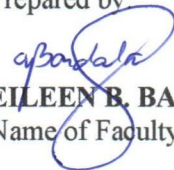# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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%)		4.83x50%=2.42	
b. Students (50%)		4.00x50%=2.00	
Total for Instruction	70%	4.42	3.09
2. Research	15%	4.83	0.97
3. Extension	0%	0.00	0.00
4. Administration	15%	4.87	0.73
5. Production	0%	0.00	0.00
TOTAL			**4.79**

EQUIVALENT NUMERICAL RATING: 4.79
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

EILEEN B. BANDALAN   **LORENA A. GALVEZ**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EILEEN B. BANDALAN, a faculty member of the <u>DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY</u> 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 to June 2021.**

Approved:

EILEEN B. BANDALAN
Assistant Professor II
Date: 7/27/21

LORINA A. GALVEZ
Department Head
Date: 7-27-21

VICTOR B. ASIO
College Dean
Date: 78 July 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Quality	Eficiency	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							

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							
	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 Moddle or Google Classroom							
PI 10 . Additional outputs:	**A 8**. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	30	19.4	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	4	4.67	Ftec 152, Ftec 162, and Ftec 122 (lab)
	A 11 . 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	5	5	4	4.67	Ftec 151
	A12 . Number of trainings attended related to instruction	Attend mandated trainings		1	5	5	5	5.00	Intro to Turnitin
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	4	4.67	Ftec 152, Ftec 162
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	10	5	5	4	4.67	Ftec 152, Ftec 163

PI	Activity	Description	Target	Actual				Avg	Remarks
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	*15*	310	5	5	4	4.67	5LRX 36 for Ftec 162; 5LR x 26 students for Ftec 122
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	*35*	39	5	5	5	5.00	
	A17. *Number of students advised on thesis/ field practice/special problem:*		5						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10						
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	15	20	5	5	5	5.00	
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*							
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		5	5	5	4	4.67	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	5	5	4	4.67	Lab manual/exercises for Ftec 162 and Ftec 122
	Supplemental learning resources	*Prepares/revise Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	15	43	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	16	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							

									Remarks
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	3	5	5	4	4.67	
	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	5	5	5	5.00	RQUAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		10	5	5	5	5.00	Laboratory exercises for Ftec 162 and Ftec 122
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							
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
		Number of ongoing research projects conducted			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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								

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	4	4.67		
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								

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								
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								
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects								
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 Mentor									
	Peer reviewers/Panelists									
	Resource Persons									

		Convenor/Organizer									
		Consultant									
		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 (extn. 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								
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 theQMS 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	
		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	5	5	4	4.67	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % 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 performfing 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							
		A. 49. Others	Attends DFST Meeting	10	10	5	5	5	5.00	
			Prepares notes/ minutes of DFST meetings	10	10	5	5	4	4.67	Logbook only/not using ISO form
	Total Over-all Rating								111.31	

Average Rating (Total Over-all rating divided by 4)	4.84
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.84
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purpose:

1. Prepare paper for publication in refereed/International & National Journal
2. Draft research proposal for funding outside VSU

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head
Date: 7-27-21

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 28 July 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 8/2/2021

Exhibit I

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/ Recomm endation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – March-July (2nd Sem) • Prepares and revises learning guides, course syllabus (January, 2021)	July 2021 February 2021	July 2021 March 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• March 2021 – June 2021 (2nd Sem 2020-2021)			Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Gradesheets -February 2021 for 1st Sem. SY 2020-2021 • Consultation -January-June 2021			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	Jan. 2021- June 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January-June 2021					

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

LORINA A. GALVEZ
Unit Head

EXHIBIT L

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: January 2021   Target Date: March 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: April 2021   Target Date: June 2021

Next Step:
Dr. Bandalan waited for the protection process to complete
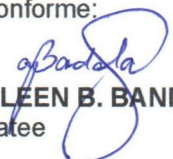
Outcome:

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