

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**


Name of Faculty Member: **LYNETTE C. CIMA FRANCA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.99x50%=2.49	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	39.71%	4.74	1.88
2. Research	8.59%	5.00	0.43
3. Extension	6.87%	5.00	0.34
4. Administration	44.83%	5.00	2.24
5. Production	0%	0.00	0.00
TOTAL			4.89

EQUIVALENT NUMERICAL RATING: 4.89
 Add: Additional Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LYNETTE C. CIMA FRANCA
 Name of Faculty

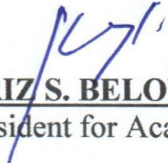
Reviewed by:


VICTOR B. ASIO
 College Dean

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS

Approved:



BEATRIZ S. BELONIAS
 Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lynette C. Cimafranca, 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, 2023.

Approved:


VICTOR B. ASIO
 College Dean
 Date: 2/8/2024


LYNETTE C. CIMAFRANCA
 Asso Prof. III
 Date: 2/6/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (indicators in percentage should be supported with numerical values in numerators and denominators)	
						Quality	Efficiency	Timeliness	Average		
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	3	5	5	5	5.00	(1) Anane, (2) Ladrillo, (3) Espinosa	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	(1) Anane	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	(1) Sabejon	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	10	5	5	5	5.00	estimated ... Consultation on plotting of courses (PCW)	

	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 Moodle 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								
		course syllabus made	no of course syllabus drafted								
		review course syllabus and OJT guidelines	no of course syllabus and other documents reviewed								
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	10	11+14.5	5	5	5	5.00	<small>2nd sem AY 2022-2023: (1) F031 FTec 181, (2) FG10 FTec 300.2, (3) FG11 FTec 300.2, (4) FT23 FTec 200.4, (5) J042 FTec 186n, (6) J050 FTec 118, (7) JT11 FTec 200.1, (8) JT12 FTec 200.1, 1st sem: (9) J018 FTec 155n, (10) J042 FTec 183n, (11) J043 FTec 183n.</small>	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	11	5	5	4	4.67	2nd sem AY 2022-2023: (1) F031 FTec 181, (2) FG10 FTec 300.2, (3) FG11 FTec 300.2, (4) FT23 FTec 200.4, (5) J042 FTec 186n, (6) J050 FTec 115, (7) J111 FTec 200.1, (8) J112 FTec 200.1, (9) J118 FTec 155n, (10) J042 FTec 183n, (11) J043 FTec 183n, (12) J044 FTec 183n, (13) J045 FTec 183n, (14) J107 FTec 155, (15) C128 FTec 200.1
		A11. 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	2	14	5	5	5	5.00	
		A12. Number of trainings attended related to instruction and others	Attend trainings/seminars		6	5	5	5	5.00	(1) 2nd Biophysics Symposium with univ. of San Carlos - Cebu (July 7, 2023); (2) on-boarding 2nd sem AY 22-23; (3) on boarding 1st sem 23-24; (4) Training/Orientation on whole-of-govt reengineering manual with VSU - Jan 26, 2023; (5) PhilProFF Pre-Convention Workshop Training on Hands on Training on Molecular Techniques in Probiotic Research - Oct. 10; (6) SUC-ACAP - Dec 8; (6) Yashinoya seminar - Dec. 12;
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		12	5	5	5	5.00	(1) FTec 181 exam of 4th year students (administered July 11, 2023); (2) FTec 186 lec midterm, (3) FTec 186 lec final, (4) FTec 186 lab midterm, (5) FTec 186 lab final, (6) FTec 188 lec midterm, (7) FTec 186 lec final, (8) FTec 186 lab midterm, (9) FTec 186 lab final, (10) FTec 155 lec midterm, (11) FTec 155 lec final, (12) FTec 199
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	34	5	5	5	5.00	Please refer to bold numbers 2nd sem: (1) FTec 181 = 33 students x 2 exams = 66; (2) FTec 186 = 59 students x 4 (Quiz, exam) = 236; (3) FTec 150 = 33 students x 11 (lab ex, quizzes, reaction paper) = 363; (4) FTec 189 = 43 x 3 (Quiz, Oral & poster presentation) = 129; 1st semester AY 23-24: (5) FTec 183 = 46 x 7 (lab ex, quizzes, exams) = 322; (6) FTec 155 = 24 x 7 (lab ex, quizzes, exam) = 168
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	1,284	5	5	5	5.00	Please refer to highlighted numbers 2nd sem: (1) FTec 181 = 33 students x 2 exams = 66; (2) FTec 186 = 59 students x 4 (Quiz, exam) = 236; (3) FTec 150 = 33 students x 11 (lab ex, quizzes, reaction paper) = 363; (4) FTec 189 = 43 x 3 (Quiz, Oral & poster presentation) = 129; 1st semester AY 23-24: (5) FTec 183 = 46 x 7 (lab ex, quizzes, exams) = 322; (6) FTec 155 = 24 x 7 (lab ex, quizzes, exam) = 168
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		40	5	5	5	5.00	37 - original number; 3 - turned over (advisees of the late Declag)
		A17. Number of students advised on thesis/ field practice/special problem:			13	5	5	5	5.00	2nd sem AY 2022-2023: (1) Bacsal, (2) Dawat, (3) Lozada, (4) Salepi, (5) Tolibas, (6) Villafuertes, (7) Godoy, (8) Penalosa, (9) Coretico, (10) Linggas, (11) Medillo, (12) Posas, (13) Tiguelo; 1st sem AY 2023-2024: (14) Bunerros, (15) Linggas, (16) Medillo, (17) Posas
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	(1) Avergonzado, (2) Candelario, (3) Fuentes, (4) Lagrosa, (5) Mercurio

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	(1) Areno, (2) Buna, (3) Evangelista, (4) Parero, (5) Sison
		<i>As Dept Head</i>	Advises and corrects research outline and thesis/SP manuscript		37	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	200	5	5	5	5.00	estimated
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5.00	PAFT (officer consults the dept head)
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1	5	5	5	5.00	PAFT (officer consults the dept head)
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>		2	5	5	5	5.00	F Tec 163 & FTec 165
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	12	5	5	5	5.00	revised ppts of FTec 163 and FTec 165 and FTec 166
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	34	5	5	5	5.00	12 quizzes ; 12 exam FTec 163, FTec 165, FTec 181, FTec 166, FTec 199
		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	1	5	5	5	5.00	ACCUP Level IV re-accreditation (initial prep of the extent of compliance)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	2	5	5	5	5.00	(1) Aromatise International Inc, (2) Goldlocks Tacoloban
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		course syllabus revised	revise course syllabus		1	5	5	5	5.00	revised FTec 155 syllabus
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		3	5	5	5	5.00	(1) Tilanggit (DOST Project), (2) Marinated Tilapia fillet, (3) Jackfruit 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		2	5	5	5	5.00	on-going DOST Project which will end by march 2024; (2) Jackfruit project
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	Physico-chemical Properties of Seriales (Filocourtia jangomas (Lour) (revised unfinished article for resubmission)
		<i>In refereed nat'l/regional journals</i>								
			reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions	1	5	5	5	5	5.00	revised GLUCOSE SYRUP ON THE SENSORY QUALITY OF GINGER YEMA in response to comments of the peer reviewer and resubmitted to ATR on Feb 9, 2023
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)											
		A 33a. Number of journal articles drafted, submitted, revised (after peer review)	Designs research related activities and other outputs to implement new normal										invitation dependent... Note: no invitation
		A 33b. 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	1									
		A 33c. Number of journal articles/scientific paper accepted for publication											
		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										
		meetings attended	attended meetings related to research proposal brainstorming and writing, updating and action planning, etc.		5	5	5	5	5.00				Meeting dates: (1) Jan 19, (2) Mar 14, (3) Mar 25, (4) Sept 26, (5) Oct 16 -Coconut RIRDEAP meeting;
		research documents prepared and submitted	No. of documents prepared and submitted		8	5	5	5	5.00				Documents submitted to DOST 8: (1) letter informing DOST that the start of project was March 2023; (2) semi annual/progress report submitted to DOST 8; (3) executive summary for the semi-annual progress report; (4) project-profile-fileable file..... Documents submitted to OVP/RE: (5) 2nd Quarterly report; (6) 4th quarterly report; (7) Semi Annual RDE Accomplishment Report (Jan-June); (8) semi annual RDE Accomplishment report (July to Dec)
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	1	2	5	5	5	5.00				Gacet Women's Association, BUNVA

	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	150	465	5	5	5	5.00	pls refer to annual report for details
	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	5	5	5	5.00	Strengthening Processing Skills, enhancement of product quality, and development of business management skills among food processors - An extension cum research
	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		100%	5	5	5	5.00	
	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 Mentoring	Research Mentor			2	5	5	5	5.00	Jubymar A. Mabuto & Lynnelle Edano
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	6	5	5	5	5.00	(1) RP on GMP & Food Safety during the Training on Coconut Food Processing for PWDs (July 3, 2024); (2) Training on Meat and Vegetable Processing (Jan 24, 2023); (3) Small Enterprise Technology Upgrading Program (SETUP) project entitled "Infusion of Innovation System Support for the Upgrading of Ilam Dita Baker's Corner Production Facility (May 29-30, 2023); (4) Training on Proximate Analysis (June 13, 2023); (5) Goodland Winery Tube & Vinegar Livelihood Association visit at VSU -Aug 30; (6) Seminar on Developing Food Value Chain through university and private sector partnership in ASEAN and Japan - Oct. 20 in Tokyo Japan;
	Convenor/Organizer	Convenor/Organizer		1	11	5	5	5	5.00	(1) Training on Proximate Analysis (May 3-34, 2023); (2) 2023 International Food Value Chain Webinar-Workshop (May 23-25, 2023); (3) Culmination activity for Ftec 155 class - Feb 3, 2023; (5) thesis outline defense - Feb 15; (6) PhilProfConference - Oct 12-13; (7) PhilProf Leyte tour - Oct 14; (8) OJT Narrative presentation - Oct 23; (9) Thesis Outline defense - Nov. 20; (10) Pre-departure briefing for students who will be deployed for OJT -Nov. 22; (11) SUC-ACAP -served as usherette and moderator of the oral presentation(s);
	Consultancy	Consultant	attends meeting; attend consultancy service							
	Evaluator	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	5	5	5	5.00	strengthening proposal
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities	1	3	5	5	5	5.00	(1) RP on GMP & Food Safety during the Training on Coconut Food Processing for PWDs (July 3, 2024); (2) Low fiber cookies, (3) Training on Meat & Veg processing
		No. of extension documents submitted	prepares extension related documents	4	5	5	5	5	5.00	4-quarterly reports; 1-training design for PhilSci training.
		No. of meeting attended	attends extension related meetings or extension related activities		2	5	5	5	5.00	(1) safe project @ July 19; (2) on-site visit Goodland Winery in Ormoc city - Oct 5;
		No. training requests coordinated and catered	coordinates with training requestors to finalize RP, schedule among others		19	5	5	5	5.00	see annual report for list for trainings including PhilSci training; (1) replied Di re Kalamansi Candy Making Training, (2) coordinates with RP re SP & Tawa-tawa training.
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	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	0 NC	0	5	5	5	5.00	
		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	100%	5	5	5	5.00	
		On program accreditations	prepares documents for AACUP accreditations		2	5	5	5	5.00	extent of compliance for BSFT AACUP level IV reaccreditation; (2) MSFST compliance report; submitted to QAC last Oct 2;
		On institutional accreditations			2	5	5	5	5.00	(1) ISO internal audit Feb 27-28, 2023; (2) DFST audited by Dr. Atreacin last Oct 3, 2023.
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	0 complaint	0	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 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								

		Prepares document that are normally usually submitted on a regular basis	10	23	5	5	5	5.00	10 - DTR; 10-accomplishment reports; 1 SALN; 1 PDS; (1) DFST annual report
	As CAFS Secretary	attended CAFS meetings/events	2	7	5	5	5	5.00	(1) Jan 23, (2) Feb 10, (3) Mar 8, (4) CAFS orientation program Aug 23 (presented for BSFT program); (5)CHED-NAFES evaluation and monitoring - Oct 12; (6) Nov 8 EXECOM meeting; (7) Dec 21 EXECOM re OTP etc.
		prepares minutes of the meeting	2	5	5	5	5	5.00	
		assumes responsibilities of the Dean when appointed as OIC-Dean of CAFS in the absence of the former		177	5	5	5	5.00	(1) OIC Dean July 10, (2) OIC Dean July 11, 2023, (3) served as panel of interviewers for foreign graduate student applicants (July 11, 2023); (4)attended & delivered closing remarks- Presentation of Leadership Learnings; (5) OIC dean -Sept 8; (6) Oct 25 OIC CAFS; (7) Nov 10 OIC CAFS; (8) Dec. 29 -OIC-.....Note.L80 169 documents signed in behalf of Dr. Asio
	As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring							
	No. of MOA forged	prepares and coordinates with the 2nd party and/or the legal office		9	5	5	5	5.00	(1) Malang Polytechnic Indonesia, (2) Gardania Batteries, (3) Zimplistic Pte Ltd, (4) Magic Melt Foods Inc, (5) UPLB-PCC, (6) Kwinee Food Manufacturing Corp, (7) Sagrex Foods Inc, (8) Regent Foods Corp, (9) UPLB-SLSU-VSU MOA
	No. of DFST meetings attended	presided DFST meetings/events	5	5	5	5	5	5.00	(1) virtual meeting with student advisees, (2) Mar 6, 2023, (3) Aug 18, 2023; (4) DFST orientation program -Aug 24; (5) Oct 5 DFST meeting and interview of Yoshinoya applicants;
	served as APB rep in teaching demo's and OGS student final defense	attends teaching demos as APB representative & as observer in graduate student final exam (defense); preparation of necessary reports		2	5	5	5	5.00	(1) March 13 teaching demo of part-timer, (2)OTM teaching demo Aug 23;
	as department head	no. of consultations		400	5	5	5	5.00	estimated
		no. of documents signed		864	5	5	5	5.00	count was based on log book records
		university meetings attended		4	5	5	5	5.00	(1) Presentation of Planning calendar 2023 @Jan 17, (2) VSU 2023 admission @Jan 23, (3) Faculty Mobilization program - Mar 20, (4) Women's Month Culmination- Marc 31
		no. of procurement related follow-ups		3	5	5	5	5.00	(1) July 18 - FTL PRs, (2) Jan 28 -swivel chair, (3) Mar 20 - projector & TV
		no of enrolment activity facilitated		400	5	5	5	5.00	conservative estimate of activities such as : (a) entertaining individual student request pn slot and schedule arrangements, (b) plotting of schedule for 2nd year, third year and fourth year . (3) coordinated with registrar people to finalize FTec courses' schedule, (4) room assignments, (5) faculty course assignment. . Note for 2 semesters
		no. of class observations conducted		6	5	5	5	5.00	conducted for ICE, JBC, LAG, LAPC, EBC, ICPM

			no. of letter requests prepared and other documents; reviewed IFW, etc.		4	5	5	5	5.00	(1) request to allow RDL to teach, (2) supervisory plan 1st sem 2022-2023 (3) supervisory plan 2nd sem 2021-2022, (4) reviewed IPW of all core & affiliate faculty
		Curriculum reviews	No. of curriculum reviews attended		5	5	5	5	5.00	a.) BSFT department curriculum review; (b) MSFST department curriculum review; (c) BSFT college-wide curriculum review; (d) MSFST OGS curriculum review; (e) university wide curriculum review Note: I presented BSFT program in the college-wide curriculum review and in the university-wide curriculum review. Also, I presented the output of the MSFST review during the OGS presentations.
			No. of curriculum review documents prepared and submitted		4	5	5	5	5.00	(a) revised checklist of the BSFT curriculum review at dept level; (b) revised checklist of the BSFT curriculum review at college level; (c) minutes of meeting for MSFST curriculum review; (d) revised MSFST checklist as an output of the collegewide curriculum review; Note: c & d were submitted to OGS together with other pertinent documents such as photo documentation and attendance sheet
		NBC related matters	No. of NBC documents packaged and submitted		3 sets	5	5	5	5.00	(a) NBC docs prepared last August (1st submission); (b) documents submitted after IEC review; (c) documents submitted to EAC (appeals)
		UAC	attends UAC meeting							
		VFA/Grad Faculty	attend VSUFA and Graduate faculty meeting	1	2	5	5	5	5.00	(1) VSU Fan General Assembly Mar 8; (2) VSUFAN General Assembly & Teacher's Day celebration - Oct 4;
		as curriculum committee member of DFST	review course syllabus		3	5	5	5	5.00	reviewed and signed the following syllabus: (1) FTEC 263, (2) FTeC 171, (3) FTEC 231
		as health coordinator	coordinate health related matters of the faculty and staff to VSU infirmary; help in the implementation of COVID-19 protocols							
		benchmarking and/or tour accomodated @ DFST	no. of benchmarking and/or tour accomodated		4	5	5	5	5.00	(1) July 6, 2024 - toured cdlle processors in DFST facilities, (2) MSU -Indiana State University-Maraw, (3) CHED-PR visit Sept 5; (4) DA-Socotargen - Oct 24;
		no of documents reviewed and signed as TWG on Food and Food Ing	reviews and signs PR and abstract of bids on Food and Food Ingredients		153	5	5	5	5.00	
		no. of university related event/activities attended and participated	attends university related events		11	5	5	5	5.00	(a) opening ceremony of EO - Feb 27, 2023, (2) closing ceremony EO-Feb 28, 2023, (3) Sportfest, (4) VSU anniversary, (5) CSC opening celeb @ Amphitheater-Sept 1, (6) Launching of Microsoft 360- Sept 6, (7) meeting re sportfest- Sept 7, (8) Budget call for capital outlay projects for 2025- Sept 13, (9) ISO internal audit of FIDE-Sept 13, (10) Convocation @ VSU gym - Oct 9; (11) Registrar's Document Review-Oct 24; (12)

others	other accomplishments			3	5	5	5	5.00	(1) filed up info on VSJ directory of experts; (2) got Food Technologist license and attended oath-taking ceremony for New Professional Food Technologists - Sept 23 @PICC; (3) attended Advisory Committee Meeting for FVC in Tokyo, Japan Oct 15; (4)
				Total points				354.67	

Average Rating (Total Over-all rating divided by 4)	4.99
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.99
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

Attend training relative to PhD courses which she will be handling as soon as the program is offered.

Evaluated & Rated by:

[Signature]
VICTOR B. ASIO
 College Dean
 Date: 2/8/2024

Recommending Approval

[Signature]
VICTOR B. ASIO
 College Dean
 Date: 2/8/2024

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 02/12/24

PERFORMANCE MONITORING FORM

Name of Employee: LYNETTE C. CIMA FRANCA

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	<ul style="list-style-type: none"> Teaches assigned subject – 1st Sem SY 2023-2024 Prepares and revises learning materials 	July 2023	December 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> 1st Sem SY 2023-2024 	July 2023	December 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	<ul style="list-style-type: none"> Grades for midterm and final fo 1st Sem SY 2023-2024 Consultation as thesis adviser for 1st Sem SY 2023-2024 Consultation as academic adviser for 1st Sem SY 2023-2024 			Impressive	Very Satisfactory	
4	Performs research and/or extension functions, among others the following: a. Implements duly approved research/extension projects within time frame, b. Prepares and prepares reports within the prescribed period	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
5	Attends meetings and performs function as Department Head and faculty member	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
6	Performs other functions	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMA FRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMA FRANCA

Performance Rating : Outstanding

Aim: To improve teaching capability of the faculty

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

Date: January 2023

Target Date: December 2023

First Step:

Finalize IMs ready for review

Result:

IMs finalized and ready for submission

Date: January 2023

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.

Outcome:

Enhanced teaching capability in BS and MSFST courses as well as soon to be offered PhD courses.

Final Step/Recommendation:

For the administration to provide budget appropriations for trainings related to PhD program.

Prepared by:



VICTOR B. ASIO

College Dean

Conforme:


LYNETTE C. CIMA FRANCA
Ratee