

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LORINA A. GALVEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93x50%=2.47	
b. Students (50%)		4.60x50%=2.30	
Total for Instruction	64.16%	4.77	3.06
2. Research	13.07%	5.00	0.65
3. Extension	4.36%	5.00	0.22
4. Administration	18.41%	5.00	0.92
5. Production	0%	0.00	0.00
TOTAL			4.85

EQUIVALENT NUMERICAL RATING: 4.85
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LORINA A. GALVEZ
Faculty


Reviewed by:


LYNETTE C. CIMAFRANCA
Department Head

Recommending Approval:


VICTOR B. ASIO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LORINA A. GALVEZ**, 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 to December, 2023**.

LORINA A. GALVEZ

Ratee

Date: 2/6/2024

Approved:

LYNETTE Q. DIMAFRANCA

Head of Unit

Date: 02/07/2024

Date: 2/6/2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment Jan-June 2023	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	0.5	1.33 (1.35)	5	5	5	5	
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2 (7) (9/1) 900%	5	5	5	5	Cacerez, Sabejon, Medellin, Dumas, Enero, Gulam, Regato, Sulayao, & Caballes
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1 (5) (6/1) 600%	5	5	5	5	Diaz, Agravante, Anana, De Chavez, Goyo & Piamonte

	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	40	85 (150) (235/40)	5	5	5	5	
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	2	5 (5)	5	5	5	5	PPT in FTEC221 & 223
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	14(18)	5	5	5	5	Term Exams, Long Exams, Learning Tasks, Res. Proposal, ,Term Paper, Reporting, Quizzes in FTEC221 & 223
	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 Moddle or Google Classroom		1	5	5	5	5	FTEC223

PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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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	7	20.18 (20.90	5	5	5	5	FTec 150(lec & lab), FTec 122(lec & Lab) FTec 124(lab) & FTec 101 lec
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	2 (7)	5	5	5	5	FTec 101(4), FTec 122 (2), FTec 200.1 (2), & FTec 150 (1)
	A 11. 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	1	5 (1)	5	5	5	5	INC in FTec 150 (Gulayan, Lumakin, Peque, Caintic, Dupal & Ellanita
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1 (2)	5	5	5	5	1) ISO 9001:2015 Awareness & re -awareness Webinar 2) Training workshop on curriculum & instruction review 3) Onboarding
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	50	332 (432)	5	5	4	4.67	FTec 150, FTec 124, FTec 122 & FTec 101
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	1,203 (814)	5	5	4	4.67	FTec 150, FTec 124, FTec 101 & FTec 122

	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	113 (118)	5	5	4	4.67	FTec 150, FTec 124, & FTec 122
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	5	7 (29)	5	5	5	5	BSFT Batch 2022-2023 (second year students)
	A17. Number of students advised on thesis/ field practice/special problem:		5	7 (2)	5	5	5	5	Guinoo, Aseo, Funda, Co, Fuentes, Cerna, Lagrosa, Perero & Tuyor
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	7 (1)	5	5	4	4.67	Bartolore, Frutas, Labajo, Linggas, Posas, Arcadio, Coretico, Destrajo
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	7	5	5	4	4.67	Arradaza, caputol, Cuban, Sta. Iglesia, Penalosa, Romano, Endico
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	75 (150)	5	5	5	5	Thesis and course consultations
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
	A20. Number of Student organizations assisted on	<i>Assists student organizations in implementing student related activities</i>							

	<i>student related activities</i>								
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>		1	5	5	5	5	Lab Guide in FTec 122 (additional)
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	7 (5)	5	5	5	5	PPT in FTec 101, 122 & 150
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	28 (43)	5	5	5	5	FTec 150, FTec 124, FTec 101 & FTec 122
	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 Moodle 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							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5	Yoshinoya Ltd. Holdings Co.
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	1	2 (2)	5	5	5	5	1) Vacuum Fried jackfruit 2) Brined Mushroom 3) Jackfruit wine 4) Jackfruit seed-like coffee
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	1	1 (1)	5	5	5	5	(1) Development & profiling of Major Jackfruit Production Systems in the Philippines (2)

									Development of portable & non-contact jackfruit quality & maturity detector
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	Omar Alo's Publication in SLSU(JSET) an ASEAN Citation Index
	<i>In refereed nat'l/regional journals</i>		1		5	5	5	5	On Process for the submission of a paper entitled "Extraction Process Optimization of Red Dragon Peel (<i>Hylocereus costaricensis</i> (Weber) Britton and Rose) Extract through Response surface Methodology"
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 fora/conferences							
	<i>In int'l fora/conferences</i>		1		5	5	5	5	-no opportunity to submit a paper in international fora

	<i>In nat'l/regional fora/conferences</i>		1	3	5	5	5	5	<p>1)Paper-Extraction Process Optimization of Red Dragon Peel (<i>Hylocereus costaricensis</i> (Weber) Britton and Rose) Extract through Response surface Methodology during the 30th National Fruit Symposium</p> <p>2)Poster-Optimization, Quality Evaluation & market Acceptability of Vegan Adobo Using Jackfruit <i>Artocarpus heterophyllus</i> lam.) Rind during the 30th national Fruit Symposium</p> <p>3)Paper=during the 30th national Fruit Symposium</p>
UMFO 4. EXTENSION SERVICES									
PI 5. Percent of research proposals approved *	A 31. Percentage 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)			2	5	5	5	5	<p>1)2nd place for Best Paper (Senior High School)</p> <p>2)First Place for Best Presenter (Senior High School)</p>

		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		2	5	5	5	5	<p>1) Valorization of jackfruit (<i>Artocarpus heterophyllus</i>) pulp and seeds from Bertoua, Cameroon: Physicochemical properties, nutritional value & antioxidant potential (Food Science & Nutrition Journal)</p> <p>2) Physicochemical and Sensory Attributes of Honeydew Melon (<i>Cucumis melo</i> var. Brilliant) in Response to Vine Pruning & Fruit Setting Position Under Open-Field Cultivation (Science Humanities Journal)</p>
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer								

	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	4	4	4	4	On process for the submission of Process for the Extraction of Colorant from Dragon Peel
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
	<u>No. of research conducted</u>	Implemented research as co-project leader, study leader	1	2	5	5	5	5	1)Development & profiling of Major Jackfruit Production Systems in the Philippines (2) Development of portable & non-contact jackfruit quality & maturity detector
<u>PI 1.</u> 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 (4)	5	5	5	5	1)LGU-Baybay, 2)LGU-Ormoc City, Ormoc City Jackfruit Farmers Agricultural Cooperative 4)PLGU Southern Leyte 5)Randy Militante (SME Palo Leyte) 6)Maricha Villalino(Baybay City)
<u>PI 2.</u> 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	20	50 (20)	5	5	5	5	1)Training on GAP-Banana (ATI) 2) Training on GAP-Jackfruit (PLGU-Southern Leyte) 3)Jackfruit processing during the Farmers' Forum

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	Dtrengthening processing Skills, Enhancement of Product Quality & Development of Business management Skills Among Food Processors
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	90%	90%	5	5	5	5	
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							
	<i>Research Mentor</i>		1	3	5	5	5	5	1)Arjohn Baslan 2)Jessa Anana 3) Lynette Cimafranca
	<i>Peer reviewers/Panelists</i>		1	2 (14)	5	5	5	5	Graduate School Curriculum Comm (1) CMU In-house (8), VSU In-house (5)
	<i>Resource Persons</i>		1	4	5	5	5	5	1) Training on GAP-Banana 2)Training on GAP-Jackfruit 3)Jackfruit Processing during Farmers' forum 4)CBSU-Reviewer for Food Chem 2
	<i>Convenor/Organizer</i>			3	5	5	5	5	1)30 th National Fruit Symposium 2)Yoshinoya Seminar 3) PhilProFF Conference
	<i>Consultant</i>		1	1	5	5	5	5	DOST-PPD
	<i>Evaluator</i>		1	3 (44)	5	5	5	5	1)Regional Research Development & Extension

									Commodity Team 2)DOST-RTEC (47 proposals), 3)CHED- RQAT
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							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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							
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	Zero complaint	Zero complaint	5	5	5	5	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmark d 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/manag ement related activities and other outputs to implement new norma							
	A 49. Other outputs implementing the new	Attend DFST meetings	5	6 (3)	5	5	5	5	

	normal due to covid 19								
Total Over-all Rating								223.35	

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 & Recommendations
for Development Purpose:**
Participation to trainings relative to
PhD courses she will be handling
once the program is offered.

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
 Department Head


Date: 2/15/2024

Recommending Approval:


VICTOR B. ASIO
 College Dean

Date: 02/08/2024

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: 02/12/24

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

PERFORMANCE MONITORING FORM

Name of Employee: **LORINA A. GALVEZ**

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 for 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 faculty member	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
6	Performs other functions	Very Satisfactory	July- December 2023					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMAFRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LORINA A. GALVEZ
Performance Rating : Outstanding

Aim: To enhance 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: July 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:


LYNETTE G. CIMAFRANCA
Department Head

Conforme:


LORINA A. GALVEZ
Ratee