


**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **IVY C. EMNACE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.94	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.94	3.21
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.98	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.96</b>

EQUIVALENT NUMERICAL RATING: 4.96  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**IVY C. EMNACE**  
Faculty & Head, DFST

Reviewed by:

  
**VICTOR B. ASIO**  
College Dean

Recommending Approval:

  
**VICTOR B. ASIO**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **IVY C. EMNACE**, a faculty member and Head of the Department of Food Science and Technology commits 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 2020**.

Approved:

  
**IVY C. EMNACE**  
Ratee

  
**VICTOR B. ASIO**  
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Advanced Education Services</b>	PI 1. Number of FTE coordinated and implemented	Ftec 234 LEC	1	1	5	5	5	5.00	
	Number of graduate thesis outline approved as Adviser and GAC member	advises, checks, edits and approves graduate thesis outline	3	3	5	5	5	5.00	
	Number of graduate thesis manuscript approved as Adviser and GAC member	advises, checks, edits and approves graduate thesis manuscript	3	1	5	5	5	5.00	Due to COVID-19 two students were not able to conduct their thesis
	Consultation	Accommodates graduate students consulting on subject taught, thesis, grades and other concerns	10	14	5	5	5	5.00	

<b>MF02 – Higher Education Services</b>	P1. 1. Number of FTE coordinated and implemented	Ftec132 Lec, Ftec 132 Lab	2	2	5	5	5	5.00	
	P1.2. Number of undergraduate students advised	advises, undergraduate thesis student	1	2	5	5	5	5.00	Padua Erickson and Shella Mar Villocino
	P1.3 Number of undergraduate thesis outline checked and edited as Adviser and SRC member/chairman	checks, edits and approves undergraduate thesis outline	1	1	5	5	5	5.00	
	Number of undergraduate thesis manuscript approved as Adviser and SRC member/chairman	Advises, checks, edits and approves undergraduate thesis manuscript	1	1	5	5	5	5.00	
	P1.4 Number of academic advisees	Advisees and monitors undergraduate academic advisees	5	8	5	5	5	5.00	
	On thesis/field practice/special problem				5	5	5	5.00	
	Number of HS Research Advised	Advises High School students in research planning & outline drafting	1	2	5	5	5	5.00	
	Consultation	Accommodated students consulting on subject taught, thesis, grades and other concerns	20	67	5	5	5	5.00	FTec 132, Academic advisee, Thesis students, other BSFT students
	Enrollment	Evaluated, assessed and advised students	10	16	5	5	5	5.00	



	P1.3. Number of Instructional Materials developed								
	New online online-ready IMs developed	Develops online IMs in FTec 231 (Lec and Lab)	2	1	4	5	4	4.33	Lecture IM was prioritized
	New syllabi following OBEdized format	Makes new syllabus in OBEdized format	1	1	5	5	4	4.66	FTEC 231
	Revised course outline/syllabus	Revised syllabus using OBEdized format	1	1	5	5	4	4.66	
	Number of New lecture powerpoint	Makes new powerpoint for lecture classes	5	8	5	5	5	5.00	
	Number of revised lecture powerpoint	Revises powerpoint	5	7	5	5	5	5.00	Ftec 132
	P1.4. Additional Outputs								
	Number of gradesheets submitted on prescribed period	Prepares gradesheets for 2nd sem. SY 2019-2020	2	2	5	5	5	5.00	No gradesheet for midterm due to COVID-19
	Number of examination prepared	Prepares exams for graduate and undergraduate students	2	2	5	5	5	5.00	Only first long exam was administered due to COVID-19
	Number of Exam papers checked	Checks exams	48	48	5	5	5	5.00	
	Number of term paper/critique paper checked	Checks term papers/critique paper	10	32	5	5	5	5.00	FTEC 234 (4 critic paper per student) x 8 students
	Number of quizzes checked	Checks quizzes	20	501	5	5	5	5.00	7 quizzes for lecture x 39 students; 12 quizzes in lab x 19 students

	Number of other class requirements checked	checks other requirements such as research proposals and special problem outline and manuscript	5	122	5	5	5	5.00	120 synthesis and 2 research proposals (FTEC 234)
<b>MFO3 – Research Services</b>	P3.1. Number of research outputs presented in regional/national/international								
	Number of journal articles prepared for publication	Prepares article for journal publication	1	1	5	5	5	5.00	
	Number of journal article submitted for publication	Submits journal article for publication	1	1	5	5	5	5.00	
	Number of Published Utility Model	Utility Model Published							
	Number of Utility Model submitted to ITSO and IPO PHIL	Submits Model submitted to ITSO and IPO PHIL							
	Number of research proposal prepared for funding	Prepares research proposal prepared for funding							
	Number of research proposal for funding submitted	Submits proposal for approval							
	Number of research study conducted	Conducted research study							
	Number of technologies produced for commercialization as research output	Produced technologies for commercialization							

	Number of technologies improved for commercialization as research output	Improved technologies for commercialization							
	Attendance to Webinars/symposium/conference/Workshops	Attends seminar/conference/workshops	1	14	5	5	5	5.00	CHED-sponsored webinars (IMs, Flexible learning, etc) Glenwood (Food Safety)
	Number of abstract submitted for paper presentation	Prepares, and submits abstract for paper presentation							
	Number of awards received as researcher								
	P4.1 Additional Outputs								
	Number of walk-in clients served for product improvement consultation	Accommodates and advisees walk-in clients for product development	2	3	5	5	5	5.00	
	Number of meetings attended related to research	Attends meetings related to research	2	2	5	5	5	5.00	
	Terminal report submitted to OVPRE	Submits terminal report to OVPRE							
	Presentation of research output during in-house review	Presents research output during in-house review							
	Number of research project involvement	Serves as research project leader/staff							
<b>MF04-Extension Services</b>	Number of seminar/training presentations prepared	Prepares training presentations	1	3	5	5	5	5.00	



	As resource speaker	Gives lecture and serves as resource person in livelihood trainings	1	3	5	5	5	5.00	Training on the Processing of Fruits, Vegetables, Rootcrops, Coconut, Fish, Meat and Poultry Products: COVID-19 Crisis Sustainability Program
	Number of person-day trained (number of man/day)	Trains participants in food processing	100	175	5	5	5	5.00	
		Conducts hands on training on processing of food products	1	3	5	5	5	5.00	
	Number of extension project involvement	Serves as extension staff	1	1	5	5	5	5.00	
	Related extension project activities		1	1	5	5	5	5.00	
<b>MFO 6 – General Admin. &amp; Support Services (GASS)</b>	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	zero	0%					
	As Department Head	Attends meetings in CAFS, EXECOM, and QAC, Graduate Faculty Council and other committee	5	23	5	5	5	5.00	
		Attended orientations and workshops related to university thrust and agenda	1	3	5	5	5	5.00	

		Signs vouchers, DTR/CSR, Liquidation, enrollment, etc.	20	156	5	5	5	5.00	
		Presides department meetings/emergency meetings	10	13	5	5	5	5.00	
		Accommodates walk-in clients for consultation	12	18	5	5	5	5.00	
		Cascades information regarding ISO to Dept. Staff and Faculty	1	5	4	5	5	4.66	
		Prepares documents for ISO	1	3	5	4	5	4.66	
		Prepares documents for RQAT compliance	1	3	5	5	5	5.00	
		Submits documents to CHED for COPC of BSFT	1	1	5	5	5	5.00	
	Number of graduate and undergraduate thesis outline approved as department head	checks, edits and approves graduate thesis outline							
	Number of graduate and undergraduate thesis manuscript approved as department head	checks, edits and approves graduate thesis manuscript	4	7	5	5	5	5.00	Niepes Jade, Niepes Jean, Tomada, Juan Carlos, Ngoho Ramce, Anto Jelly, Emnace Hadji Jigs, Cutin Buchard
	Chairman/member of university and dept. committees; technical working group	Attends to meetings, as workforce, planning	2	7	5	5	5	5.00	



	Coaching and mentoring	Coaches and mentors faculty and staff	1	5	5	5	5	5.00	
	Number of letter request related to department activities and concerns	Drafts and makes letter request related to department activities and concerns	5	9	5	5	5	5.00	
	Number of proposals submitted for funding related to department infrastructures and improvement of facility	Drafts and submitted proposals related to department infrastructures and improvement of facility for funding							
	Shared Service Facility-Food Testing Laboratory	Serves as manager of the food testing laboratory	1	1	5	4	5	4.66	
	Monitoring of shared service facilities	Monitors food innovation center, and Food Testing Laboratory	2	2	5	5	5	5.00	
<b>Additional Output</b>	Number of scientific paper reviewed (as reviewer) for publication in refereed journal	Reviewed scientific papers for publication in ATR and SHJ	1	1	5	5	5	5.00	
	Number of MOA forge/local and national linkages established with industry and other government agency	Forges MOA and establishes/local and national linkages with industry and other government agency	1	1	5	5	5	5.00	

	Number of international linkages established with industry and universities abroad	Establishes international linkages with industry and universities abroad	1	1	5	5	5	5.00	
	Number of proposal for Degree Program Offering	Finalized and submitted Proposal to Offer PhD in Food Science	1	1	5	5	5	5.00	
	Number of OJT Manual for BSFT Program	Revised and finalized BSFT OJT Manual	1	1	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>272.57</b>	

Average Rating (Total Over-all rating divided by 4)		<b>4.95</b>
Additional Points:		
Approved Additional Points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.95</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

*Keep up the outstanding performance*

**Evaluated & Rated by:**

*[Signature]*  
**VICTOR B. ASIO**  
Dean, CAFS

**Recommending Approval:**

*[Signature]*  
**VICTOR B. ASIO**  
Dean, CAFS

**Approved by:**

*[Signature]*  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

## PERFORMANCE MONITORING FORM


Name of Employee: **IVY C. EMNACE**

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 teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	January 2020	June 2020	March 2020	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as chairman and member of different committees in the college and department	Outstanding	Continuing from Jan – Dec. 2020	Jan-June weekly meetings	January-June 2020 weekly meetings	Very Impressive	Outstanding	
3	Performs other administrative function as department head	Outstanding	January 2020	January-June 2020 weekly meetings	January – June 2020	Very Impressive	Outstanding	

\*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 : Dr. Ivy C. Emnace  
Performance Rating : OUTSTANDING

Aim: To enhance teaching and management/supervisory capabilities

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

Date: January 2020

Target Date: March 2020

First Step:

Required Dr. Emnace to attend short course training related to her field of specialization and management/supervisory tasks.

Result:

Has attended trainings and seminars related to her field of specialization.

Date: April 2020

Target Date: June 2020

Next Step:

1. Make proposal to offer PhD degree program.

Outcome:

Submitted proposal to offer PhD in Food Science to the Office of the Graduate School for review and approval.

Final Step/Recommendation:

Dr. Emnace consider revision of possible changes made by the university curriculum committee for BOR Approval.

Prepared by:

VICTOR B. ASIO  
Dean

Conforme:

IVY C. EMNACE  
Ratee