

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MARCIANA B. GALAMBAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.88 x 50%	2.44
b. Students (50%)		4.83 x 50%	2.41
Total for Instruction	80%	4.85	3.88
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88ADJECTIVAL RATING: Outstanding

Prepared by:


Reviewed by:

  
**MARCINA B. GALAMBAO**  
Name of Faculty  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marciana B. Galambao, Assistant Professor III of the DEPARTMENT OF BIOTECHNOLOGY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2023.

MARCIANA B. GALAMBAO

Assistant Professor IV

Date: July 25, 2023

Approved:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

Date: July 25, 2023

MA. THERESA P. LORETO

Dean, CAS

Date: July 25, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	15.0	9.1	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)
		<b>A11.</b> 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	3	15	5	5	5	5.00	Ibañez, Aseo, Asina, Herbaligos, Cael, Morales, Fuentes, Abanera, Guinocor, Bulawan, Naya, Escario
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	*Developing Fundable Research Projects for Transformational Agricultural & Rural Development for Higher Education Institutions. *International Training Program Workshop of the Co-CiPhil, Co-Creating Environment Citizenship Science in the Phil. *Research Partnering Workshop.
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec	20	20	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)



		<b>A15.</b> Number of term papers checked and graded	Checks term papers submitted as required	1	1	5	5	5	5.00	Btec21
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	52	5	5	5	5.00	*2nd Yr. BS Biotech *3rd Yr. Intern Students *2-VFES Students
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	6	3	4	4	4	4.00	Andres, Elmido, Mosquito
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	Ayensa, Cabatu, Gayas, Fernandez, Moral
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	3	4	4	4	4.00	Abarquez, Quinto, Oledan
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	70	5	5	5	5.00	BS Biotech Students, BSA Students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	3	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Btec21, PIBt111 lec, PIBt111 lab, Soil 24 (2)

		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	5	5	5	5.00	PIBt111, Btec21, SS24, SS22
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	1	5	5	5	5.00	ISO 9001:2015 Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	5	5	5	5	5.00	Herbanext Inc, PGC Ilo-ilo, NMRDPC Guimaras, VSU Research Centers, Mushroom CLSU, DA-CBC Philrice
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>		1	0	4	4	4	4.00	to be accomplish on July - December 2023
		<i>In refereed nat'l/regional journals</i>		1	0	4	4	4	4.00	to be accomplish on July - December 2023
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0	4	4	4	4.00	to be accomplish on July - December 2023
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								



	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate	1	2	5	5	5	5.00	submitted and approved
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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		4	4	4	4.00	to be accomplish on July - December 2023
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1		4	4	4	4.00	to be accomplish on July - December 2024
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1		4	4	4	4.00	to be accomplish on July - December 2034
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero NC	5	5	5	5.00	ISO 9001:2015 Surviellance Audit
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations		100% Complaint	100% Complaint	5	5	5	5.00	100% Complaint
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	zero	5	5	5	5.00	No Complaint received.
	<b>Total Over-all Rating</b>					<b>132.00</b>				
	<b>Average Rating</b>					<b>4.89</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

Average rating (Total Over-all rating divided by 27)		4.89
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

**LOURD FRANZ M. GABUNADA**

Head, Biotechnology

Date: July, 25, 2023

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS

Date: July 25, 2023

Comments and Recommendations for Development Purpose:

Dr Galambao should continue  
engagement in research and extension  
activities

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marciana B. Galambao  
Performance Rating: Outstanding

Aim: Support engagement in research/ extension activities

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: I asked Dr. Galambao re: her plans on research and extension programs of the Department

Result: Dr. Galambao has submitted two proposals on microbiome studies which were funded under the Internalization Program of the university. She is also crafting a proposal for Banana working group under the DA-Crop Biotechnology Center Banana Commodity Research Program. In addition, she plans for possible extension activities that will cater Abaca and Rootcrops nursery production.

Date: June 2023 Target Date: December 2023

Next Step: Dr. Galambao's internationalization proposals were approved and funded.

Outcome: Dr. Galambao will accomplish and present results of the funded internalization projects.

Final Step/Recommendation: Continued support and monitoring of Dr. Galambao's conduct of research and extension.

Prepared by:

  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Conforme:

  
**MARCIANA B. GALAMBAO**  
Name of Ratee Faculty



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Dr. Galambao to continue constantly monitoring the performance of her students and academic advisees.				Ms. Galambao is constantly in contact with her students and academic advisees.
Coaching	I encouraged Dr. Galambao to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology collaborate with other faculty and craft research /extension proposals.				Ms. Galambao actively participates in various webinars hosted by different universities and professional organizations and conceptualized research/extension activities for the department.

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

Conducted by:

Noted by:

  
LOURD FRANZ M. GABUNADA

Head, Department of Biotechnology

  
BEATRIZ S. BELONIAS

VP for Academic Affairs