

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%)		4.98x50%=2.49	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	60%	4.74	2.84
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
5. Production	0%	0.00	0.00
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LORINA A. GALVEZ
Faculty & Dept. Head

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, LORINA A. GALVEZ, Head and 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 - JUNE 2021.


LORINA A. GALVEZ
 Associate Professor V
 Date: July 24, 2021

Approved:


VICTOR B. ASIO
 College Dean
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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	0.5	0.33	5	5	5	5.00	Only 1 student is enrolled
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4	5	5	5	5.00	Aguilar, Ababat, Melgazo & Sabejon
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4	5	5	5	5.00	Aguilar, Ababat, Melgazo & Sabejon
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	Mazo,H.
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5	5	5	5	5.00	Aguilar, Ababat, Melgazo, Sabejon & Palar

	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	1	1	5	5	4	4.67	Module for FTEC221 & FTEC299
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	11	5	5	5	5.00	FTEC221
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	27	5	5	5	5.00	FTEC221
		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	2	1	5	5	5	5.00	FTEC221
	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							
		No. of quizzes administered & checked	Administers and checks quizzes		2	5	5	5	5.00	FTEC221
		No. of grade sheets submitted	Prepares gradesheet and submits on or before deadline		2	5	5	5	5.00	FTEC221
		No. of term papers, learning tasks, long exams, term paper checked	Administers and checks quizzes		13	5	5	5	5.00	FTEC221
		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	RQAT/COPC for MSFST
		No. of OBE dized syllabus prepared			2	5	5	5	5.00	FTEC221 & 299

		No. of TOS prepared			2	5	5	5	5.00	1 for Midterm Exam and Final Exam (FTEC221)
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	<i>Handles and teaches courses assigned</i>	15	8.88	5	5	5	5.00	No. of students in FTec 122 lec. Is 37 and the lab. Is 11 with 6 hrs per week.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	5	5.00	Midterm & final Grade for FTec 122
		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		NA					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Trainings on Flexible learning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	74	5	5	5	5.00	FTec 122
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	185	5	5	5	5.00	FTec 122
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	63	5	5	5	5.00	FTec 122
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	3	1	5	5	5	5.00	Only 1 student is assigned
		A17. Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	4	1	5	5	4	4.67	Only 1 student is assigned
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	8	1	5	5	4	4.67	Only 1 student is assigned
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Thesis students and other students in my class consult their assignments, scores, groupings, etc. through text and messenger

	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	VISCA Ambassadors of Christ
		A20: Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VISCA Ambassadors of Christ
	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	1	NA					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	11	5	5	5	5.00	FTec 122
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	23	5	5	5	5.00	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 Moddle or Google Classroom	1	1	5	5	5	5.00	VSUEE (FTec 122)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	NA					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		No. of OBEdized syllabus prepared	Prepares Obedized syllabus		1	5	5	5	5.00	FTec 122
		No. of TOS prepared			2	5	5	5	5.00	Midter & Final Exam for Ftec 122

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 *	Research outputs utilized by industries or other beneficiaries	1	2	5	5	5	5.00	Vacuum fried jackfruit and dehydrated jackfruit (Baybay Women Jackfruit Processor)
	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							
		Number of research projects conducted	Conducts research		1	5	5	5	5.00	Study Leader in Assessment of the quality and physico-chemical properties of jackfruit using conventional
	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-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>		1						
		<i>In refereed nat'l/regional journals</i>								
	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	2	5	5	5	5.00	Functional properties of Composite Flour from banana (Musa acuminata x balbisiana var Cardaba C.) Sweet Potato (Ipomoea batatas lam) and Glutinous Rice (Oryza sativa var glutinosa L.) fermented with lactobacillus plantarum (Orlan-jensin)- Biotech 1223 (1st International Virtual Conference on Multidisciplinary Research and Innovation On June 29-30,2021) & "Functional and Physico-chemical Properties of Butterfly Pea (Clitoria ternatea L.) Flower Extract Carbonated Beverage " during the 4th International STEAM Research Congress dated February 3-5,2021
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Submits a research methodology to be integrated in the project on jackfruit	1	1						Study Leader in Assessment of the quality and physico-chemical properties of jackfruit using conventional techniques under the Project: Development of portable and non-contact jackfruit quality and maturity detector
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			3	5	5	5	5.00		2 Best Poster during the 4rth ISTEAM & qualifies for Best Poster during VICARP-RRDEN
		A 33. 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	3	5	5	5	5.00		(1) Effect of vacuum and atmosperic frying and heating of physico-chemical properties of rice bran oil (JFST) (2) Optimization of Frying Temperature, Salt and Oil levels for Air Fried Banana (<i>Musa balbisiana</i> Colla) dated June 2021SHJ (3) Dev. Of Jelly coated Tapai as Cocktail Product (Food Research)
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
		Number of webinars attended	Attends webinar related to Food Sciecnce		8	5	5	5	5.00		Attended webinars on HACCP, Mushroom processing, research congress, patents, Utility model, etc
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	2	4	5	5	5	5.00		Baybay Women Jackfruit Food Processors & Bunga Women Association & Dulag Rizal National High School, Ormoc City Jackfruit Producers Association
	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	5							Travel Restrictions due to COVID

	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	Implementes duly approved extension projects	1	2	5	5	5	5.00	VSU Food, Its SAFE! & Strengthening Processing Skills Enhancement of Product Quality and Dev. Of Business Management Skills Among Small Scale Food Processors of Albuerca & Inopacan Leyte
	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						Travel Restrictions due to COVID
	PI 5. Number of technical/expert services as/in:	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor			1	5	5	5	5.00	Research Assistant of the Project
	Peer reviewers/Panelists	Peer reviewers/Panelists	Reviews paper for publication	1	3	5	5	5	5.00	(1)Effect of Vacuum and Atmospheric Frying and Heating on Physico-chemical properties of rice bran oil, JFST dated May 19,2021 (2) Optimization of Frying Temperature, Salt and Oil levels for Air Fried Banana (Musa balbisiana Colla) dated June 2021. (3) Development of Jelly Coated Tapai as Cocktail Product (Food Research)
	Resource Persons	Resource Persons	Acts as resource person	1	2	5	5	5	5.00	Serve as RP during the RSIP Provincial Validation Workshop (Jackfruit Industry) & UM Benchmarking
	Convenor/Organizer	Convenor/Organizer	Organize training/workshop/seminar	1	2	5	5	5	5.00	Training Workshop on Scientific Writing for the Rizal National High School & UM Benchmarking
	Consultancy	Consultant								
	Evaluator	Evaluator	Evaluates proposal for funding	1	15	5	5	5	5.00	Evaluated proposals from DOST for SET-UP funding
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *								

	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								
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	0 NC	0 NC	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%compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
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 Complaint	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							
		Number of meetings presided	Presides department's meeting	6	10	5	5	5	5.00	regular and emergency meetings
		Number of Letter request prepared	Prepares letter request to different offices of VSU	5	9	5	5	5	5.00	follow-up concerns, faculty hiring, status of students, delay submission of grades, RDE registration, overtime etc.

		Number of coaching/monitoring conducted	coaches/monitors faculty and staff who have some issues	5	3	5	5	5	5.00	Coached /Monitored Mr. Modina, Nobleza & Cerna
		Number of EXECOM Meeting attended	Attends EXECOM meeting	3	3	5	5	5	5.00	Meetings re:AACCUP
		Number of meetings attended as Head	Attends meeting as head	5	8	5	5	5	5.00	Attended the meetings representing DFST in the University's meeting and even with the DTI and other stakeholders
		No. IM's evaluated	Evaluates IM	2	9	5	5	5	5.00	
		No. course syllabus evaluated	Evaluates course syllabus	2	13	5	5	5	5.00	
		No. of virtual classroom monitored	Mon. vir.classroom	5	10	5	5	5	5.00	
		No. of virtual classroom evaluated	Mon. vir.classroom	5	10	5	5	5	5.00	
		No. of documents signed	signs documents	10	150	5	5	5	5.00	
		No.faculty & staff monitored	Monitors faculty & staff	10	4	5	5	5	5.00	Monitored Mr. Modina, Nobleza, Cerna & Mesias
		Total Over-all Rating							289.01	

Average Rating (Total Over-all rating divided by 4)	4.98
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

1. Prepare and submit paper for publication in international refereed journal.
2. Prepare terminal report for mushroom project.

Evaluated & Rated by:

VICTOR B. ASIO
College Dean
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/2/2021

Exhibit I

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 – 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:


VICTOR B. ASIO
 Dean, CAFS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LORINA A. GALVEZ
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 2021

Target Date: March 2021

First Step:

Required the faculty to prepare and submit paper for publication in international refereed journal and prepare terminal report for mushroom project.

Result:

A paper will be prepared and be submitted for publication and a terminal report is prepared.

Date: April 2021

Target Date: June 2021

Next Step:

Prepared the terminal report and paper for publication.

Outcome:

Final Step/Recommendation:

Dr. Galvez submitted a paper for publication in international refereed journal and submitted the terminal report to OVPREI.

Prepared by:


VICTOR B. ASIO
College Dean

Conforme:


LORINA A. GALVEZ
Ratee