

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

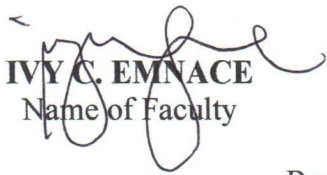
Name of Faculty Member: IVY C. EMNACE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.90x50%= 2.45	
b. Students (50%)		5.0x 50% = 2.50	
Total for Instruction	65%	4.95	3.22
2. Research	15%	5.00	0.75
3. Extension	15%	4.95	0.74
4. Administration	5%	4.96	0.25
5. Production	0%	0.00	0.00
TOTAL			4.96


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
Name of Faculty


Reviewed by:


VICTOR B. ASIO
College Dean

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:

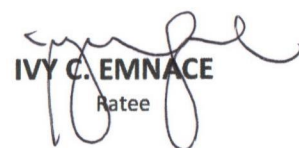

BEATRIZ S. BELONIAS
Vice President for Instruction

“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 January – June 2019

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 234, Ftec 131 Lec	1	6.7	5	5	5	5.00	
MF02 – Higher Education Services	P1. 1. Number of FTE coordinated and implemented								
	P1.2. Number of students advised								
	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	3	6	5	5	5	5.00	
		As SRC/GAC Chairman	3	4	5	5	5	5.00	

	Consultation	Accommodated students consulting on subject taught, thesis, grades and other concerns	20	96	5	5	5	5.00	
	Enrollment	Evaluated, assessed and advised	5	17	5	5	5	5.00	
	P1.3. Number of Instructional Materials developed								
	Revised course outline/syllabus	Revised syllabus/ course outline	1	2	5	5	5	5.00	
	P1.4. Additional Outputs								
	Number of gradesheets submitted on prescribed period	Prepared gradesheets for 2 nd sem. SY 2018-2019	1	3	5	5	4	4.67	
	Number of examination prepared	Prepared exams for MS students	2	4	5	5	4	4.67	
	Number of paper checked	Checked exams	4	8	5	5	4	4.67	
	Number of term paper checked	Checked term papers	1	3	5	5	5	5.00	
	Number of thesis manuscript checked and edited	Checked & edited thesis outline and manuscript drafts	15	50	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 journal article submitted for publication	Submitted journal article for 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	5	5.00	
	Number of research study conducted	Conducted research study	1	2	5	5	5	5.00	

	Number of technologies produced for commercialization as research output	Produced technologies for commercialization	1	2	5	5	5	5.00	
	Attendance to symposium/conference/workshops	Attended seminar/conference/workshops	1	9	5	5	5	5.00	
	Number of abstract submitted for paper presentation	Prepared, submitted and accepted	1	1	5	5	5	5.00	
MF04- Extension Services	P4.1 Additional Outputs								
	Number of seminar/training presentations prepared	Prepared training presentations	1	2	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	10	60	5	5	5	5.00	
		Conducted hand on training on processing of food products	1	2	5	5	5	5.00	
		Conducted lecture on GMP, Safety and sanitation	1	2	5	5	5	5.00	
	Number of extension project involvement	Served as extension project leader and staff	1	1	5	5	4	4.67	
WMFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	No valid complains						
	As Department Head	Attended meetings in CAFS, EXECOM, USSO and QAC, Graduate Faculty Council and other committee	5	42	5	5	5	5.00	

		Signed vouchers, DTR/CSR, Liquidation, enrollment, etc.	10	215	5	5	5	5.00	
		Presides department meetings/emergency meetings	10	32	5	5	5	5.00	
		Accommodated walk-in clients for consultation	5	17	5	5	5	5.00	
	AACCUP Local Counterparts	Prepared documents for AACCUP	1	25	5	5	5	5.00	
		Reviewed documents for attachments Area II	1	25	5	5	5	5.00	
		Accommodated AACCUP Accreditors and answered questions during evaluation	1	1	5	5	5	5.00	
	Chairman/member of university and dept. committees; technical working group	Attends to meetings, as workforce, planning	5	12	5	5	5	5.00	
		Prepared PPP/NP for AACCUP Evaluation	1	1	5	5	4	4.67	
Total Over-all Rating								163.35	

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

Comments & Recommendations for Development Purpose:

Should make 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

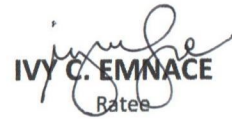
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	On thesis/field practice/special problem	Advise undergraduate and graduate students. Thesis students and revise outline; advise high school students in research planning & outline preparation; supervising the conduct of research and editing							
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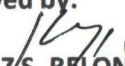
Date:

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date:

PERFORMANCE MONITORING FORM


Name of Employee: **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 2019	June 30, 2019	June 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as chairman and member of different committees in the college and department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	
3	Performs other administrative function as department head	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	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 (4.96)**

Aim: To enhance teaching and management/supervisory capabilities

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

Date: January 2019

Target Date: March 2019

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 2019

Target Date: June 2019

Next Step:

1. Make proposal to offer PhD degree program.

Outcome:

Made survey as part of the implementation to offer PhD program

Final Step/Recommendation:

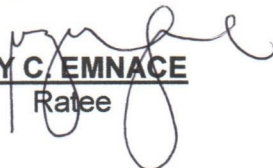
Dr. Emnace should finalize the proposal of the said program.

Prepared by:


VICTOR B. ASIO

Dean

Conforme:


IVY C. EMNACE
Ratee