

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

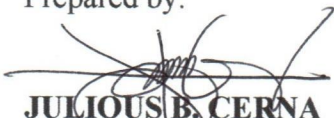
Name of Faculty Member: **JULIOUS B. CERNA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.72x50%= 2.36	
b. Students (50%)		5.0x 50% = 2.50	
Total for Instruction	65%	4.86	3.16
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	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:


JULIOUS B. CERNA
Name of Faculty


Reviewed by:


IVY C. EMNACE
Department Head

Recommending Approval:



VICTOR B. ASIO
Dean, CAFS

Approved:

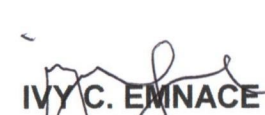

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JULIOUS B. CERNA**, 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 2019**.


JULIOUS B. CERNA
Ratee

Approved:


IVY C. ELNACE
Head, DFST


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									
MF02 – Higher Education Services	P1. 1. Number of FTE coordinated and implemented	Teaches undergraduate courses (ESci 136, FTEC 142, FTEC 200.4)	3	3.22	5	5	5	5.00	
	P1.2. Number of instructional material revised/prepared	Revised/Prepared IMs							
	New syllabi		1	3	5	5	4	4.67	
	Revised syllabi		1	3	5	5	5	5.00	
	New powerpoint Lecture Presentation (per course)		2	3	5	5	4	4.67	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 142& ESci 136	1	3	5	5	4	4.67	
	P1.4. Number of Students advised								
	As Adviser	Advising/correction	4	4	5	5	4	4.67	
	As SRC Chairman	Advising/correction	6	6	5	5	4	4.67	

	As SRC Member	Advising/correction	2	3	5	5	4	4.67	
	On Consultation	Accommodated students for thesis/OJT/Research consultation	15	31	5	5	5	5.00	
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	8	10	5	5	4	4.67	
	Number of term exams checked	Checked term exams	4	5	5	5	3	4.33	
	Number of checked requirements	Checked individual/group requirements	3	13	5	5	5	5.00	
	Number of checked quizzes	Checked quizzes	25	56	5	5	4	4.67	
	Number of grade sheets submitted on prescribed period	Prepared Gradesheet for 2 nd Semester 2018-2019	3	3	5	5	4	4.67	
MFO3 – Research Services	P1.1. Number of research projects conducted and/or completed on schedule								
	P1.2. Number of articles submitted for publication								
	Number of research consultations	Accommodated researchers for consultations	1	3	5	5	5	5.00	
	Number of high school students advised	Advised High School Research Project	1	1	5	5	5	5.00	
MF04- Extension Services	P4.1 Additional Outputs								
	Number of extension consultations	Building design and consultations	1	2	5	5	5	5.00	BWA
	Number of seminar/training attended	Attended seminar/training	1	4	5	5	5	5.00	
MFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	No valid complaint						


	Number of membership in committee	Acted as member in different committees	2	6	5	5	5	5.00	
	Number of floor plans/design produced	Produced floor plans/design for FTL	1	3	5	5	5	5.00	
	Number of detailed estimates produced	Produced detailed estimates for FTL	2	5	5	5	5	5.00	
	Number of construction supervised and checked (Food Testing Lab)	Supervised and checked construction of Food Testing Lab	50%	80%	5	5	5	5.00	
Total Over-all Rating								106.36	

Average Rating (Total Over-all rating divided by 4)		4.83
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Update instructional materials in Food Engineering courses.

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:

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

PERFORMANCE MONITORING FORM

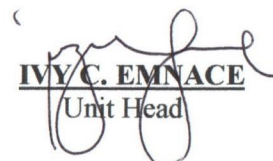
Name of Employee: **JULIOUS B. CERNA**

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 2019	June 30, 2019	June 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : JULIOUS B. CERNA
Performance Rating : OUTSTANDING (4.91)

Aim: To improve teaching capability of faculty member.

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

Date: January 2019

Target Date: March 2019

First Step:

Required Engr. Cerna to update course syllabi of the courses assigned to him

Result:

Updated undergraduate course syllabi

Date: April 2019

Target Date: June 2019

Next Step:

Update undergraduate course syllabus and Instructional Materials.

Outcome:

Final Step/Recommendation:

Engr. Cerna will update the rest of the syllabi and instructional materials assigned to him.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


JULIOUS B. CERNA
Ratee