

Exhibit K

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

Name of Faculty Member: **EILEEN B. BANDALAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.89x50%=2.45	
b. Students (50%)		4.40x50%=2.20	
Total for Instruction	<b>65%</b>	<b>4.65</b>	<b>3.02</b>
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.93	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.77</b>


EQUIVALENT NUMERICAL RATING: 4.77  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**EILEEN B. BANDALAN**  
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, EILEEN B. BANDALAN, 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 July- December 2021.

  
**EILEEN B. BANDALAN**  
 Assistant Professor II  
 Date: March 2, 2022

Approved:   
**LORINA A. GALVEZ**  
 Department Head  
 Date: March 3, 2022

  
**VICTOR B. ASIO**  
 College Dean  
 Date: 3/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan.- Dec)	Actual Accomplishment (July-Dec)	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							
	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							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	30	19.4 (22.80)	5	5	5	5.00	First Semester SY 2021-2022
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3 (4)	5	5	4	4.67	Ftec 121 (2 lec and 2 lab), Ftec 197 (2 sections)
		<b>A 11.</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		22 (10)	5	5	5	5.00	(Ftec 197 and Ftec 162)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings		1					None in this period
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6 (3)	5	5	5	5.00	Ftec 197 and Ftec 121
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	10 (3)	5	5	5	5.00	Ftec 197 and Ftec 121
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	310 (120)	5	5	5	5.00	4LR x 30 students for Ftec 121
	<b>PI 8:</b> Number of students advised:	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	35	39 (39)	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/field practice/special problem:		5						

	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	10					
	<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	20(10)	5	5	5	5.00	
<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO							
	<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
<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		5					syllabus for Ftec 162, Ftec 152, Ftec 122, Ftec 251, Ftec 222
	On-line ready courseware	Prepares/revise Instructional module/laboratory guide/workbook or a combination thereof	5	2(1)	5	5	4	4.67	FTEc 121 lab
	Supplemental learning resources	Prepares/revise Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	45					
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	16 (7)	5	5	4	4.67	
	<b>A 23</b> : 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							
	<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	3 (2)	5	5	5	5.00	
<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		2 (4)	5	5	4	4.67	RQUAT, AACUP
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
	<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		10 (2)	5	5	5	5.00	FTEc 121
<b>UMFO 3 . RESEARCH SERVICES</b>									



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		2						EFP, dissertation
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								
	<i>In refereed int'l journals</i>									
	<i>In refereed nat'l/regional journals</i>									
	Number of ongoing research projects conducted			1 (1)	5	5	5	5.00		Development of Disaster Food Pack
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								
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	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								
	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	5	5.00		
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>										
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								



	<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							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects		1	5	5	5	5.00	its safe
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Research Mentor								
		Peer reviewers/Panelists								
		Resource Persons			1	5	5	5	5.00	SSU
		Convenor/Organizer								
		Consultant								
		Evaluator								
	<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							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<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	5	5	5	5.00	

		<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		100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
<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	5	5	5	5.00	
	<b>PI 3.</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other dental services *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		<b>A. 49. Others</b>	Attends DFST Meeting	10	18	5	5	5	5.00	
			Prepares notes/ minutes of DFST meetings	10	18	5	5	4	4.67	Logbook only/not using ISO form
	<b>Total Over-all Rating</b>								108.35	

Average Rating (Total Over-all rating divided by 4)	4.93
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

**Comments and Recommendations for Development Purpose:**

Should submit paper in refereed international journal.

Evaluated & Rated by:

**LORINA A. GALVEZ**

Department Head

Date: March 3, 2022

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date: 3/11/22

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: **EILEEN B. BANDALAN**

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"> <li>Teaches assigned subject – July – December 2021 (1<sup>st</sup> Sem)</li> <li>Prepares and revises learning guides, course syllabus (July, 2021)</li> </ul>	December 2021  August 2021	December 2021 (ongoing until Jan. 2022)  August 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> <li>July 2021- December 2021 (1<sup>st</sup> Semester 2021-2022)</li> </ul>	December 2021	December 2021 (ongoing until Jan. 2022)	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"> <li>Gradesheets -January 2022 for 1<sup>st</sup> Sem. SY 2021-2022</li> <li>Consultation -July- December 2021</li> </ul>			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2021					

\*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 : EILEEN B. BANDALAN  
Performance Rating : Outstanding

Aim: To improve competence of the faculty member

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

Date: July 2021

Target Date: September 2021

First Step:

Require Dr. Bandalan to present and publish in refereed international journal and draft research proposal for funding outside VSU.

Result:

Dr. Bandalan prepared a paper for publication and drafted a research proposal.

Date: October 2021

Target Date: December 2021

Next Step:


Dr. Bandalan waited for the protection process to complete

Outcome:

Final Step/Recommendation:

Once the protection is done, Dr. Bandalan should submit the paper in a refereed international journal and also a draft research proposal be submitted to the department head.

Prepared by:

  
**LORINA A. GALVEZ**  
Unit Head

Conforme:

  
**EILEEN B. BANDALAN**  
Ratee