

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: LORINA A. GALVEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.80x 50% = 2.40	
Total for Instruction	65%	4.90	3.19
2. Research	15%	4.93	0.74
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.93</b>

EQUIVALENT NUMERICAL RATING: 4.93  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**LORINA A. GALVEZ**  
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

# Summary of Physical Ratings of Facility

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Rating	Count	Percentage	Comments
1	1	100%	Excellent
2	0	0%	Good
3	0	0%	Fair
4	0	0%	Poor
5	0	0%	Very Poor
Total	1	100%	

Physical Rating Summary

Rating: 1 (Excellent)

Count: 1

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORINA A. GALVEZ, 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 January to June , 2018.

  
**LORINA A. GALVEZ**  
Ratee

Approved:

  
**IVY C. EMNACE**  
Head, DFST

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Advanced Education Services</b>	PI 1. Number of FTE coordinated and implemented								
<b>MF02 – Higher Education Services</b>	P1. 1. Number of FTE coordinated and implemented	Teaches undergraduate courses (FTec 162 & FTec 198)	8	10.95	5	5	5	5.0	
	P1.2. Number of instructional material revised/prepared	Revised powerpoint for FTec 162, 198	1	2/1 (200%)	5	5	4	4.6	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 162 & 198	1	2/1 (200%)	5	5	5	5.0	
	On thesis/field practice/special prob;e,	Advise thesis/plant practice students	7	8/7 (114%)	5	5	5	5.0	
	As SRC Chairman	Advising/correction	3	5/3 (166%)	5	5	5	5.0	
	As SRC Member	Advising/correction	2	3/2 (150%)	5	5	5	5.0	
	On Consultation	Accommodated students for thesis/OJT/Research consultation	100	120/100 (120%)	5	5	5	5.0	
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	8	8/8 (100%)	5	5	4	4.6	

	Number of term exams checked	Checked term exams	200	292/200 (146%)	5	5	4	4.6	
	Number of checked requirements	Checked individual/group requirements	50	108/50 (216%)	5	5	4	4.6	
	Number of checked quizzes	Checked quizzes	200	185/200 (242%)	5	5	4	4.6	
	Number of grade sheets submitted on prescribed period	Prepared Gradesheet for 2 <sup>nd</sup> Semester 2017-2018	2	4/2 (200%)	5	5	4	4.6	
<b>MFO3 – Research Services</b>	P1.1. Number of research projects conducted and/or completed on schedule	Conducted research project as study leader	1	3/1 (300%)	5	5	4	4.6	
	Number of patents filed	Filed patents of different technologies	5	10/5(200%)	5	5	5	5.0	
	P1.2. Number of articles submitted for publication	Submitted research article for publication	2	4/1 (200%)	5	5	5	5.0	
	Number of research consultations	Accommodated researchers for consultations	25	50/25 (200%)	5	5	5	5.0	
	Number of paper reviewed in refereed journal	Review papers for publication	2	4/2 (200%)	5	5	5	5.0	
	Number of articles approved for publication	Submitted research article for publication	1	2/1 (200%)	5	5	5	5.0	
<b>MF04- Extension Services</b>	P4.1 Additional Outputs								
	Number of seminar/training presentations prepared	Prepared powerpoint for the training	2	2/2 (100%)	5	5	5	5	
	Number of persons-days trained	Trained participants on food processing	40	40/40 (100%)	5	5	5	5	
	Number of extension project involved	Acted as Co-study leader of the Extension projects	1	1/1 (100%)	5	5	5	5	
	Number of training served as resource person	Served as resource person in training on food processing	2	2/2 (100%)	5	5	5	5	
<b>MFO 6 – General Admin. &amp; Support</b>	P6. 1. Percent complaints from clients served	Percent of complaints from the		0%	5	5	5	5	

Services (GASS)		clients served							
	Number of areas in-charge for level 3 AACUP Phase 2	Acted as Area In-charge	1	1/1 (100%)	5	5	5	5.0	
	Number of areas in-charge for the compliance	Acted as area in-charge	1	1/1 (100%)	5	5	5	5.0	
	Number of membership in committee	Acted as member in different committees	2	2/2 (100%)	5	5	5	5.0	
<b>Total Over-all Rating</b>								127.20	

Average Rating (Total Over-all rating divided by 4)		<b>4.89</b>
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.89</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>


**Comments & Recommendations for Development Purpose:**

Write publishable articles and submit the same to International Publications

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:

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

# PERFORMANCE MONITORING FORM

Name of Employee: **LORINA A. GALVEZ**

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	January 1, 2018	June 31, 2018	June 24, 2018	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
3	Performs other functions	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	

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

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

Prepared by:

  
**IVY C. EMNACE**  
 Unit Head

Amount of money paid in 2019: \$1,000,000

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1. Description of the project, including the purpose, objectives, and scope of the project.

Location: A

Project Name: A

Item	Description of the project, including the purpose, objectives, and scope of the project.	Category	Year	Start Date	End Date	Project Manager	Status	Comments
1	Construction of a new building for the purpose of housing the project. The building will be located in the city of Austin, Texas. The project will be completed by the end of 2019.	Construction	2019	June 1, 2019	June 31, 2019	John Doe	Completed	
2	Construction of a new building for the purpose of housing the project. The building will be located in the city of Austin, Texas. The project will be completed by the end of 2019.	Construction	2019	June 1, 2019	June 31, 2019	John Doe	Completed	
3	Construction of a new building for the purpose of housing the project. The building will be located in the city of Austin, Texas. The project will be completed by the end of 2019.	Construction	2019	June 1, 2019	June 31, 2019	John Doe	Completed	

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Lorina A. Galvez  
Performance Rating : 4.93 OUTSTANDING

Aim: To prepare publications, patent and copyright of research outputs.

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

Date: January 2018

Target Date: March 2018

First Step:

Required Dr. Galvez to prepare publications, patent and copyright of research outputs.

Result:

Prepared three (3) publishable to ATR, filed patent and copyright.

Date: April 2018

Target Date: June 2018

Next Step:

Carry-out the corrections from the reviewer, followed-up the patent and copyright.

Outcome:

One publication, output of ACIAR Project was approved for publication and the other two papers were under reviewed. Few patents were filed and copyright was approved by the National Library.

Final Step/Recommendation:

Dr. Galvez should continue to write publishable articles and submit to refereed journals.

Prepared by:

  
**IVY C. EMNACE**  
Unit Head

Conforme:

  
**LORINA A. GALVEZ**  
Ratee