

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: LOURD FRANZ M. GABUNADA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.96	2.48
b. Students (50%)	50%	5.00	2.50
Total for Instruction	80%	4.98	3.98
2. Research	-		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.89	0.49
3. Extension	-		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	10%	5.00	0.50
5. Production	-		
TOTAL			<b>4.97</b>

EQUIVALENT NUMERICAL RATING: 4.97

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.97ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**LOURD FRANZ M. GABUNADA**  
Name of Faculty


Reviewed by:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS


Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lourd Franz M. Gabunada, Instructor of the DEPARTMENT OF BIOTECHNOLOGY 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 1 - March 15, 2021; June 16 - June 30, 2021.

  
**LOURD FRANZ M. GABUNADA**  
 Instructor III  
 Date: 20Aug2021

Approved:

  
**KYZA MAE M. RAMONEDA**  
 OIC-Head, Biotechnology  
 Date: Oct. 6, 2021

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: Oct. 7, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	4.0	8.55	5	5	5	5.00	Btec 149, Btec 21, Btec 22,Btec 141
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5.00	Btec 149, Btec 21, Btec 22,Btec 141
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Laboratory Animal Training for Biomedical Research
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	5	5	4	4.67	Btec 149, Btec 21, Btec 22,Btec 141
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	4	4.67	Btec 149, Btec 21, Btec 22,Btec 141
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	6	5	5	5	5.00	Btec 141, Btec 22
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	13	27	5	5	5	5.00	BSBiotech



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	7	5	5	5	5.00	BSBiotech
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU Biotechnological Society
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU Biotechnological Society
	<b>PI 10</b> : Number of instructional materials developed *	<b>A21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	Btec 21, Btec 22
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Btec 21, Btec 22
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	Btec 149, Btec 21, Btec 22,Btec 141
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Btec 149, Btec 21, Btec 22,Btec 141
		<b>A23</b> : 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	2	2	5	5	5	5.00	Btec 21, Btec 22
		<b>A24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	Btec 149, Btec 21, Btec 22,Btec 141
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2</b> . Number of research outputs completed within the year *	<b>A 28</b> . Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	Chitinase overexpression enhances <i>Pseudomonas</i> resistance in Rice ( <i>Oryza sativa</i> L.)

	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1	80% completion	5	5	4	4.67	Chitinase overexpression enhances <i>Pseudomonas fuscovaginatae</i> resistance in Rice ( <i>Oryza sativa</i> L.)
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	1	5	5	5	5.00	Chitinase overexpression enhances <i>Pseudomonas fuscovaginatae</i> resistance in Rice ( <i>Oryza sativa</i> L.)
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	5	5	5	5.00	No NC
		<b>A 45.</b> 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		100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 First Surveillance Audit
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0 % complaint	5	5	5	5.00	zero complaint
	<b>Total Over-all Rating</b>					<b>109.01</b>				
	<b>Average Rating</b>					<b>4.96</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				



Average Rating (Total Over-all rating divide by 23)		4.96
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

**Comments and Recommendations for Development Purpose:**

Mr. Gabmada must complete his Ph.D.

Evaluated & Rated by:

*[Signature]*  
**KYZA MAE M. RAMONEDA**

OIC-Head, Biotechnology

Date: Oct. 6, 2021

Recommending Approval:

*[Signature]*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: Oct. 7, 2021

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: Oct. 8, 2021

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
/	4 <sup>th</sup>	

Name of Employee: Lourd Franz M. Gabunada

Name of Office: Department of Biotechnology


Number of Personnel: 2


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Mr. Gabunada to constantly monitor the academic performance and welfare of the students.				Mr. Gabunada is constantly open for questions and constantly monitors his students and academic advisees.
Coaching	I encouraged Mr. Gabunada to write research and extension proposals for possible funding.  I advised Mr. Gabunada to keep the students updated with the current trends in Biotechnology.				Mr. Gabunada writes and presents possible research and extension activities for the department.  Mr. Gabunada always presents latest biotechnological breakthroughs to his students.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
KYZA MAE M. RAMONEDA  
 Head, Biotechnology

  
MA. THERESA P. LORETO  
 Dean, CAS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lourd Franz M Gabunada

Performance Rating: Outstanding

Aim: To assess the status of Mr. Gabunada's graduate program and support completion of his graduate degree.

Proposed Interventions to Improve Performance:

Date: March 2021

Target Date: July 2021

First Step: I asked Mr. Gabunada re: status of his graduate studies.

Result:

After his study leave from March 2021-July 2021, Mr. Gabunada was able to accomplish his dissertation draft.

Date: July 2021

Target Date: December 2021

Next Step: Follow up the status of Mr. Gabunada's requirements for completion.

Outcome: Mr. Gabunada and has tentatively scheduled his dissertation defense on August 2021.

Final Step/Recommendation: Follow up and support Mr Gabunada's PhD completion.

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Prepared by:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Conforme:

  
LOURD FRANZ M. GABUNADA  
Name of Ratee Faculty/Staff