

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: IVY C. EMNACE

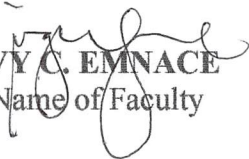
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.87x 50% = 2.43	
Total for Instruction	65%	4.95	3.21
2. Research	15%	4.86	0.73
3. Extension	15%	5.00	0.75
4. Administration	5%	4.92	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.94</b>

EQUIVALENT NUMERICAL RATING: 4.94  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: Outstanding

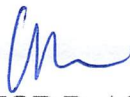
Prepared by:

Reviewed by:


  
**IVY C. EMNACE**  
Name of Faculty

  
**IVY C. EMNACE**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# SUMMARY OF INDIVIDUAL RATINGS OF RALLY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Rally Member: J. M. HARRIS

Program in Function (1)	Percentage Weight of Contribution (2)	Personal Rating (3)	Individual Rating (4)
1. Leadership			
2. Planning (10%)		2.0x 10% = 0.20	
3. Student (50%)		4.0x 50% = 2.00	
4. Total for Leadership	60%	4.00	0.20
5. Research			0.75
6. Extension			0.75
7. Administration			0.50
8. Production			0.00
TOTAL			2.90

2.90  
1.00  
1.90

FOUR VALUABLE MEMBERS RATED A FIVE  
Add Additional Points if any  
TOTAL MEMBERS RATED A FIVE

(Signature)

ADDITIONAL COMMENTS

Reviewed by:

Reviewed by:

W. M. HARRIS  
Department Head

W. M. HARRIS  
Member of Faculty

Recommendation/Approval:

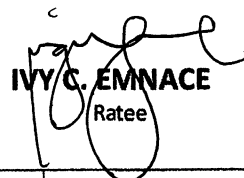
W. M. HARRIS  
Date: 10/1/68

Approved:

DEPARTMENT HEAD  
W. M. HARRIS

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 January to June, 2018.

  
**IVY C. EMNACE**  
 Ratee

Approved:

  
**VICTOR B. ASIO**  
 Dean, CAFS

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	FTec 234 (Lec)	1	1.33	5	5	5	5.0	
<b>MF02 – Higher Education Services</b>	P1. 1. Number of FTE coordinated and implemented								
	P1.2. Number of students advised	Revised powerpoint for FTec 162, 198	1	2	5	5	5	5.0	
	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	4	12/4 (300%)	5	5	5	5.0	
		As SRC Chairman	6	8/6 (133%)	5	5	5	5.0	
		As SRC Member	2	2/2 (100%)	5	5	5	5.0	
	Consultation	Accommodated students consulting on subject taught, thesis, grades and	60	137/60 (228%)	5	5	5	5.0	

		other concerns							
	Enrollment	Evaluated, assessed and advised	23	39/23 (169%)	5	5	5	5.0	
	P1.3. Number of Instructional Materials developed								
	New course outline	Prepared new course outline	1	1/1 (100%)	5	4	5	4.66	
	New powerpoint lecture presentation		4	11/4 (275%)	4	5	5	4.66	
	P1.4. Additional Outputs								
	Number of gradesheets submitted on prescribed period	Prepared gradesheets for 2 <sup>nd</sup> sem. SY 2017-2018	1	3/1 (300%)	5	5	4	4.66	
	Number of examination prepared	Prepared exams for MS students	2	4/2 (200%)	5	5	5	5.0	
	Number of paper checked	Checked exams	2	4/2 (200%)	5	5	4	4.66	
	Number of term paper checked	Checked term papers	2	20/2 (1000%)	5	5	4	4.66	
	Number of thesis manuscript checked and edited	Checked & edited thesis manuscript drafts	29	34/29 (117%)	5	5	5	5.0	
	Number of narrative report reviewed, checked and edited	Checked and reviewed narrative reports	8	11/8 (100%)	5	5	5	5.0	
<b>MFO3 – Research Services</b>	P3.1. Number of research outputs presented in regional/national/international								
	Number of journal articles prepared for publication	Prepared articles for journal publication	1	3/1 (200%)	5	5	5	5.0	
	Number of research proposal for funding submitted	Prepared and submitted proposal for approval	1	2/1 (200%)	5	5	5	5.0	
	Number of Journal articles prepared for publication	Prepared articles for journal publication	1	3/1 (300%)	5	5	5	5.0	
	Attendance to symposium/conference	Attended seminar/conference	1	4/1 (400%)	5	4	5	4.66	
	Number of patents filed	Prepared and submitted	2	3/2 (150%)	5	5	5	5.0	
	Number of journal article published	Submitted journal article for publication	1	1/1 (100%)	5	5	5	5.0	

	Number of abstract submitted for paper presentation	Prepared, submitted and accepted	1	2/1 (200%)	✓	✓	✓	5.0	
	Number of paper presented in International Conference	Presented paper in International Conference	1	1/1 (100%)	✓	✓	✓	5.0	
<b>MF04- Extension Services</b>	<b>P4.1 Additional Outputs</b>								
	Number of seminar/training presentations prepared	Prepared training presentations	3	5/3 (166%)	✓	✓	✓	5.0	
	As resource speaker	Revised training presentation	1	3/1 (300%)	✓	✓	✓	5.0	
	Number of person-day trained	Trained participants in food processing	150	190/150 (126%)	✓	✓	✓	5.0	
		Conducted hand on training on processing of food products	150	190/150 (126%)	✓	✓	✓	5.0	
		Conducted lecture on GMP, Safety and sanitation	190	190/190 (100%)	✓	✓	✓	5.0	
	Number of extension proposal submitted	Conducted benchmarking & survey	1	2/1 (200%)	✓	✓	✓	5.0	
	Number of extension project involvement	Served as extension project leader and staff	1	3/1 (300%)	✓	✓	✓	5.0	
	Number of student organization advised	PAFT adviser	1	1/1 (100%)	✓	✓	✓	5.0	
<b>IMFO 6 – General Admin. &amp; Support Services (GASS)</b>	<b>P6. 1. Percent complaints from clients served</b>	Percent of complaints from the clients served		0%	✓	✓	✓	5.0	
	As Department Head	Attended meetings in CAFS, EXECOM, USSO and QAC, Graduate Faculty Council and other committee	13	28/13 (215%)	✓	✓	4	4.66	
		Signed vouchers, DTR/CSR, Liquidation, enrollment, etc.	170	218/170 (128%)	✓	✓	✓	5.0	

		Presides department meetings/emergency meetings	10	18/10 (180%)	5	5	5	5.0	
		Accommodated walk-in clients for consultation	13	21/13 (161%)	5	5	5	5.0	
	AACCUP Local Counterparts	Prepared documents for AACCUP	100	108/100 (108%)	5	5	5	5.0	
		Reviewed documents for attachments Area II	1	1/1 (100%)	5	5	5	5.0	
		Accommodated AACCUP Accreditors and answered questions during evaluation	1	1/1 (100%)	5	5	4	4.66	
		Prepared PPP/NP for AACCUP Evaluation	1	1/1 (100%)	5	5	5	5.0	
<b>Total Over-all Rating</b>								196.28	

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


**Comments & Recommendations for Development Purpose:**

Should finalize the proposal for international collaboration.


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:

# PERFORMANCE MONITORING FORM

Name 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	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, college and university	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
3	Prepares and submits project proposals	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
4	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:

  
**VICTOR B. ASIO**  
 Dean, CAFS



EXHIBIT G

PERFORMANCE MONITORING AND COACHING JOURNAL

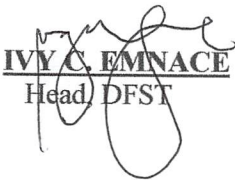
✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : Department of Food Science and Technology  
Head of Office : Dr. Ivy C. Emnace  
Number of Personnel : 7 Regular Faculty, 1 Prof. Emeritus , 2 Affiliate Faculty

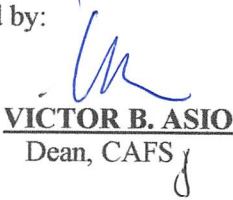
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book; DTR's, personal check-up	DFST Faculty & Staff
Attendance to university & college activities/programs/seminars/ workshops			University memos	Attendance, certificates	January – June 2018
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Follow-up documents	Utility workers/ Office Clerks			Scheduled	Daily
Travels		Updates during meetings		Travel reports	
<b>Coaching</b>					
Classroom Management & Teaching Methods					January – June 2018

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**IVY C. EMNACE**  
Head, DFST

Noted by:

  
**VICTOR B. ASIO**  
Dean, CAFS



ALL INFO CONTAINED HEREIN IS UNCLASSIFIED

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DATE

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : Dr. Ivy C. Emnace  
Performance Rating : 4.94 OUTSTANDING

Aim: To look for linkages with other related agencies here and abroad

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. Emnace to look for new linkage with other International agencies and universities

Result:

Has communicated with potential companies in Japan for possible collaboration

Date: April 2018

Target Date: June 2018

Next Step:

1. Send formal communication to the CEO of the company and the President of the university
2. Finalize the proposal of the collaboration

Outcome:

Strengthen international linkages

Final Step/Recommendation:

Dr. Emnace should finalize a proposal of the collaboration and draft memorandum of agreement.

Prepared by:

  
VICTOR B. ASIO

Dean

Conforme:

  
IVY C. EMNACE

Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee  
Performance Rating

Dr. Ivy C. Emnace  
4.99 OUTSTANDING

Aim: To look for linkages with other related agencies here and abroad

Proposed interventions to improve Performance and/or Competence and Qualification to assume higher responsibilities:

Target Date: March 2018

Date: January 2018

First Step:

Requested Dr. Emnace to look for new linkage with other international agencies and universities

Result:

Has communicated with potential companies in Japan for possible collaboration

Target Date: June 2018

Date: April 2018

Next Step:

1. Send formal communication to the CEO of the company and the President of the university
2. Finalize the proposal of the collaboration

Outcome:

Strengthen international linkages

Final Step/Recommendation

Prepared by:

VICTOR B. ASIO  
Dean

Conformer:

IVY C. EMNACE  
Ratee