

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

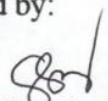
Name of Faculty Member: LYNETTE C. CIMA FRANCA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.95x 50% = 2.47	
Total for Instruction	65%	4.97	3.23
2. Research	15%	4.98	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.98

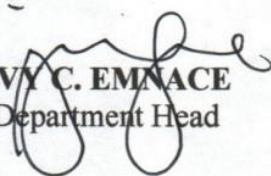
EQUIVALENT NUMERICAL RATING: 4.98
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:


LYNETTE C. CIMA FRANCA
Name of Faculty


Reviewed by:


IVY C. EMNACE
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LYNETTE C. CIMA FRANCA**, 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 2019**

LYNETTE C. CIMA FRANCA

Instructor III

Date:

Approved:

IVY C. EMNACE

Department Head

Date:

VICTOR B. ASIO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented			2	3.1	5	5	5	5.00	
		<i>Number of examination prepared</i>	exam prep	prepared examination for subjects taught	0	1	5	5	5	5.00	(a) compre exam for Ms. Trazona (PhD ANS)
		<i>Number examination checked</i>		checked compre exam	0	1	5	5	5	5.00	(a) compre exam for Ms. Trazona (PhD ANS)
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: FTEC 131 Lab, FTEC 131 Lec., FTEC 153 Lec, Ftec 153 Lab (2)	2	8	5	5	5	5.00	
		PI 2a. Number of students advised			1	2	5	5	5	5.00	(1) Juan Carlos Tomada; and (2) Lacaba

		<i>On thesis/ field practice/special problem</i>	Advising/revising	Advises undergrad. Thesis students & revise their outline & manuscript; advises high school students in research planning & outline preparation	2	3	5	5	5	5.00	(1) Juan Carlos Tomada; (2) Lacaba and (3) Contridas, etc
		<i>As SRC Chairman</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	(1) Panugaling, (2) Jade, Niepes
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	(1) Degorio; (2) Villocino
		<i>On consultation</i>	Consultation	Consulting students on subject taught, thesis and grades	15	100	5	5	5	5.00	approx.
		PI 3. Number of instructional materials developed									
		<i>New syllabi</i>		New syllabi following obedized format	1	1	5	5	4	4.67	(1) submitted FTec 153 syllabus to PPV last Nov 22;
		<i>Revised syllabi</i>									
		<i>Revised lecture/lab manual</i>	<i>Revised lecture/lab manual</i>	Revised pre-lab, Lecture Powerpoint presentation, lab guide	3	10	5	5	5	5.00	lab guide: 2-FTec 251; 1-FTec 256 ppt: 2-FTec 153; 2-FTec 131 Lec; 3-FTec 131lab
		<i>Revised New course Outline</i>			0						
		<i>New Powerpoint lab (per course)</i>		Prepares ppt presentation for FTEC 153 & 131	1	4	5	5	5	5.00	ppt: 2-FTec 153; 2-FTec 131
		PI 4. Additional outputs									
		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Prepares gradesheet for 1st Sem SY 2019-2020	3	4	5	5	4	4.67	(1)FTec 131 lec; (2)FTec 131 lab; (3)FTec 153 lec; (4)FTec 153 lab;

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MFO 3	Research Services	Number of research projects conducted on schedule	new submissions	conducted research project as study leader	0	1	5	5	4	4.67	DTI Bohol project
		Number of articles submitted for publication		submitted research article for publication	1	3	5	5	5	5.00	submitted the ff articles: (1)Physico-chemical Properties of Dehydrated Seriales as Influenced by Sugar Levels (revised) (ATR); (2)Mobolo as flavorant in tart filling production (Sept 6)(ATR); (3) submitted article entitled 'Sensory Quality of Mungbean coffee-like beverage to ITMJ Journal (Oct 26);
				revised journal article considering comments of peer-reviewer	1	4	5	5	5	5.00	(1) ATR peer reviewers 1 on dehydrated seriales article; (2) ATR peer-reviewer of dehydrated seriales - Oct 14; (3) ITMJ mungbean beverage article (peer-reviewer 3(Oct 31); (4) ITMJ mungbean beverage article (peer-reviewer 2(Nov28);
		Number of research consultation		accommodated researchers for consultation	1	15	5	5	5	5.00	2 undergrad; 3 HS

		Number of research proposals prepared	research proposal drafted	drafted research proposals for submission to funding agency	1	2	5	5	5	5.00	(1) Intermittently-dried marinated fishery products from Region 8:A Product Dev't, Shelf-life and Quality evaluation Study (submitted July 22); (2) Natural flavorants and colorants of Nata De Coco;
		PI 2. Number of research outputs presented in regional/national/ int'l									
		In nat'l fora/conferences		Presentation of research paper	0						
		In reg'l fora/conferences		Presentation of research paper							
			poster preparation	prepared poster for presentation	0						
			resource person	served as resource person on product development at BiPSU 2019 Agribusiness day	0	1	5	5	5	5.00	29-Oct

			abstract of paper for presentation	prepared abstract for paper presentation	1	4	5	5	5	5.00	(1) Sweetpotato-whey beverage for iSTEAM; (2) In-vitro Studies of the anti-microbial and FRSA of RTD <i>seriales</i> beverage for iSTEAM; (3) Sensory quality and consumer preference of fermented SP-whey beverage among children for UGAT (Oct 18); (4) Banana blossom patty: Sensory quality and consumer preference for UGAT (Oct 18);
			full paper	prepared full paper		5	5	5	5	5.00	(1) Sweetpotato-whey beverage for iSTEAM; (2) In-vitro Studies of the anti-microbial and FRSA of RTD <i>seriales</i> beverage for iSTEAM; (3) Sensory quality and consumer preference of fermented SP-whey beverage among children for UGAT (Oct 18); (4) Banana blossom patty: Sensory quality and consumer preference for UGAT (Oct 18);
			ppt preparation	prepared ppt for oral presentation	1	2	5	5	5	5.00	(1) Sweetpotato-whey beverage for iSTEAM; (2) In-vitro Studies of the anti-microbial and FRSA of RTD <i>seriales</i> beverage (iSTEAM)

			poster preparation	prepared poster for presentation	0	2	5	5	5	5.00	(1) Sweetpotato-whey beverage for iSTEAM; (2) In-vitro Studies of the anti-microbial and FRSA of RTD seriales beverage (ISTEAM)
		Attendance to conference, seminars and trainings		Attended conference, seminars and trainings relative to research	0	2	5	5	5	5.00	(1) 31st attended VICARP & RRDEN Regional RDE symposium & 1st Regional PhilArm Conf (Nov. 26); (2) VLIROUS-ICP Southworkshop training (Dec 18 & 19)
		Number of UMs submitted to ITSO, VSU	UM preparation	prepared Patent Search Report; Specifications and Claims; and filled-up registration form	1	1	5	5	5	5.00	(1) Sweetpotato-whey beverage
		Number of revised UMs submitted to ITSO, VSU	UM revision	revised claims of submitted UMS		2	5	5	5	5.00	(1) Paragis cookies; (2) dried seriales
		High school research		guided and facilitated HS advisees conducting research; reviewed their manus; meetings, etc.	0	16	5	5	5	5.00	(1) July 5-group of Mr. Contridas; (2) Aug 13 HS conduct of exp; (3) meeting with 2019 HS 1st group (Oct 22); (4) meeting with 2019 HS advisees 2nd grp (Oct 22);

		Documents regularly submitted		prepared PDS, IPCR	0	3	5	5	5	5.00	(1)PDS-Jul 16; (2) IPCR-target; (3) annual report (personal accomplishment)-submitted Dec 31;
		Peer-reviewer of journal articles		reviewed journal article for publication	0	1	5	5	5	5.00	(1)reviewer of article entitled"Effect of lactic acid bacteria on microbial load, physico-chemical properties, and organic acid profile of pindang damulag, a fermented carabeef, during natural fermentation (Food Research Journal)
		Judge/evaluator of research output		evaluated and served as judge in a science fair event	0	1	5	5	5	5.00	(1) VFES Science fair (Sept 16)
MFO 4	Extension Services	P4 1. Additional outputs									
		No. of seminar/training presentations prepared									
			resource person	Prepare one training presentation	1	4	5	5	5	5.00	(1) Rizal HS Dulag training; (2) Basics of Quality assurance & safety; (3) Bohol Project related trainings (Nov 19&20)(2 trainings)
			resource person	Revised one training presentation							

			resource person	Hands on training on processing food products	1	2	5	5	5	5.00	(a) Rizal HS training on lemongrass cookies; (b) Bohol related trainings (2 trainings)
			Number of persons-days trained	Trained participants on food processing	10	100 man-days	5	5	5	5.00	(a) 9 pax x 2 days - Rizal HS training on lemongrass cookies; (b) Basics of QA & QC (35 pax x 2 days); (c) Bohol related trainings (6 pax x 2 days)
		No. trainings attended		attended extension related trainings/seminars	0	2	5	5	5	5.00	(1) "Training on extension Planning workshop"; (2) Unified CAFS extension project (Dec 12);
			Number of extension project involved	Acted as Project Leader of the extension project	1	1	5	5	5	5.00	Strengthening Processing skill, Enhancement product quality, and Development of Business Management skills Among small scale Food processors

		No. of Training outputs		prepared Training Completion Report, Proceeding, etc.	1	5	5	5	5	5.00	Training completion report: (1) GAD training; (2) Basics of QA/QC; (3) Innovations of Food Safety Monitoring; Proceedings submitted : (4) proceedings of GAD training; (5) proceedings QA/QC training;
		Extension project related activities		meeting with project staff re extension project activities; follow-up beneficiaries		4	5	5	5	5.00	(1) Oct 22; (2) Nov 3; (3) Nov 5 coordinated with AEWA & BWA re training; (4) prepared training needs assessment; (5) prepared program of Nov 13 & 15 training; (coordinated with GSD and Guesthouse for transpo and food (Nov 12); (6) prepared pre & post test for the training; (7) prepared certs for Nov 13& 15 training;
		Number of visits to a processing firm for technical consultation	technical consultant	acted as technical consultant in a production facility	0	2	5	5	5	5.00	visited pineapple wine processing, Ormoc on the ff dates: (1)Oct 26; (2) Dec 7

			monitoring of VSU-DFST extension project	visits and conducts monitoring of AEWA fish processing of Albuera & BWA rootcrop processing of Brgy. Bunga	1	2	5	5	5	5.00	(1) AEWA-Nov 6; (2) BWA-Nov 6
			VSU-DTI Bohol Project	conducted experiment on researchable areas related to DTI Bohol Project	1	2	5	5	5	5.00	
IIFO 6	General Admin. & Support Services (GASS)										
		Proposals made		prepared and submitted proposals for funding		1	5	5	5	5.00	(a) gender sensitive CR submitted to GAD
			PAFT	no. of meeting/activities attended/facilitated/coordinated	1	5	5	5	5	5.00	(a) Aug 13-meeting with PAFT officials; (b) Aug 21-PAFT teambuilding; (c) Orientation of 1st yr BSFT; (d) PAFT food fair prep (Sept 18); (e) consultation time with PAFT president (Nov 26)
			PAFT	revised & then signed PAFT related documents (for submission to USSO)		5	5	5	5	5.00	minutes of the meeting (4 docs); financial report (1)
		Benchmarking related activities		facilitated and entertained visitors conducting benchmarking at DFST		36	5	5	5	5.00	(a) Camiguin State University (9 pax); (b) Caraga State University (25 pax); (c) BiPSU (2 pax)

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			No. of other meetings (non-DFST)	attended meeting other than DFST	1	2	5	5	5	5.00	attended CAFS Execom meeting on the ff dates: (1) Nov 5; (2) Dec 3
		DFST meetings	Minutes Preparation	Prepared minutes of faculty and staff meeting & submitted to Committee members for review	2	6	5	5	5	5.00	(1) July 1; (2) July 4; (3) July 11; (4) July 25; (5) Sept 5; (6) Oct 17;
		CAFS Secretary	Minutes Preparation	Prepared minutes of meeting		2	5	5	5	5.00	prepared minutes of the ff dates of meeting: (1)Nov 5; (2) Dec 3
			Pilot Plant Manager	monitors and checks pilot plant facility, especially on cleanliness and organization; identifying areas and equipment needing repair and maintenance services	10	60	5	5	5	5.00	
			SSF Rootcrop facility incharge	conduct maintenance cleaning of machines; prepared monitoring and evaluation report	2	60	5	5	5	5.00	
			SSF Rootcrop facility incharge	prepared and submitted SSF documents to DTI		2	5	5	5	5.00	(1) SSF Rootcrop processing Action Plan (2) prepared monitoring & evaluation report (Aug 1)

			SSF Foodtesting Laboratory	assumes responsibility as member of the TWG ;	1	3	5	5	5	5.00	(a) packaged AAS & HVG manuals; (b) packaged GC manuals; (c) created simplified process operation of colorimeter (steps with pictures)
		Other documents prepared & submitted	No. of documents prepared	prepares & submitted documents	5	6	5	5	5	5.00	(1) travel report for ISTEAM travel; (2) made & submitted the risk assessment commitments as part of the OPCR (Sept 11); (3) travel report for UGAT conference (Nov 12); (4) travel report for VLIRIOUS ICP Southworkshop training; (5) liquidation document for VLIRIOUS-ICP workshop training; (6) IPCR july to dec (target setting);
		training applied		made application for training	0	2	5	5	5	5.00	(a) VLIR-IOUS training on Biostatistics and Epidemiology(July 16); (b) ASEAN-MAFF Japan - Food Analysis Workshop (July 25)

		seminar/trainings/workshops etc.		attended local seminar/training/workshops, etc.	0	3	5	5	5	5.00	(1) ISO re-cho;(2) FTL MOO by Elvira Ongy; (2)Food, Nutrition & Disease prevention-Sept 27; (3) CSC Anniversary culmination -Sept 27
		ISO		performed task related to ISO preparation	0	3	5	5	5	5.00	(a) Sept 10- interviewed by in-house ISO auditor; (b) made corrective actions on NCs of dept (Sept 19); (c) prepared risk assessment for OPCR
		News articles submitted		drafted DFST related news and submitted to VSU web team		6	5	5	5	5.00	news about(date submitted): (1) iSTEAM 2019 attendance & awards (Sept 23); (2) Innovations of Food Safety Monitoring (Oct 27); (3) BiPSU event; (4) Bohol MSME training; (5) QA & QC seminar; (6) ICP Southworkshop 2019
		DFST / CAFS OIC		served as OIC head of DFST and dean of CAFS		2	5	5	5	5.00	(1) Oct 14 OIC DFST; (2) Dec 23 OIC CAFS;

		Others		other activities related to coordinating, facilitating and follow-up activities; other seminars and demonstrations;	0	8	5	5	5	5.00	(1) orientation of FVC ASEAN Cebu participants (Sept 13); (2) gathered evaluation forms for FVC- Sept 30; (3) negotiated with Dr. Gabrillo re service of webteam for FVC; (4) made program on Innovations in Food Safety Monitoring (IFSM) seminar; (5) prepared evaluation form of IFSM seminar; (6) prepared venue of IFSM seminar; (7) program of QA/QC ; (8) evaluation forms of QA/QC training
		Sportsfest	snack committee	participated/facilitated in the planning, ordering and distribution of snack	0	1	5	5	5	5.00	
		P6.2 Zero percent complaint from clients served									
					Total Overall Rating					334.10	

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

Comments and Recommendations for Development Purpose:

Attend training courses on food safety practices and Bakery Science.

Evaluated & Rated by:

IVY C. EMNAGE
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

PERFORMANCE MONITORING FORM

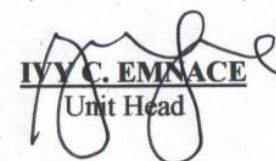
Name of Employee: LYNETTE C. CIMA FRANCA

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 2019	December 31, 2019	December 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2019	July-Dec. weekly meetings	July – Dec. 2019 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	July 2019	July-Dec. 2019 weekly meetings	July – Dec. 2019	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Lynette C. Cimafranca
Performance Rating : **OUTSTANDING**

Aim: To improve teaching capability of faculty member.

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Cimafranca to update course syllabi of the undergraduate courses assigned to her.

Result:

Updated undergraduate course syllabi

Date: October 2019

Target Date: December 2019

Next Step:

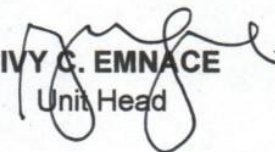
Update undergraduate course syllabus and Instructional Materials.

Outcome:

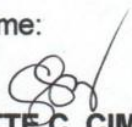
Final Step/Recommendation:

Dr. Cimafranca will update the rest of the syllabi and instructional materials assigned to her.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


LYNETTE C. CIMAFRANCA
Ratee