

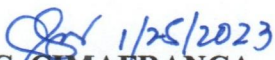
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LYNETTE C. CIMA FRANCA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00x50%=2.50	
b. Students (50%)		4.14x50%=2.07	
Total for Instruction	36.12%	4.57	1.65
2. Research	4.70%	4.85	0.23
3. Extension	10.96%	5.00	0.55
4. Administration	48.22%	5.00	2.41
5. Production	0%	0.00	0.00
TOTAL			4.84

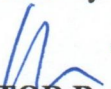
EQUIVALENT NUMERICAL RATING: 4.84
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LYNETTE C. CIMA FRANCA
Name of Faculty


Reviewed by:


VICTOR B. ASIO
College Dean

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lynette C. Cimafranca, 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 -December 2022.


LYNETTE C. CIMAFRANCA

Asso. Prof. III

Date: Jan. 25, 2023

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 (Indicators in percentage should be supported with numerical values in numerators and denominators)
						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		1.66	5	5	5	5.00	2nd sem 21-22: FTEC 256 lec (3 students); FTEc 256 lab (3 students); FTEC 300 (2 students)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5	5	5	5	5.00	Afiana, Comprado, Tabada, Dacara, Maningo, Pasaje
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	Afiana
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	5	5.00	Punay, Mazo, Edaño, Anaña
		AS Dept. Head	Advises and corrects research outline and thesis/SP/dissertation manuscript		2	5	5	5	5.00	Reviewed/corrected Punay and Edano's manus
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	9	5	5	5	5.00	Punay, Mazo, Sabejon, Edaño, Afiana, espinoza, comprado, basculia, caceres,

	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	5	5	5	5.00	FTEC 256 lab guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		5	5	5	5	5.00	FTEC 256
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		3	5	5	5	5.00	FTEC 256
		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	5.00	FTEC 256
	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							
		<u>course syllabus made</u>	no of course syllabus drafted							
		<u>review course syllabus and OJT guidelines</u>	no of course syllabus and other documents reviewed							
		conduct academic related activities	no of academic related activities conducted; and others		3	5	5	5	5.00	(1) OJT orientation Jul 4, 2022; (2) prepared documents and presentation re MSFST Level III accreditation; (3) dry run AACUP (Oct 6&7)
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	20	12.75	5	5	5	5.00	2nd Sem. 2021-2022: (a) Ftec 200; (b) Ftec 166 (21 students); (c) Ftec 166 (21 students); (d) Ftec 166 (19 students); E Ftec 166 (12 students)... 1st sem. 2022-2023: (a) Ftec 163 lec; (b) Ftec 163 lab; (c) Ftec 155n lec; (d) Ftec 115n Lab; (e) Ftec 155n lec; (f) Ftec 155n lab; (g) Ftec 200

	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	15	5	5	5	5.00	2nd sem 2021-2022: 11 (cumulus & hard copy) 1st sem: 2022-2023: 4 (midterm only via cumulus one)
	A11 . 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	10	12	5	5	5	5.00	2nd sem 2021-2022: 12 1st sem: 2022-2023: 2
	A12 . Number of trainings attended related to instruction	Attend mandated trainings and others	2	5	5	5	5	5.00	syllabus making; on-boarding; PSLAB webinar (Aug 12, 2022); PS Lab webinar (Dec. 12); Dec 19 Potential of LAB in research in the Phil
	A13 . Number of long examinations administered and checked	prepares, administers and checks long examination for subjects taught; prepares TOS		12	5	5	5	5.00	2nd sem 2021-2022: TOS(mid and final), Midterm and Final exam prepared for FTec 256 & Ftec 166 (8); 1st sem 2022-2023: TOS and Midterm exam for FTec 155n, Ftec 163, term exams: Ftec 155, FTec 163 (4)
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	22	5	5	5	5.00	1st half : 10 2nd half: 12 [4 quizzes in Ftec 155n ; 3 quizzes Ftec 163; 3 lab reports Ftec 155n, 2 lab reports for Ftec 163 ... Ftec 155 (35 students); Ftec 163 (31 students)]
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	401	5	5	5	5.00	FTEC 256 (5); Ftec 155n (140 quizzes, 105 lab reports); FTec 163 (93 quizzes, 63 lab reports)
PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	38	38	5	5	5	5.00	4th year students
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	14 (Jan to June : 3) (Jul to Dec : 11)	5	5	5	5.00	1st half: Corrected the thesis outline of the following: 4th yr students (3); MSFT (1); 3rd yr (6) ... 2nd half: reviewed/corrected the manus of Casido, Lastimado, Rubic, Gamboa, Bañoc, Astronomo, Panugaling, Lalacaba(8); reviewed/corrected the thesis outline of Corelco, Fuentes and Ceniza (3)
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	21 (Jan to June : 16) (Jul to Dec : 5)	5	5	5	5.00	1st half: Corrected the thesis outline of the following: 4th yr students (26)... 2nd sem: reviewed/corrected the manus of Butlig, Gumapac, Villocino & Buna (3); reviewed and corrected thesis outline of Arcadio (1)
	As Dept Head	Advises and corrects research outline and thesis/SP manuscript		54 (Jan to June : 27) (Jul to Dec : 27)	5	5	5	5.00	1st sem: Reviewed/Corrected the thesis outline of 27 graduating students... 2nd half: reviewed/corrected the manus of all graduating students (27)
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	100	5	5	5	5.00	estimated

PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO								
	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	assisted PAFT as department head specifically on events such as gen assembly; (b) PAFT acquaintance party (Oct 22)	
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								
	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	4	10	5	5	5	5.00	(1) Importance of Quality control ppt; (2) Flour quality evaluation; (3) PNS Mango juice (reading material); (4) Mgmt & product quality; (5) Defects	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5.00		
	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	2	5	5	5	5.00	FTec 166 & FTEc 155n	
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	2	3	5	5	5	5.00	AAACUP; Level 4 BSFT; COPC issued by PRC (Sept. 23); AACUP Level 3 MSFST	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	4	7	5	5	5	5.00	GOldilocks, Jules Bakeshop, ACS Food Manufacturing Corp; July to Dec: Jojie's Bakeshop, Earthgrain; Acai Foods	
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								

		course syllabus revised	revise course syllabus							
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	5	5	5	5.00	Product development and profiling of major jackfruit production systems in the Philippines
	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							
	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	1	1	5	5	4	4.67	in-progress writing an article on the sensory qualities of puffed rice as influenced by the levels of malunggay powder
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
			reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions	1	1	5	5	5	5.00	OPTIMIZATION OF THE LEVELS OF GINGER EXTRACT, PALM OIL AND GLUCOSE SYRUP ON THE SENSORY QUALITY OF GINGER YEMA (initial revisions) (submitted back July 7)
	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 for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	4.5	4.83	prepared proposal for DABAR
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33a. Number of journal articles drafted, submitted, revised (after peer review)	Designs research related activities and other outputs to implement new normal							
		A 33b. 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	2	5	5	4	4.67	on going review of a paper from PSJ; on going review of a paper from Science & Humanities Journal

		A 33c. Number of journal articles/scientific paper accepted for publication								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	5	5	4.5	4.83	in progress UM on SP whey beverage
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		meetings attended	attended meetings related to research proposal brainstorming and writing	2	11	5	5	5	5.00	(a) Product Dev't & Profiling of Major Jackfruit Production systems in the Phil (Feb 1); meeting re project concerns: Feb 23, Mar 14, May 13, May 20 and June 16; Proposal writing meeting: re - Langka NICER Project with DOSTB rep and (April 1 and 6); PhilRice collab - Apr 22; and May 17; rebuilding BUWA project with DBM (Apr 28); FVC(ASEAN) - Jun 9
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	1	6	5	5	5	5.00	active partnership with (a) Jackfruit processing (LGU Baybay) and (b) BUMA (Bunga); initial talks re partnership with (c) RAFI micro financing, (d) Marag-ing Agri Ventures Inc. and (e) 3oGenFoods ; (f) Gacat Womens 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	200	1,738.50	5	5	5	5.00	2 face to face seminars
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	2	5	5	5	5.00	(a) Strengthening Processing skills, Enhancement of Product Quality, and Development of Business Management Skills Among Food Processors - An Extension cum Research Project'; (b) SAFE extension project
	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							
	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								

	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		3	11	5	5	5	5.00	(a) team bldg & work ethics (mar 17 & 18); (b) HACCP seminar & GMP seminar; (c) Orientation on Lab rules & Protocols; (d) Training on Food Safety, GMP & GHP for food handlers (Aug 17); (e) Basic Food Quality & Safety Training with PCC Baybay (Aug 18); (f) Int'l FVC webinar workshop 2022 - Sept 12-16; (g) Yoshinoya webinar series 1 Sept 28; (h) Yoshinoya series 2 Oct. 18; (i) Sensory evaluation of Foods- CTU training (Dec.14-18); (j) Yoshinoy series 3 (Nov. 23); (k) Potential of LAB research in the Philippines (Dec. 19)
	Consultancy	Consultant	attends meeting; attend consultancy service							
	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							
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities	2	6	5	5	5	5.00	HACCP (include training designs, completion report etc.); Training completion report of 4 trainings conducted;
		No. of extension documents submitted	prepares and submits reports to OVPRE	4	5	5	5	5	5.00	submitted 1st and 2nd quarter accomplishment report to OVPRE-extension (2 extension projects); in-house report submitted Aug 22
		No. of meeting attended	attends OVPRE-extension meeting; stakeholders meeting and walk in clients; and others		5	5	5	5	5.00	July 21 - meeting with Marag-ing Ventures, Inc. (virtual); re-launching of BUWA (Sept 8); virtual hearing re LGU ormoc MOA with VSU (Sept 16); Nov. 7 meeting with LGU Baybay, TBI, DFST and Baybay JF growers; presided meeting with GACAT Women's association members (Nov 16)
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						
	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% complied	5	5	5	5.00	
	On program accreditations	prepares documents for AACUP accreditations	2	2	5	5	5	5.00	BSFT Level 4 AACUP accreditation ; MSFST Level III AACUP
		attended ISO related trainings		2	5	5	5	5.00	(a) Sept 5 - ISO re-awareness seminar; (b) ISO audit opening (Sept 19)
	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							
		Prepares document that are normally usually submitted on a regular basis	14	15	5	5	5	5.00	DTR (10), SALN(1), BIR 2316 (1), IPCR target for 2023 (1), OPCR target 2023 (1), IPCR 2022 with Jan to June accomplishment (1)
	As CAFS Secretary	attended CAFS meeting	1	7	5	5	5	5.00	(a) Feb 18, (b) Mar 4, (c) Mar. 8, (d) June 22.... <u>July to Dec</u> ; (e) Aug 3 -CAFS in house review; (f) Oct 10 EXECOM meeting; (g) EXECOM (Dec. 14, 2022);
		prepares minutes of the meeting	1	5	5	5	5	5.00	(a) Feb 18, (b) Mar 4, (c) Mar. 8, (d) June 22.... <u>July to Dec</u> ; (e) Oct 10 EXECOM meeting;
		functioned as OIC Dean of CAFS		6	5	5	5	5.00	<u>Jul to Dec</u> ; (a) July 22; (b) July 28; (c) Aug 3; (d) Aug 4; (e) Dec 28; (f) Dec. 29

		no. of documents signed		114	5	5	5	5.00	approximately 52 QCE signed as member of the College QCE committee; 62 docs signed as OIC dean
	As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring	4	4	5	5	5	5.00	quarterly accomplishment report of SSF rootcrop processing
	No. of survey participations	answers survey forms							
	No. of DFST meetings attended	attends DFST meetings	5	11 (Jan to June:3) (July to Dec: 8)	5	5	5	5.00	<i>Jul to Dec:</i> (a) Meeting with Yoshinoya collaborators; (b) meeting with WIGEDAC re conduct of impact study on Vacuum Fried jackfruit; (c) Aug 4; (d) Oct 22 re AACUP & ISO; (e) re ASEAN proposal for 2023; (f) Nov 16 meeting; (g) meeting with Dr. Tan & GSD re repair/renovation of sensory evaluation facility (Dec 1); (h) DFST meeting re OPCR target for 2023 (Dec. 19)
	served as APB rep in teaching demo's and OGS student final defense	attends teaching demos as APB representative & as observer in graduate student final exam (defense); preparation of necessary reports	2	3 (Jan to June:2) (July to Dec: 1)	5	5	5	5.00	<i>Jan to June:</i> Feb 2 DFST (representing CAFE dean); OGS examiner (May 27-MSF student); <i>July to Dec:</i> APB rep (July 8, 2022 for DBM hiring process)
	as department head	no. of consultations		100	5	5	5	5.00	approximate
		no. of documents signed	38	833	5	5	5	5.00	<i>Jan to Jun:</i> 453 <i>July to Dec:</i> 380
		no. of documents/letter request drafted and submitted to appropriate agency or unit		22	5	5	5	5.00	<i>Jul to Dec:</i> drafted letter requests for the services of the Web team; the moderator; employee dev't plan (11); letter for the approval of ocular inspection; letter for HOPE; letter request add'l clerk; class observation report; upgrading of Ms. Valdevieso; drafted policy as compliance to PRC audit and had it approved by the president; finalized Physical Accomplishment Report; reviewed & finalize OPCR Accomplishment 2022 and OPCR 2023 targets, etc.
		no. of events facilitated/organized/attended; training attended related to admin and supervision		6	5	5	5	5.00	(1) OJT orientation; (2) Conduct of SWOT analysis in the dept. (July 19); (3) Supervisory Dev't Course (Sept 20 -22); (4) ISO audit (Sept 28); (5) University performance monitoring (Dec. 12); (6) Year End Performance Assessment 2022 (Dec. 13)
		coaching, orientation, job placement assistance conducted		5	5	5	5	5.00	orientation of new staff (2); coaching of faculty and staff related to tardiness (3); job placement assistance to 4 fresh grad students (Sept 1)
		renders initial talks re international university linkages		2	5	5	5	5.00	(a) Nagoya University (Nov. 17); (b) Health Polytechnic of Malang Indonesia (Nov. 23)
	UAC & other University events	attends UAC meeting & other university related events	1	3	5	5	5	5.00	01/08/2024; convocation (Nov 21); 2022 university wide Christmas party (Dec. 16);
	VFA/Grad Faculty	attend VSUFA and Graduate faculty meeting	1	2	5	5	5	5.00	(a) May 11 Grad council meeting; (b) Aug 3 meeting re NBC (virtual)
	as curriculum committee member of DFST	review course syllabus	1	1	5	5	5	5.00	reviewed HN 21

		as Country coordinator to ASEAN	coordinate matters related to ASEAN HRD project in the Philippines		19	5	5	5	5.00	<i>Jul to Dec:</i> approximately 16 communications with ASEAN implementors, drafted and submitted accomplishment report to ASEAN (submission date Oct. 9); attended advisory meeting at Bali, Indonesia (Nov. 2); meeting re ERIA project (Dec. 5); provided ASEAN re logistics considering on-site implementation of HRD 2023 (Dec. 29)
					Total points				324.00	
									4.98	

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

Evaluated & Rated by:

VICTOR B. ASIO
College Dean
Date:

Recommending Approval

VICTOR B. ASIO
College Dean
Date:

Comments and Recommendations for Development Purpose:

For Scholarship committee to support attendance of the faculty to trainings related to PhD courses that she will be handling once the program is offered.

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING FORM

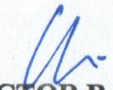
Name of Employee: Lynette C. Cimafranca

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 2022-2023 Prepares and revises learning 	August 2022 August 2022	January 2023 August 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> August-December 2022 -ongoing process whole period of the 1st Semester 2022-2023 	August 2022	January 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"> November grades for midterm for 1st Semester 2022-2023 Consultation -July-December 2022 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July- December 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July-December 2022					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


VICTOR B. ASIO
 College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : LYNETTE C. CIMA FRANCA

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 2022

Target Date: December 2022

First Step:

Finalize IMs ready for review

Result:

IMs finalized and ready for submission

Date: December 2022

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.

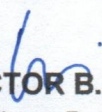
Outcome:

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:


VICTOR B. ASIO
College Dean

Conforme:


LYNETTE C. CIMA FRANCA
Ratee