

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: IVY C. EMNACE


| 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%) | | 4.75x 50% = 2.38 | |
| Total for Instruction | 65% | 4.88 | 3.17 |
| 2. Research | 15% | 4.96 | 0.74 |
| 3. Extension | 15% | 4.97 | 0.75 |
| 4. Administration | 5% | 4.97 | 0.25 |
| 5. Production | 0% | 0.00 | 0.00 |
| TOTAL | | | 4.91 |

EQUIVALENT NUMERICAL RATING: 4.91
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: Outstanding

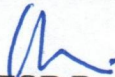
Prepared by:

Reviewed by:

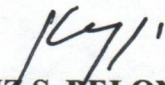

IVY C. EMNACE
Name of Faculty

VICTOR B. ASIO
College Dean

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:

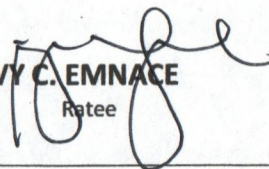

BEATRIZ S. BELONIAS
Vice President for Instruction

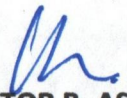
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **IVY C. EMNACE**, a faculty member 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 **July – December 2019**

Approved:


IVY C. EMNACE
Ratee


VICTOR B. ASIO
Dean, CAFS

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO1- Advanced Education Services | PI 1. Number of FTE coordinated and implemented | FTEC 231 LEC & LAB, FTEC 253 (Lec & Lab) | 2 | 5 | 5 | 5 | 5 | 5.00 | |
| MF02 – Higher Education Services | P1. 1. Number of FTE coordinated and implemented | | | | | | | | |
| | P1.2. Number of students advised | | | | | | | | |
| | P1.3 Number of undergraduate thesis outline approved | | 3 | 4 | 5 | 5 | 5 | 5.00 | |
| | P1.4 Number of academic advisees | | 5 | 7 | 5 | 5 | 5 | 5.00 | |
| | On thesis/field practice/special problem | Advise undergraduate and graduate students. Thesis students and revise outline; advise high school students in research planning & outline preparation; supervising the conduct of | | | | | | | |

| | | | | | | | | | |
|---------------------------------|---|---|----|----|---|---|---|------|--|
| | | research and editing | | | | | | | |
| | | As adviser (BSFT and HS students) | 3 | 6 | 5 | 5 | 5 | 5.00 | |
| | | As SRC/GAC Chairman/member | 3 | 5 | 5 | 5 | 5 | 5.00 | |
| | Consultation | Accommodated students consulting on subject taught, thesis, grades and other concerns | 20 | 68 | 5 | 5 | 5 | 5.00 | |
| | Enrollment | Evaluated, assessed and advised | 5 | 7 | 5 | 5 | 5 | 5.00 | |
| | P1.3. Number of Instructional Materials developed | | | | | | | | |
| | Revised course outline/syllabus | Revised syllabus/ course outline | 1 | 2 | 5 | 5 | 4 | 4.67 | |
| | P1.4. Additional Outputs | | | | | | | | |
| | Number of gradesheets submitted on prescribed period | Prepared gradesheets for 1 st sem. SY 2019-2020 | 1 | 2 | 5 | 5 | 4 | 4.67 | |
| | Number of examination prepared | Prepared exams for MS students | 2 | 8 | 5 | 5 | 5 | 5.00 | |
| | Number of paper checked | Checked exams | 4 | 8 | 5 | 5 | 4 | 4.67 | |
| | Number of term paper checked | Checked term papers | 5 | 17 | 5 | 5 | 5 | 5.00 | |
| | Number of thesis manuscript checked and edited | Checked & edited thesis outline and manuscript drafts | 3 | 7 | 5 | 5 | 5 | 5.00 | |
| MFO3 – Research Services | P3.1. Number of research outputs presented in regional/national/international | | | | | | | | |
| | Number of journal articles prepared for publication | Prepared articles for journal publication | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of journal article submitted for publication | Submitted journal article for publication | 1 | 1 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|---------------------------------|--|---|----|----|---|---|---|------|--|
| | Number of Published Utility Model | Utility Model Published | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of research proposal for funding submitted | Prepared and submitted proposal for approval | | | | | | | |
| | Number of research study conducted | Conducted research study | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | Number of technologies produced for commercialization as research output | Produced technologies for commercialization | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of technologies improved for commercialization as research output | Improved technologies for commercialization | 2 | 5 | 5 | 5 | 4 | 4.67 | |
| | Attendance to symposium/conference/workshops | Attended seminar/conference/workshops | 1 | 7 | 5 | 5 | 5 | 5.00 | |
| | Number of abstract submitted for paper presentation | Prepared, submitted and accepted | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of awards received as researcher | Received award as Best paper presenter during the 3 rd iSTEAM Conference Publication Award given by VSU (Dec. 20, 2019) | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| MF04- Extension Services | P4.1 Additional Outputs | | | | | | | | |
| | Number of seminar/training presentations prepared | Prepared training presentations | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | As resource speaker | Revised training presentation | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of person-day trained | Trained participants in food processing | 10 | 37 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|---|---|--|------|-----|---|---|---|------|--|
| | | Conducted hands on training on processing of food products | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of extension project involvement | Served as extension staff | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| WFO 6 – General Admin. & Support Services (GASS) | P6. 1. Percent complaints from clients served | Percent of complaints from the clients served | zero | | 5 | 5 | 5 | 5.00 | |
| | As Department Head | Attended meetings in CAFS, EXECOM, and QAC, Graduate Faculty Council and other committee | 5 | 33 | 5 | 5 | 5 | 5.00 | |
| | | Attended orientations and workshops related to university thrust and agenda | 2 | 9 | 5 | 5 | 5 | 5.00 | |
| | | Signed vouchers, DTR/CSR, Liquidation, enrollment, etc. | 20 | 110 | 5 | 5 | 5 | 5.00 | |
| | | Presides department meetings/emergency meetings | 10 | 17 | 5 | 5 | 5 | 5.00 | |
| | | Accommodated walk-in clients for consultation | 10 | 25 | 5 | 5 | 5 | 5.00 | |
| | | Cascaded information regarding ISO to Dept. Staff and Faculty | 2 | 2 | 4 | 5 | 5 | 4.67 | |
| | | Prepared documents for ISO | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | | Prepared documents for RQAT compliance | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Chairman/member of university and dept. committees; technical working group | Attends to meetings, as workforce, planning | 5 | 7 | 5 | 5 | 5 | 5.00 | |
| | Coaching and mentoring | Coached and mentored faculty and staff | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| Additional Output | Number of scientific paper reviewed (as reviewer) for | Reviewed scientific papers for publication in ATR and SHJ | 1 | 3 | 5 | 5 | 5 | 5.00 | |


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|-----------------------------------|------------------------------------|--|--|--|--|--|--|---------------|--|
| | publication in refereed journal | | | | | | | | |
| Total Over- all Rating | | | | | | | | 193.35 | |

| | | |
|--|--|--------------------|
| Average Rating (Total Over-all rating divided by 4) | | 4.96 |
| Additional Points: | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.96 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments and Recommendations for Development
Purpose:


Should make proposal for international and national
collaboration.

Evaluated & Rated by:


VICTOR B. ASIO
Dean, CAFS

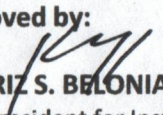
Date:

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date:

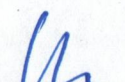
PERFORMANCE MONITORING FORMName of Employee: **IVY C. EMNACE**

| 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 chairman and member of different committees in the college and department | Outstanding | Continuing from Jan. – Dec. 2019 | July-Dec. weekly meetings | July – Dec. 2019 weekly meetings | Very Impressive | Outstanding | |
| 3 | Performs other administrative function as department head | 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:


VICTOR B. ASIO
 College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Ivy C. Emnace
Performance Rating : **OUTSTANDING**

Aim: To enhance teaching and management/supervisory capabilities

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Emnace to attend short course training related to her field of specialization and management/supervisory tasks.

Result:

Has attended trainings and seminars related to her field of specialization.

Date: October 2019

Target Date: December 2019

Next Step:

1. Make proposal to offer PhD degree program.

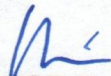
Outcome:

Made survey as part of the implementation to offer PhD program

Final Step/Recommendation:

Dr. Emnace should finalize the proposal of the said program.

Prepared by:


VICTOR B. ASIO

Dean

Conforme:


IVY C. EMNACE

Ratee