 2020

Target Date: June 2020

Next Step:


Improve further the Instructional Materials developed.

Outcome:


Final Step/Recommendation:

Dr. Cimafranca improved instructional materials developed.

Prepared by:

  
IVY C. EMNACE  
Unit Head

Conforme:

  
LYNETTE C. CIMAFRANCA  
Ratee