

Exhibit K

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

Name of Faculty Member: **FELIX J. AMESTOSO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.30x50%=2.15	
b. Students (50%)		4.00x50%=2.00	
Total for Instruction	65%	4.15	2.70
2. Research	15%	4.67	0.70
3. Extension	15%	4.00	0.60
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.25

EQUIVALENT NUMERICAL RATING: 4.25
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.25

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

FELIX J. AMESTOSO
Name of Faculty

Reviewed by:

LORINA A. GALVEZ
Department Head

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, **FELIX J. AMESTOSO**, 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 **January to June, 2021**.

FELIX J. AMESTOSO
Professor IV
Date:

Approved: 
LORINA A. GALVEZ
Department Head
Date: **7-27-21**


VICTOR B. ASIO
College Dean
Date: **18 July 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	
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	5	2.44	5	5	5	5.00	FTEC 257 , FTEC 296
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Baslan, A.
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	4	4.67	

		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	1	6	5	5	5	5.00	Gonzales, MN
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	1	1	4	4	4	4.00	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Quizzes, Midterm Exam and Final Exam
		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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Designs experiential learning activities and other outputs to implement new normal	1	2	4	4	4	4.00	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	<u>A9</u> Actual Faculty's FTE		Handles and teaches courses assigned							
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline							

	<u>A 11</u> . 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							
	<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
	<u>A13</u> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught							
	<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab							
	<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	5	6	4	4	4	4.00	
PI 8: Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students							
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades							
PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO							
	<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							

		On-line ready courseware		Prepares/revise Instructional module/laboratory guide/workbook or a combination thereof								
		Supplemental learning resources		Prepares/revise 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 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	1							
	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								
		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								

	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *		Conducts and completes research project within the year							
	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> Percentage of research outputs published in internationally-refereed 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>									
		<i>In refereed nat'l/regional journals</i>									
	<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> 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>									
	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation							
	<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<u>A 33.</u> 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							
		<u>A 34.</u> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							

	Convenor/Organizer	Convenor/Organizer											
	Consultancy	Consultant											
	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									
	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									
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 9001:2015*	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	zero non-conformity								
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools									
		On program accreditations	Pilot Plant Manager										
		On institutional accreditations	SSF Rootcrop facility incharge										
UMFO 6. General Admin. & Support Services (GASS)													
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint								

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							
	A. 49. Others		Attends DFST Meeting	2	2	5	5	5	5.00	
			Attends Webinars (National/Institutional/Local/International)	1	1	5	5	5	5.00	
Total Over-all Rating									57.34	

Average Rating (Total Over-all rating divided by 4)	4.41
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.41
ADJECTIVAL RATING	VERY SATISFACTORY

Comments and Recommendations for Development Purpose

Use VSUEE as the platform of your class

Evaluated & Rated by:

LORINA A. GALVEZ

Department Head

Date: 7-27-21

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date: 8/2/21

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 8/2/21

PERFORMANCE MONITORING FORM

Name of Employee: **FELIX J. AMESTOSO**

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 – March-July 2nd Sem Prepares and revises learning guides, course syllabus (January, 2021) 	July 2021 February 2021	July 2021 March 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	March 2021 – June 2021 (2 nd Sem 2020-2021)			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"> Gradesheets -February 2021 for 1st Sem. SY 2020-2021 Consultation -January-June 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	Jan. 2021- June 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2021			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LORINA A. GALVEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : FELIX J. AMESTOSO
Performance Rating : Very Satisfactory

Aim: To improve teaching capability of the faculty

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

Date: January 2021

Target Date: March 2021

First Step:

Require Dr. Amestoso to use the VSUEE platform in delivering his classes.

Result:

Dr. Amestoso used the VSUEE platform in his class.

Date: April 2021

Target Date: June 2021

Next Step:

Dr. Amestoso explored & trained himself on how to use VSUEE platform.

Outcome:

Final Step/Recommendation:

Dr. Amestoso used VSUEE in his class.

Prepared by:



LORINA A. GALVEZ
Unit Head

Conforme:



FELIX J. AMESTOSO
Ratee