


**Exhibit K****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 (100%)		4.91	
b. Students		No TPES administered during this period	
Total for Instruction	85%	4.91	4.17
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration	15%	4.90 ✓	0.73
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.90</b>

EQUIVALENT NUMERICAL RATING: 4.90  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**EILEEN B. BANDALAN**  
Name of Faculty


Reviewed by:

  
**LORINA A. GALVEZ**  
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, **EILEEN B. BANDALAN**, a faculty member of the DEPARTMENT OF FOOD SCIENCE AND 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 July-December 2020

Approved:

**LORINA A. GALVEZ**  
Department Head  
Date:

**VICTOR B. ASIO**  
College Dean  
Date:

*of record Feb 1,*  
**EILEEN B. BANDALAN**  
Instructor I  
Date: *Feb 1, 2021*

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	
<b>MFO1</b>	<b>Advanced Education Services</b>	Number of PhD course syllabi prepared	Prepared PhD course syllabi	Prepared obedized course syllabi for PhD curriculum							
<b>MF02</b>	<b>Higher Education Services</b>	<b>PI 1.</b> Number of FTE coordinated and implemented	Teaching	Teaches: FTEC 151 Lab & Ftec 197 lec							
		<i>Number of examination prepared</i>	exam prep	prepared examination for subjects taught		1	5	5	5	5.00	Ftec 150 special exam for Ms. Igot
		<i>Number examination checked</i>		checked exams of Ms. Igot		1	5	5	5	5.00	





		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Prepares gradesheet for 2nd Sem SY 2019-2020							
		<i>Number of training attended related to instruction</i>	Trainings/Seminars/Conferences attended	Attended trainings/seminars/conferences/webinars							
		<i>Number of examination prepared</i>	exam prep	prepared examination for subjects taught		1	5	5	5	5.00	Special exam for Ms. Igot
		<i>Number of quizzes prepared</i>		prepares quizzes for Ftec 197		5	5	5	5	5.00	Ftec 197
		<i>Number of quizzes checked</i>		checked quizzes for Ftec 197		1	5	5	5	5.00	quizzes of 33 out of 41 students for Ftec 197
		<i>Number of checked requirements</i>		checked Assessment output for Ftec 197		1	5	5	4	4.67	Lesson 1.1 output of 31 out of 41 students for Ftec 197
		<i>Number or exams checked</i>	check exam	checked final exam (special exam) of Ms. Igot		1	5	5	5	5.00	Ftec 150
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>										
			Accommodate walk-in visitors	Accommodated walk-in visitors							
		DFST meetings									
			No. of DFST meetings	Attended DFST meetings		10	5	5	5	5.00	
				Presided DFST meetings		2	5	5	5	5.00	as OIC-head

		Acted as OIC-Head				3	5	5	5	5.00	Dec 2-4, 2020; Dec 8, 2020; Dec 18, 2020
		Other documents prepared & submitted	No. of documents prepared	prepared minutes of DFST meetings		4	5	5	4	4.67	
		seminar/trainings/works hops etc.		attended seminar/training/works hops, etc.		10	5	5	5	5.00	Webinars (local,Regional, and natiional)
		ISO		performed task related to ISO preparation		1	5	5	5	5.00	drafted Preventive maintenance plan
		Others		other activities related to coordinating, facilitating and follow-up activites; other seminars and demonstrations;							
				DFST focal person for the delivery of the first and second batches of Learning Guides/modules		4	5	5	4	4.67	first batch : focal person and facilitate/coordinates deliveries to VSU-Isabel; Second batch: DFST focal person and monitors deliveries to VSU_Villaba
		<b>P6.2</b> Zero percent complaint from clients served									
						<b>Total points</b>				<b>108.02</b>	



# **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/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	July 2020	December 2020	September 2020	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	July 2020			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2020			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2020					

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

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

Prepared by:

  
**LORINA A. GALVEZ**  
 Unit Head

Average Rating (Total Over-all rating divided by 4)	4.91
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

**LORINA A. GALVEZ**

Department Head

Date: Feb. 1, 2021

Comments and Recommendations for  
Development Purpose

Present paper in International fora/conference  
and publish in International refereed journal

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee : EILEEN B. BANDALAN

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: July 2020

Target Date: September 2020

First Step:

Require Dr. Bandalan to present and publish in refereed international journal.

Result:

Dr. Bandalan prepared a paper for publication.

Date: October 2020

Target Date: December 2020

Next Step:

Dr. Bandalan waited for the protection process to complete

Outcome:

Final Step/Recommendation:

Once the protection is done, Dr. Bandalan should submit the paper in a refereed international journal and also present in an international conference.

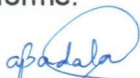
Prepared by:



**LORINA A. GALVEZ**

Unit Head

Conforme:



**EILEEN B. BANDALAN**

Ratee