

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 (50%)		5.00x 50%= 2.50	
b. Students (50%)		4.95x 50% = 2.48	
Total for Instruction	60%	4.98	2.99
2. Research	15%	4.93	0.74
3. Extension	15%	4.92	0.74
4. Administration	10%	4.97	0.50
5. Production	0%	0.00	0.00
TOTAL			4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: Outstanding

Prepared by:


IVY C. EMNACE
Name of Faculty


Reviewed by:


VICTOR B. ASIO
Dean, CAFS

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

COPIES: YES CAN GO 31 MAY 74 11 40 AM (M) 10 00 AM (M)
 ABBOTT SMITH LINDEN HILL

[illegible]

Program Development	Weight of Development	Weighted Rating	Program Rating
(1)	(2)	(3)	(4)
1. Institution			
a. Head Office (50%)	4.00 x 50% = 2.00		
b. Branches (50%)	4.00 x 50% = 2.00		
2. Faculty for Instruction	4.00		
3. Resources	4.00		
4. Equipment	4.00		
5. Administration	4.00		
6. Production	4.00		
TOTAL			4.00

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

ADDITIONAL INFORMATION: UNITARY DEVELOPMENT

red board 1/2" x 1/2" x 1/2" red board 1/2" x 1/2" x 1/2"

0121 8 90139
0121 8 90139

SECRET
Approved For Release

Responsible Approval:

OSMA / BOSTON
STAD 1941

10702004A


2025 RELEASE UNDER E.O. 14176

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **IVY C. EMNACE**, a faculty member 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 July – December 2018

Approved:


IVY C. EMNACE
Ratee


VICTOR B. ASIO
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Advanced Education Services	PI 1. Number of FTE coordinated and implemented	FTec 231 (Lec & Lab), Ftec 253 Lec. & Lab)	5	7.78	5	5	4	4.67	
MF02 – Higher Education Services	P1. 1. Number of FTE coordinated and implemented								
	P1.2. Number of students advised	Revised powerpoint presentation	5	9	5	5	5	5.00	
	On thesis/field practice/special problem	Advise undergraduate and graduate students. Thesis students and revise outline; advise high school students in research planning & outline preparation; supervising the conduct of research and editing							
		As adviser	4	7	5	5	5	5.00	
		As SRC/GAC Chairman	4	7	5	5	5	5.00	
		As SRC/GAC Member	2	4	5	5	5	5.00	

	Consultation	Accommodated students consulting on subject taught, thesis, grades and other concerns	50	63	5	5	5	5.00	
	Enrollment	Evaluated, assessed and advised	20	51	5	5	5	5.00	
	P1.3. Number of Instructional Materials developed								
	Revised course outline/syllabus	Revised new course outline	1	2	5	5	5	5.00	
	P1.4. Additional Outputs								
	Number of gradesheets submitted on prescribed period	Prepared gradesheets for 1 st sem. SY 2018-2019	1	4	5	5	4	4.67	
	Number of examination prepared	Prepared exams for MS students	4	8	5	5	5	5.00	
	Number of paper checked	Checked exams	4	8	5	5	4	4.67	
	Number of term paper checked	Checked term papers	2	12	5	5	5	5.00	
	Number of thesis manuscript checked and edited	Checked & edited thesis outline and manuscript drafts	2	8	5	5	5	5.00	
MFO3 – Research Services	P3.1. Number of research outputs presented in regional/national/international								
	Number of journal articles prepared for publication	Prepared articles for journal publication	1	3	5	5	5	5.00	
	Number of research proposal for funding submitted	Prepared and submitted proposal for approval	1	2	5	5	4	4.67	
	Attendance to symposium/conference	Attended seminar/conference	1	8	5	5	5	5.00	
	Number of abstract submitted for paper presentation	Prepared, submitted and accepted	1	2	5	5	5	5.00	

	Number of paper presented in International Conference	Presented paper in International Conference	1	1	5	5	5	5.00	
MF04- Extension Services	P4.1 Additional Outputs								
	Number of seminar/training presentations prepared	Prepared training presentations	2	3	5	5	5	5.00	
	As resource speaker	Revised training presentation	1	2	5	5	5	5.00	
	Number of person-day trained	Trained participants in food processing	20	25	5	5	5	5.00	
		Conducted hand on training on processing of food products	20	25	5	5	5	5.00	
		Conducted lecture on GMP, Safety and sanitation	10	25	5	5	5	5.00	
	Number of extension proposal submitted	Conducted benchmarking & survey	1	1	5	5	5	5.00	
	Number of extension project involvement	Served as extension project leader and staff	1	2	5	4	5	4.67	
	Number of events organized and implemented	As organizer	1	3	5	5	4	4.67	
IMFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	No valid complains		5	5	5	5.00	
	As Department Head	Attended meetings in CAFS, EXECOM, USSO and QAC, Graduate Faculty Council and other committee	10	19	5	5	5	5.00	
		Signed vouchers, DTR/CSR, Liquidation, enrollment, etc.	50	205	5	5	5	5.00	

		Presides department meetings/emergency meetings	10	22	5	5	4	4.67	
		Accommodated walk-in clients for consultation	15	31	5	5	5	5.00	
	AACCUP Local Counterparts	Prepared documents for AACCUP	50	125	5	5	5	5.00	
		Reviewed documents for attachments Area II	1	1	5	5	5	5.00	
		Accommodated AACCUP Accreditors and answered questions during evaluation	1	6	5	5	5	5.00	
	Chairman/member of university and dept. committees; technical working group	Attends to meetings, as workforce, planning	3	7	5	5	5	5.00	
		Prepared PPP/NP for AACCUP Evaluation	1	2	5	5	5	5.00	
Total Over-all Rating								177.69	

Average Rating (Total Over-all rating divided by 4)		4.94
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Should finalize the proposal for international collaboration.

Evaluated & Rated by:


VICTOR B. ASIO
 Dean, CAFS

Date:

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date:

PERFORMANCE MONITORING FORMName 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	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department, college and university	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
3	Prepares and submits project reports	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
4	Performs other functions	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


VICTOR B. ASIO
 Dean, CAFS

DEPT CIVIL
TREASURY

10/1/10

Department of Civil Engineering
Office of the Treasurer

Item	Description	Quantity	Unit	Price	Total	Remarks
1	Concrete	100	cu yd	10.00	1000.00	
2	Reinforcing Steel	100	lb	0.50	50.00	
3	Formwork	100	sq ft	1.00	100.00	
4	Gravel	100	cu yd	12.00	1200.00	
5	Sand	100	cu yd	8.00	800.00	
6	Water	100	gal	0.05	5.00	
7	Oil	100	gal	0.10	10.00	
8	Gasoline	100	gal	0.15	15.00	
9	Electricity	100	kwh	0.10	10.00	
10	Telephone	100	min	0.05	5.00	
11	Postage	100	lb	0.05	5.00	
12	Printing	100	lb	0.05	5.00	
13	Travel	100	mi	0.10	10.00	
14	Food	100	lb	0.05	5.00	
15	Medical	100	lb	0.05	5.00	
16	Insurance	100	lb	0.05	5.00	
17	Legal	100	lb	0.05	5.00	
18	Accounting	100	lb	0.05	5.00	
19	Security	100	lb	0.05	5.00	
20	Communication	100	lb	0.05	5.00	
21	Transportation	100	lb	0.05	5.00	
22	Utilities	100	lb	0.05	5.00	
23	Supplies	100	lb	0.05	5.00	
24	Equipment	100	lb	0.05	5.00	
25	Construction	100	lb	0.05	5.00	
26	Maintenance	100	lb	0.05	5.00	
27	Repairs	100	lb	0.05	5.00	
28	Replacement	100	lb	0.05	5.00	
29	Renovation	100	lb	0.05	5.00	
30	Restoration	100	lb	0.05	5.00	
31	Reconstruction	100	lb	0.05	5.00	
32	Rebuilding	100	lb	0.05	5.00	
33	Recreation	100	lb	0.05	5.00	
34	Recreation	100	lb	0.05	5.00	
35	Recreation	100	lb	0.05	5.00	
36	Recreation	100	lb	0.05	5.00	
37	Recreation	100	lb	0.05	5.00	
38	Recreation	100	lb	0.05	5.00	
39	Recreation	100	lb	0.05	5.00	
40	Recreation	100	lb	0.05	5.00	
41	Recreation	100	lb	0.05	5.00	
42	Recreation	100	lb	0.05	5.00	
43	Recreation	100	lb	0.05	5.00	
44	Recreation	100	lb	0.05	5.00	
45	Recreation	100	lb	0.05	5.00	
46	Recreation	100	lb	0.05	5.00	
47	Recreation	100	lb	0.05	5.00	
48	Recreation	100	lb	0.05	5.00	
49	Recreation	100	lb	0.05	5.00	
50	Recreation	100	lb	0.05	5.00	

10/1/10

10/1/10

10/1/10

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Ivy C. Emnace
Performance Rating : 4.97 OUTSTANDING

Aim: To look for linkages with other related agencies here and abroad

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

Date: July 2018

Target Date: September 2018

First Step:

Required Dr. Emnace to look for new linkage with other International agencies and universities

Result:

Has communicated with potential companies in Japan for possible collaboration.

Date: October 2018

Target Date: December 2018

Next Step:

1. Send formal communication to the CEO of the company and the President of the university
2. Finalize the proposal of the collaboration

Outcome:

Strengthen international linkages

Final Step/Recommendation:

Dr. Emnace should finalize a proposal of the collaboration and draft memorandum of agreement.

Prepared by:


VICTOR B. ASIO
Dean

Conforme:


IVY C. EMNACE
Ratee

FORM ON 11-11-11

1. Name of the person
2. Date of birth

3. Address
4. Telephone number

5. To whom the person is related (name and address)

6. For how long has the person been in the country and in what capacity?

7. Date of entry into the country

8. Name of the person who is the head of the family

9. Name of the person who is the head of the household

10. Date of birth of the person

11. Send formal communication to the CEO of the company and the President of the company
12. Finalize the proposal of the collaboration

13. Name of the person who is the head of the household

14. Name of the person who is the head of the household

15. Name of the person who is the head of the household

16. Name of the person who is the head of the household

17. Name of the person who is the head of the household

18. Name of the person who is the head of the household

19. Name of the person who is the head of the household

20. Name of the person who is the head of the household

21. Name of the person who is the head of the household