SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
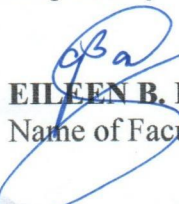# WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **EILEEN B. BANDALAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93x50%=2.47	
b. Students (50%)		4.88x50%=2.44	
Total for Instruction	75.73%	4.91	3.72
2. Research	8.09%	4.67	0.38
3. Extension	8.09%	4.67	0.38
4. Administration	8.09%	5.00	0.40
5. Production	0%	0.00	0.00
TOTAL			**4.88**

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:
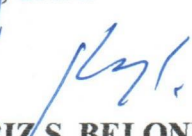
EILEEN B. BANDALAN   **LYNETTE C. CIMAFRANCA**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EILEEN B. BANDALAN- CAYETANO**, of the <u>Department of Food Science and Technology</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>**January** to **June, 2023**</u>.

Approved:

<u>EILEEN B. BANDALAN-CAYETANO</u>
Ratee

LYNETTE C. CIMAFRANCA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	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							
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	2						Bagarinao, Gofredo

	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2							
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		20.98	5	5	5	5.00	FTec 162, 197, 151, 181
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	5	5	5	5	5.00	FTec 162, 197, 151, 181, FTec 200,1
	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	10						
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	On-boarding seminar
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	8	4	5	5	4	4.67	FTec 162 (2 MT & FT) FTec 197
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	16	9	5	5	4	4.67	FTec 162 =7 FTec 197 = 2

	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	13	5	5	5	5.00	FTec 132 x 42 students=546 lab reports
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	28	28	5	5	5	5.00	BSFT 3rd Yr. Students
	A17. *Number of students advised on thesis/ field practice/special problem:*								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	7	11	5	5	5	5.00	*Thesis Adviser:* Ebero, torres, amal, buenafe, galvan, sison, mercurio

OJT students: Coretico Torres Ceniza Destrajo Buenafe |
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	14	5	5	5	5.00	Avergonzado Decano Borlasa Areno Jumawan Tuyor Bacsal Dawat Buna Honorio Godoy Endico Fuentes Angcon
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	20	27	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	**A19**. *Number of Student*	*Advises student organizations*							

PI	Activity	Description							Remarks
	organizations advised	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	*Revise Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	5	4	4.67	FTec 162, FTec 197
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	5	5	5	5	5.00	FTec 162 Lab
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	12	5	5	5	5.00	10 FTec 162 2 FTec 197
	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	1	2	5	5	5	5.00		Minutes of meeting for ISO audit
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	5	5.00		PCC-UPLB Zimplistic
	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	2	5	5	4	4.67		EFP Dairy
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 (Performance Indicator)	A (Activity)	Description							
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	2						
	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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	4	4.67	Dairy Cassava
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	1						

		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 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 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	4	4	4	4.00	Its SAFE
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher	Provides quality and relevant training courses and advisory services							

PI	Activity	Description							
terms of quality and relevance	in terms of quality and relevance								
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		1	1	5	5	5	5.00	Biliran
	Convenor/Organizer			1	5	5	5	5.00	FVC
	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**. Customerly 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/benchmarked 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/management related activities and other outputs to implement new normal							
	A 49. Other outputs implementing the new normal due to covid 19	Attend DFST meetings	10	5	5	5	5	5.00	
Total Over-all Rating								102.35	

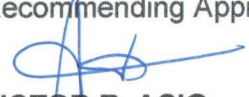|	
Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	**Outstanding**

Comments & Recommendations for Development Purpose:

Provide support by following up with ITSO as to the status of her application for UM of the technology Dr. Cayetano generated as her PhD output. Once the protection is granted/awarded, support Dr. Cayetano to present her research output in scientific conference.

Evaluated & Rated by:

LYNETTE C. CIMAFRANCA
Department Head
Date: _____

Recommending Approval:

VICTOR B. ASIO
College Dean
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President Academic Affairs
Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **EILEEN B. BANDALAN**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recomme ndation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – 2nd Sem SY 2022-2023 • Prepares and revises learning materials	February 2023	July 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• February 2023 – July 2023 whole period of the 2nd Semester 2022-2023	February 2023	July 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Grades for midterm and final for 2nd Semester 2022-2023 • Consultation as thesis adviser for 2nd Sem. SY 2022-2023 • Consultation as academic adviser for 2nd Sem 2022-2023			Impressive	Very Satisfactory	
4	Attends meetings and performs function as department secretary	Very Satisfactory	January-June 2023			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2023					

*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   : **EILEEN B. BANDALAN-CAYETANO**
Performance Rating   : **Outstanding**

Aim: To improve competence of the faculty member

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

Date: January 2023   Target Date: June 2023

First Step:
Provide support to the faculty by following up with ITSO as to the status of her application for the UM of the technology Dr. Cayetano generated as her (PhD) output. Once the protection is granted/awarded, support Dr. Cayetano to present her research output in scientific conference;

Result:
UM granted and research output presented in the scientific community;

Date: July 2023   Target Date: December 2023

Next Step:
Motivate and provide support to Dr. Cayetano to prepare draft paper for publication in refereed international journal and also to prepare draft research proposal for possible funding outside VSU.

Outcome:

Dr. Cayetano shall become a fully research-oriented faculty members who can readily produce research proposals, implement approved research projects, present and publish research outputs and transfer matured technology to the community.

Final Step/Recommendation:
Assign graduate advisorship to Dr. Cayetano once she is able to comply graduate advisorship requirements.

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

Conforme:

EILEEN B. BANDALAN
Ratee