

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ivy C. Emnace, 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 targets in accordance with the indicated measures for the period <u>January - December 2024.</u>

LYNETTE C CIMAFRANCA
Department Head

Date: January 22, 2025

MFO No.	Description of MFO's/PAPs	Success/ Performance	Tasks Assigned	Target (JanDe	Actual Acco	omplishment			Rating		RE	MARKS
		Indicators (PI)		c.)	January - June 2024	July - December 2024	Quality	Eficiency	Timeliness	Average	January - June 2024	July - December 2024
UMFO 1. A	DVANCED EDUCATION SERVICES	3										
OVPI MFO 2	. Graduate Student Management Se	rvices										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1	2	5	5	5	5	FTec 234 (Foodborne Infection and Intoxication)	Ftec 231 (Advance Food Microbiology); Ftec 253 (Advanced Dairy Processing) Lecture and Lab
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	3	2	5	5	5	5	Gofredo J, Espinosa K, Bagarinao D.	Gofredo J, Bagarinao D.
		A3. Number of students advised on thesis/special problem/dissertation										
		As GAC Chairman/Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	1	2	5	5	4	4.67	Gofredo, Espinosa	Gofredo J, Bagarinao D.
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	1	5	5	4	4.67	Medellin J, Lanzadares R	Lanzadares R
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	7	12	5	5	5	5	FTec 234 (2); MS Advisees (3); GAC member (2)	FTec 231 (7); MS Advisees (2); GAC member (1); FTec 253 (2)
	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									

FTec 234 video clips FTec231 (4) & Ftec 253 (3) Prepares Power Point presentation, and activities (7) video clips, movie clips, reading 4 5 5 5 5 7 Supplemental learning resources assignments depending on course taught Ftec 231 (4 exams, 4 articles FTec 234 (4 exams, 4 Prepares assessment tools such articles for critic paper, for critic paper); Ftec 253 (4 as long exam, quizzes, problems reporting, special exams, 4 aricles for critic 5 5 5 4 10 17 5 Assessment tools sets, etc. problem) paper, 1 special problem) Submits the course ware duly A 6 : Number of on-line course reviewed by TRP for editing by ware reviewed by TRP & edited by MMDC editor MMDC editor A 7: Number of virtual classroom Creates virtual classroom using either Moddle or Google Classroom created and operational Designs experiential learning A 8. Other outputs implementing activities and other outputs to PI 10. Additional outputs: the new normal due to covid 19 implement new normal Gofredo J.Bagarinao D. Gofredo J. Espinosa K. Evaluated, assessed and advised Bagarinao D. 2 2 5 5 5 3 Enrollment students FTec 231 (4 critic paper x 7 Checks term papers/critique FTec 234 (4 exams, 4 Number of term paper/critique articles for critic paper, students; 2 written report x 7 paper/learning task/activities paper checked students; 1 research reporting, special proposal x 7 students; 4 problem) labortory reports x 7 students: 4 data blanks x 7 students); FTec 253 (4 articles for critic paper x 2 125 5 5 4.67 4 10 students, 1 special problem proposal x 2 students; 1 special problem manuscript x 2 students: 4 laboratory reports x 2 students) 2 Long Exams and 2 FTec 231 (2 Long Exams and 2Term Exams); FTec 253 (2 Term Exams Long Exams and 2Term 4 5 5 4 4.67 Number of Exam papers checked Checks exam papers Exams) UMFO 2. HIGHER EDUCATION SERVICES OVPI UMFO 3. Higher Education Management Services 2 sections FTec 132n A9. Actual Faculty's FTE Handles and teaches courses Lec; 1 section FTec PI 5: Total FTE, coordinated, assigned 5 2 4 5 5 132n Lab: FTec 181 implemented and monitored * FTec 132n (2 Lec A10. Number of grade sheets Prepares gradesheet and submits sections) on or before deadline 2 5 5 4.67 4 submitted within prescribed period 2

	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates sceents in their completion of the subject and submits completion forms with grade within prescribed period	2	3	6	5	5	5	5	FTec 132n (Competente & Tuslok), FTec 153n (Pino)	FTec 132n (Ciabu, Tamayo Tabada, Papalid, Sososco, Martinez)
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	1	5	5	5	5	On-boarding seminar (OVPAA and OGS)	On-boarding seminar (OVPAA and OGS)
	A13, Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3 (2 exams x 86); (1x33)	44	5	5	4	4.67		FTec 132n 4 removal exam x 11 students
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	13 lab quizzes x 33; 11x2 lec quizzes x 84		5	5	5	5	FTec 132n Lec 84 students (11 Lec quizzez x 2; 13 lab quizzes)	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10 x 33		5	5	5	5	FTec 132n Lab reports (33 students)	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	1	1	1	5	5	5	5	Class 2023-2024 BSFT (37)	Class 2023-2024 BSFT (2
	A17. Number of students advised on thesis/ field practice/special problem:										
	As SRC Chairman/Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	7	10	5	5	5	5	Ceniza C, Competente, Guarte A, Varron N, Co et al, Vazques D, Lendio R. (3 to 5th drafts)	Oquias, Bartolore, Prado, Perez, Competente, Monterde, Sta. Iglesia, Calderon; 2 groups of OJ students
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3		5	5	5	5	Galvan C, Dagoro, Sanchez L, Ciabu, J	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	170	59	5	5	5	5	FTec 132n Lec (84 students), Lab students (33), Academic Advisees (37);Thesis advisees (4), Co-Adviser BSChem (2); Member of SRC (3), others	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	1	5	5	5	5	PAFT-KSC	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	PAFT_KSC	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									

.0										_	
	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.	4	29	4	5	5	5	5	FTec 132n Lec (11 Lec quizzez; 13 lab quizzes; 4 exams); FTec 181 (3 exams)	FTec 132n Lec (4 Removal Exams)
	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									
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom									
Pl 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									
	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									
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	1	4	3	5	5	5	5	I.) Improvement and Enhancement of Quality and Stability of Selected Dairy Products I.) Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties I.) Formulation and Process Improvement and I.) Establishing Process Schedule of Tableya-Flavored Soya Beverage; Development of Disaster Management Model in ESatern Visayas	Products; (2) Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties; (3) Formulation and Process Improvement and Establishing Process Schedule of Tableya-Flavored Soya Beverage;
PI2. 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	1	4	1	5	5	5	5	Conducted: 1.) Improvement and Enhancement of Quality and Stability of Selected Dairy Products 2.) Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties 3.) Formulation and Process Improvement and 4.) Establishing Process Schedule of Tableya-Flavored Soya Beverage; Development of Disaster Management Model in ESatern Visayas	Completed: Development of Disaster Management Model in Eastern Visayas
P13. 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	Published research outputs									
	In refereed nat'l/regional journals										
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 scientic for a/conferences									

49												
		In int'l fora/conferences					1	-				
		In nat'l/regional fora/conferences										
	<u>PI 5.</u> 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	1	5	5	5	5	Expanded project on the Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed;	Formulation and Process Improvement and Establishing Process Schedule of Tableya-Flavored Soya Beverage (submitted to NEDA)
	<u>PI 6</u> . 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	1	1		5	5	5	5	SLSU Journal	
		A 34. Number of UMs submitted to ITSO. VSU	Prepares and submits application for UM of technology generated out of research output								Composition of Producing a Chocolate-flavored Sweetpotato	(1) PROCESS OF PRODUCING RETORTED TABLEYA-FLAVORED SOYA BEVERAGE; (2)FORMULATION OF CHOCOLATE-FLAVORED MILK USING HYDROCOLLOIDS AND THE PREPARATION METHOD THEREOF; (3) A METHOD OF INHIBITION OF FUNGAL
\				1	1	5	5	5	5	5		CONTAMINATION IN SOAKING SOLUTION OF GABA RICE USING TURMERIC EXTRACT (4) A METHOD OF PROCESSING HIGH CALORIC-CHOCOLATE FLAVORED BISCUIT EMERGENCY FOOD PACKS (5) FORMULATION OF HIGH-CALORIC FLAVORED BISCUIT EMERGENCY FOOD PACKS
			Designs research related activities and other outputs to implement new normal									
UMFO 4. EX	TENSION SERVICES											
		A 35.Other outputs implementing the new normal due to covid 19										

rs.												
		A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and mrks with probable partners for extension activities and maintains this active partnership									
	Pl 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	Implements duly approved extension projects	1	1	1	5	5	5	5	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors; VSU Its SAFE	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors; VSU Its SAFE
	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		1	1	4	4	5	4.33	DOST Food Safety Consultant of Mr Grey Doughnut	DOST Food Safety Consultant of Mr Grey Doughnut
	Research Mentoring	Research Mentor		1	7	13	5	5	5	5	4 Research Assistants; 2 faculty members (Dr. EB Bandalan; Engr. JB Cerna)	3 Research Assistants; 3 faculty members (Dr. EB Bandalan; Engr. JB Cerna; Ms. LM Valdevieso); 7 Thes Advisees
	Peer reviewers/Panelists	Peer reviewers/Panelists										
	Resource Persons	Resource Persons		1	1	1	5	5	5	5	Writeshop concept proposal writing	Writeshop on Innovative Research Proposal
	Convenor/Organizer	Convenor/Organizer										
	Consultancy	Consultant		1		1	5	5	5	5		DOST Food Safety Consultancy
	Evaluator	Evaluator		1	2	4	5	5	5	5	VSU-Isabel In-House Review (Research Proposal); VSU Annual In-House Review (Rootcrop and Climate Change)	VSU Annual In-House Review (Rootcrop and Climate Change) Level 1; VSU Annual In-House Review (Rootcrop and Climate Change) Level II
	Pt 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. SI	UPPORT TO OPERATIONS											
	. Program and Institutional Accredita	ation 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 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									
		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									
***************************************		On program accreditations						T				
		On institutional accreditations					_	1			1	
UMFO 6. G	eneral Admin. & Support Services							\top				
Research Program Services	A. Year 2024 R & D agenda /program Review PI.1. R & D Agenda and programs and resource allocation revisited and harmonized with SDGs		R and D agenda and programs assessment and reviewed and harmonization with SDGs	3	2	4	5	5	5	5	REIC Meeting and RIRDEAP Workshop Meeting	VSU Strategic Planning; Re-visit of REI Agenda & consultation Meeting with External Campus; Worksho on the revision of Research Manual
	PI.2. Number of ongoing and completed R and D programs/projects periodically monitored and evaluated		Quarterly and semi-annual and annual R &D monitoring, review and evaluation	. 15	135	148	5	5	5	5	GAA funded and externally-funded research projects	GAA funded and externally-funded research projects
	PI.3. Number of institutional Annual R and D In house review conducted		To coordinate and supervise monitoring and evaluation of implemented R&D program/ projects	1	1	1	5	5	5	5	In-House Review Level I CY 2024	In-House Review Level II C\ 2024
	PI.4. Number of research proposals facilitated for review and funding locally and externally		R & D proposals review in coordination with the Technical Working Groups	28	63	24	5	5	5	5	DA-BAR RO8, CHED, DOST- PCAARRD, PCIERD, NRCP	DA-BAR RO8, CHED, DOST- PCAARRD, PCIERD NRCP

							-				
	PI.5. Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter	To supervise the monitoring of published research outputs and presented in scientific fora	45	31	22	5	5	5	5		
	PI.6. Amount of generated research money approved from institutional and external research recorded and monitored funding	To supervise the monitoring of generated research funds: a. Externally funded research projects	15M	46,450,190.95	38,059,211,64	5	5	5	5		
		b. Institutionally funded research projects including those under the internationali zation program in coordination with the Office of the President and Management Office	20M	27,268,933.51		5	5	5	5		
	Pl.7. Number of monitored R and D collaboration/ partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	To coordinate the forging and monitoring of R&D program partnerships	10	12	59	5	5	5	5		
Research Faculty Developme nt Services	PI.8. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To coordinate and supervise monitoring of capability program for R&D	5	9	8	5	5	5	5	Jo Jane Atok, Lisa I. Arce,Mae Ann Bravo, Marejen Villareno,Eldon P. De Padua, Ma. Grace C. Sumaria, John Allan A. Gulles, Gideon Niel D. Tan, David Winston W. Tabada, Ian Dave B. Custodio, Charlie S. Andan, Hadasha N. Bongat, Ronard G. Paña, Elvira E. Ongy, Syrsu Cesar P. Decena	Lisa I. Arce, Mae Ann Bravo, Marejen Villareno, Eldon P. De Padua, Ma. Grace C. Sumaria, John Allan A. Gulles, Gideon Niel D. Tan, David Winston W. Tabada, Ian Dave B. Custodio, Charlie S. Andan, Hadasha N. Bongat, Ronard G. Paña, Elvira E. Ongy, Syrsu Cesar P. Decena
	Pl.9. Number of extensions cum research projects assisted and monitored	To provide financial assistance and monitor extension cum research projects	1	2		5	5	5	5	*Community for Resellency Training for Trainors * Establishment & Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System	
	PI.10. Research office manpower review	Office staffing and manpower tasking reviewed and tasking done	3	7	7	5	5	5	5	Besavilla, Caña, Jabian,Marquez, Merano, Subere, Tapayan,	Besavilla, Caña, Jabian,Marquez, Merano, Tapayan, Subere

	GAA-funded and externally-funded projects									DFST, OVPREI, Research Office, UADCO, UAC, etc	
Besavilla, Caña, Jabian,Marquez, Merano, Subere, Tapayan, 7 laborers and carpenters	GAA-funded and externally-funded projects									DFST, OVPREI, Research Office, UADCO, UAC, etc	
ro	ις	מ	rc.	ro	Ω	ιo	ω	22		5	ω
ro	2	cs.	25	Ŋ	S	νn	S	ιΩ		5	Ω
υ	5	r2	υ Ω	Ŋ	υ	æ	w	υ		c)	Ŋ
ιo	2	S	5	ro.	υ	co.	w	2		2	2
4-	-	1,713	358	72	120	212				47	က
14	146	1,736	730	74	100	82	7	zero percent complain		40	1
7	132	200	40	43	10	24	2	0		rs.	-
To manage office operations and supervise personnel functions, monitor and evaluate job performance	To supervise the recording and evaluation of implemented research programs/projects	To review and act on office personnel' outputs: Communications, notices and documents	Vouchers, payrolls, trip tickets and job request	Reproduction of research reports	To attend the actual office transactions of guests/faculty researchers	To oversee the recording and retrieval of office files	Building and office space maintenance and ensure healthy office work and environment	Provides customer friendly frontline services to clients	Initiates/Introduces improvements in performfing functions resulting to best practice	Attends meetings Department/OVPREI Meetings and other committee	Attended orientations and workshops related to university thrust and agenda
	<u>- v b.</u>		ک کر		_ # F	L E	<u> </u>	A 46. Customerly friendly frontline services	A 47. Number of /new initiatives p introduced resulting to best practice p replicated/benchmarked by other depts/agencies.*	3 0	, A
Number of personnel supervised and job performance monitored/evaluated	Number of registered & research projects supervised	Number of documents/papers acled	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	Number of documents research reports prepared reproduced, released, and facilitated	Number of guests/researchers actual office transactions attended	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACCUP, COPC, etc. supervised	Building maintenance and office space improvement in accordance to IATF health protocol	PI 2. Zero percent complaint from clients served	PI 3: Additional Outpuls		

(0)												
	dept.	irman/member of university and t. committees; technical working up; project leader/study leader	Attends to meetings, as workforce, planning	1	6	7	5	5	5	5	OVPREI	OVPREI, WURI, Centennial Book
	Num	her of IMs reviewed	Reviews Ims, TOS, Syllabus as member of the department IMs Review Committee	5	6	6	5	5	5	5	FTec 122, FTec 162, FTec 142, FTec 150, FTec 242, FTec 151	FTec 153, FTec 163, FTec 171
			Webinars, Conference, Trainings, Workshops Attended	1	3	5	5	5	5	5	DOST Call Conference, Research and Innovation Competitiveness Summit, 2024 Visayas Regional Conference Meeting, Innovation Summit,	Stakeholder's Consultation Workshop, In-Person Workshop in Using Generative AI in Research Writing, Executive Course on Incident Command System, Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting, ISO 9001:2015 Awareness and Re-Awareness Seminar
			as OIC of the department head / VP for Research/ Research Centers	1	10	35	5	5	5	5	DFST, OVPREI, RRCRDC	
	Activ	nber of Capacity Building vities Initiated and implemented	Trainings, workshops		2	6	5	5	5	5	Writeshop concept proposal writing; Writeshop Full blown Proposal Writing	SS Seminar Workshop Training Workshop on Research Proposal Writing Training Workshop on Writing High-Impact Journals Training Workshop on Understanding the Landscape of World University Rankings and Strengthening Institutional Strategies for Scopus Research Publications Training Workshop on Training Workshop on Training Workshop on Writing Innovative Research Froposals Workshop on Revision of the VSU Research Manual
	cond		Budget consultations, Research proejct status		1	2	5	5	5	5		
		nber of Research Projects hitored for budget utilizations	Monitoring		66	70	5	5	5	5		

Number of Manual for Research Crafted/revised	R and D Manual		1	5	5	5	5	
A 48.Other outputs implementing the new normal due to covid 19								
		Total Over-all Rating					4.96	

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

Evaluated & Rated by:

LYNETTE CIMAFRANCA

Department Head

Date: January 22, 1825

SUZETTE B. LINA Dean, CAFS Date:

Comments and Recommendations for Development Purpose:

ROTACIO S. GRAVOSO Vice President for Academic Affairs

Date: