

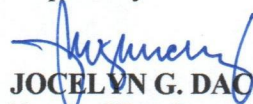
**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JOCELYN G. DACLAG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.87x50%=2.44	
b. Students		4.50x50%= 2.25	
Total for Instruction	65%	4.69	3.05
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.80</b>

EQUIVALENT NUMERICAL RATING: 4.80  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**JOCELYN G. DACLAG**  
Name of Faculty


Reviewed by:

  
**LORINA A. GALVEZ**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

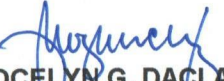
Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOCELYN G. DACLAG, a faculty member of the DEPARTMENT OF FOOD SCIENCE & 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 2021.

  
**JOCELYN G. DACLAG**  
 Assistant Professor IV  
 Date: March 2, 2022

Approved:   
**LORINA A. GALVEZ**  
 Department Head  
 Date: March 3, 2022

  
**VICTOR B. ASIO**  
 College Dean  
 Dean: 3/11/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment (July - Dec)	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	<u>A1.</u> Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> Number of graduate students advised *	<u>A2.</u> Number of students advised	Acts as academic adviser to graduate students	1	2 ( 3 )	5	5	5	5.00	Harold Mazo, Grace Cacerez, Rodney Dela Cerna
		<u>A3 .</u> Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1 ( 1 )	5	5	5	5.00	Harold Mazo

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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 Moodle or Google Classroom							
	PI 10 . Additional outputs:	<u>A 8 . Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										



OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	45.75	16.25 (19.65)	5	5	5	5.00	FTec 151n (2 Lec), FTec 165 (2 lec), FTec 153n (2 lec)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	3 ( 6 )	5	5	4	4.67	FTec 151n, FTec 165, FTec 153n
		<b>A 11.</b> 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		9	5	5	4	4.67	FTec 151n, FTec 165, FTec 131, FTec 150
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings		1	5	5	5	5.00	
		<b>A13.</b> Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	550	300 (250)	5	5	4	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1000	650 (400)	5	5	4	4.67	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	500	350 (250)	5	5	4	4.67	One subject with lab which was included in the target was transferred to another instructor (ICE)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	42 (8)	5	5	5	5.00	Same students for the entire (4th year students) as class adviser; additional students are 3rd year students asking for advise
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	1 (4)	5	5	4	4.67	Panugaling, Butlig, Palencia, Ybanez, Zamora
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	1 (1)	5	5	5	5.00	Villocino
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	35 (40)	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	1	1 (1)	5	5	5	5.00	Same organization - PAFT-KSC
	A20 : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1 (1)	5	5	5	5.00	Same organization - PAFT-KSC
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							
	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	25	15 (15)	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	50	15 (35)	5	5	4	4.67	
	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	4						
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	8	5 (3)	5	5	5	5.00	
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	4	4.67	AACCUP and RQAT
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	5	5.00	Marcela Farms (Bohol) and Jonap Borlado
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		3	5	5	5	5.00	3 templates for rubrics (outcome-based driven evaluation instrument for laboratory subjects)
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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	1	1 (1)	5	5	5	5.00	with ICE (Mulberry Project)
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

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 scientific for a/conferences								
	In int'l fora/conferences		1	1						
	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	1	1						
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						with ICE (SP Beverage)
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		1 (4)	5	5	5	5.00	Attend back to back research training workshop (a) Egg Safety and Nutrition (b)International webinar & workshop on food value chain (c)DFST OJT Webinar and Company Virtual Tour (d) Consumer 's Food Safety Awareness	
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								



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1(1)	5	5	5	5.00	VSU Food: IT'S SAFE
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		<i>Research Mentor</i>								
		<i>Peer reviewers/Panelists</i>								
		<i>Resource Persons</i>								
		<i>Convenor/Organizer</i>								
		<i>Consultant</i>								
		<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1(1)	5	5	5	5.00	VSU Food: IT'S SAFE
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								



		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<u>PI 8.</u> 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*	<u>A 44.</u> Compliance to all requirements of the QMS 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	
		<u>A 45.</u> 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	5	5.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<u>PI 3.</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

		<u>A 48</u> . Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		<u>A 49</u> . Other outputs implementing the new normal due to covid 19	Attend DFST meetings	10	10(8)	5	5	5	5.00	Total from January to November
Total Over-all Rating									142.36	

Average Rating (Total Over-all rating divided by 4)	4.91
Additional Points	
Additional Points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	OUTSTANDING

<p><b>Comments and Recommendations for Development Purpose:</b></p> <p>Publish in refereed (International &amp; National ) journals.</p>
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Evaluated & Rated by:

**LORINA A. GALVEZ**

Department Head

Date: *March 3, 2022*

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date: *3/10/22*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



**PERFORMANCE MONITORING FORM**Name of Employee: **JOCELYN G. DACLAG**

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 learning guides, course syllabus.	Very Satisfactory	<ul style="list-style-type: none"> <li>Teaches assigned subject – July – December 2021 (1<sup>st</sup> Sem)</li> <li>Prepares and revises learning guides, course syllabus (July, 2021)</li> </ul>	December 2021  August 2021	December 2021 (ongoing until Jan. 2022)  August 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2021- December 2021 (1 <sup>st</sup> Semester 2021-2022)	December 2021	December 2021 (ongoing until Jan. 2022)	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	<ul style="list-style-type: none"> <li>Gradesheets -January 2022 for 1<sup>st</sup> Sem. SY 2021-2022 Consultation -July- December 2021</li> </ul>			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2021					

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**LORINA A. GALVEZ**  
 Unit Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : JOCELYN G. DACLAG  
Performance Rating : Outstanding

Aim: To improve the faculty's competence

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

Date: July 2021

Target Date: September 2021

First Step:

Required Dr. Daclag to prepare paper for publication in International refereed journal and finalize IM for MMDC review.

Result:

Prepared the paper for publication and finalized the IM.

Date: October 2021

Target Date: December 2021

Next Step:

The paper was submitted and IM was reviewed by DFST's IM Committee before MMDC.

Outcome:

Dr. Daclag will submit the paper and IM ready for MMDC review.

Final Step/Recommendation:

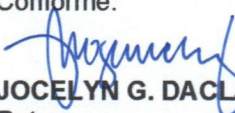
Dr. Daclag should submit a paper for publication in international refereed journal and submit the IM for MMDC.

Prepared by:

  
**LORINA A. GALVEZ**

Unit Head

Conforme:

  
**JOCELYN G. DACLAG**  
Ratee