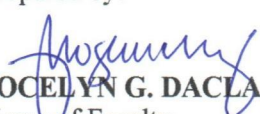# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOCELYN G. DACLAG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.92x50%=2.46	
b. Students		4.67x50%= 2.34	
Total for Instruction	65%	4.80	3.12
2. Research	15%	4.75	0.71
3. Extension	15%	4.84	0.73
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			**4.81**

EQUIVALENT NUMERICAL RATING: 4.81
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

JOCELYN G. DACLAG   **LORINA A. GALVEZ**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS
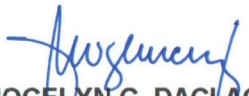
Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN G. DACLAG**, a faculty member of the **DEPARTMENT OF FOOD SCIENCE & 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 **JANUARY - JUNE, 2021**.

Approved:

JOCELYN G. DACLAG
Assistant Professor IV
Date: July 26, 2021

LORINA A. GALVEZ
Department Head
Date: 7-27-21

VICTOR B. ASIO
College Dean
Dean: 18 July 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS
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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	4	4.67	

		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*						
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*						
		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 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 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*						

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*	45.75	16.25	5	5	5	5.00	
	A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	6	3	5	5	4	4.67	
	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	550	250	5	5	5	5.00	
	A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	1000	650	5	5	5	5.00	
	A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	500	150	5	5	5	5.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	30	42	5	5	5	5.00	
	A17. *Number of students advised on thesis/ field practice/special problem:*								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	1	5	5	4	4.67	

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	1	5	5	4	4.67	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	35	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *		*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
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	4						
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	5						
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	25	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	50	15	5	5	5	5.00	
		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	4						

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	8	5	5	5	5	5.00	
	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 ICE (Mulberry 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 scienfic for a/conferences								
		In int'l fora/conferences		1		1	5	5	5	5.00	iSTEAM
		In nat'l/regional fora/conferences									
	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	5	5	4	4.67	with ICE (Mulberry Project)
	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	1		1	5	5	4	4.67	with ICE (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	Activity	Description							
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	Implementes duly approved extension projects	1	1	5	5	5	5.00	VSU Food: IT'S 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							
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	1	1	5	5	4	4.67	VSU Food: IT'S SAFE
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					
		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					
		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	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 performfing functions resulting to best practice							

		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				112.35	

Average Rating (Total Over-all rating divided by 4)	4.88
Additional Points	
tional Points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

1. Publish in refereed (International & National) journals.
2. Finalize IM's for MMDC review.

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head
Date: 7-27-21

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 28 July 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/2/2021

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOCELYN G. DACLAG**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommend ation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – March-July (2nd Semester) • Prepares and revises learning guides, course syllabus (January, 2021)	July 2021 February 2021	July 2021 March 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	March 2021 – June 2021 (2nd Sem 2020-2021)			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Gradesheets -February 2021 for 1st Sem. SY 2020-2021 • Consultation -January-June 2021			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	Jan. 2021- June 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2021			Impressive	Very Satisfactory	

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

Prepared by:

LORINA A. GALVEZ
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : JOCELYN G. DACLAG
Performance Rating   : Outstanding

Aim: To improve the faculty's competence

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

Date: January 2021   Target Date: March 2021

First Step:

Required Dr. Daclag to prepare paper for publication in International refereed journal and finalize IM for MMDC review.

Result:

Prepared the paper for publication and finalized the IM.

Date: April 2021   Target Date: June 2021

Next Step:
The paper was submitted and IM was reviewed by DFST's IM Committee before MMDC.
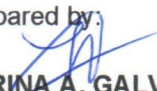
Outcome:
Dr. Daclag will submit the paper and IM ready for MMDC review.

Final Step/Recommendation:

Dr. Daclag should submit a paper for publication in international refereed journal and submit the IM for MMDC.

Prepared by:

LORINA A. GALVEZ
Unit Head

Conforme:

JOCELYN G. DACLAG
Ratee