SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JUBYMAR A. MABUTO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.67x50%=2.34	
b. Students		4.00x50%= 2.00	
Total for Instruction	53.88%	4.34	2.34
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration	46.12%	4.40	2.03
5. Production	0%	0.00	0.00
TOTAL			**4.37**

EQUIVALENT NUMERICAL RATING: 4.37
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.37

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: Reviewed by:

JUBYMAR A. MABUTO   1/25/2023
Name of Faculty   **LYNETTE C. CIMAFRANCA**
                                  Department Head
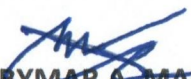
Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUBYMAR A. MABUTO,** of the <u>Department of Food Science and Technology</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>July</u> to <u>December, 2022</u>.

Approved:

JUBYMAR A. MABUTO
Ratee

~~Jo~~ 1/25/2023
LYNETTE C. CIMAFRANCA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned							
<u>PI 8:</u> Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students							
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
	AS GAC Member	Advises and corrects research outline and							

		thesis/SP/dissertation manuscript											
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty											
PI 9: Number of instructional materials developed *	**A5**. Number of on-line ready courseware's 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 set, 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 classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom											

PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	12	12 (21) 175%	5	5	5	5.00	Including workload for SY 2022-2023 1st semester
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	2 (2) 100%	5	5	4	4.67	Including workload for SY 2022-2023 1st semester
	A 11. 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							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3 (4) 200%	5	5	5	5.00	
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	5	6 (6) 120%	5	5	4	4.67	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	18	10 (30) 166%	5	5	4	4.33	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	25 (25) 100%	5	5	4	4.67	

PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	25 (23) 153%	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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*	2	7 (7) 350%	5	5	4	4.67	FTec 124 (2 labs), FTec 121 (lab)
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	2 (4) 200%	5	5	4	4.67	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.	10	10 (10) 100%	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							
	A 24: Number of virtual classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3 (0) 0%	5	5	4	4.67	All lab activity were done Face-to-Face
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	1	1 (2) 200%	5	4	4	4.33	Initiated the QMS for FTL including Lab Testing Manual and finalization of MOO
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains							

PI	Activity	Task							
		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	1	1 (2)	5	4	4	4.33	For FTec 163 (Team teaching)

UMFO 3. RESEARCH SERVICES

PI	Activity	Task							
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							
PI 2. 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							
PI 3. 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								
	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	Prepares, submits and presents research paper in							

	fora/conferences *	scientific for a/conferences									
	In int'l fora/conferences										
	In nat'l/regional fora/conferences										
PI 5. Percent of research proposals approved *	**A 31.** Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation									
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									
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal									
UMFO 4. EXTENSION SERVICES											
PI 1. Number of active partnerships with LGUs,	**A 36**. Number of active partnerships	Identifies and links with probable									

industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	partners for extension activities and maintains this active partnership								
PI 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								
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								
	Research Mentor									
	Peer reviewers/Panelists									
	Resource Persons									
	Convenor/Organizer									
	Consultant									

	Evaluator							
PI 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 6. General Admin. & Support Services (GASS)								
PI 2. Zero percent complaint from clients served	**A 46**. Customer friendly frontline services	Provides customer friendly frontline services to clients	5	15 (23) 460%	5	5	5	4.67	
PI 3: Additional Outputs	**A 47**. 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	2	2 (2) 100%	4	4	4	4.00	
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	1 (2) 100%	5	4	4	4.33	
	A 49. Other outputs implementing the new normal due to covid 19	Attend DFST meeting	10	8 (7) 70%	5	4	4	4.33	Unable to attend the meeting due to conflict with class

				15	24 (30) 200%	4	5	5	4.67	Students and MSMEs
	Provides the technical and expert services requested by beneficiaries (laboratory related services)									
Total Over-all Rating									82.68	

Average Rating (Total Over-all rating divided by 4)		4.53
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.53
ADJECTIVAL RATING		**VERY SATISFACTORY**

Comments & Recommendations for Development Purpose:
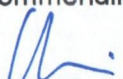
Allow Mr. Mabuto to pursue graduate studies in MSFST (part-time).

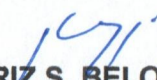Evaluated & Rated by:

LYNETTE C. CIMAFRANCA
Department Head

Date: _Jan. 23, 2025_

Recommending Approval:

VICTOR B. ASIO
College Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Jubymar A. Mabuto**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment of Output**	Remarks/ Recommen dation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – 1st Sem SY 2022-2023	August 2022	January 2023	Impressive	Very Satisfactory	
			• Prepares and revises learning	August 2022	August 2022			
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• August-December 2022 -ongoing process whole period of the 1st Semester 2022-2023	August 2022	January 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• November grades for midterm for 1st Semeste 2022-2023 • Consultation -July-December 2022			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July- December 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July-December 2022					

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poo

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : **Jubymar A. Mabuto**

Performance Rating   : _Very Satisfactory_

Aim: To improve competence towards the tasks assigned to the employee

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

Date: February 2022   Target Date: December 2022

First Step:

Attendance to training relative to laboratory procedures, operations and management

Result:

A more competent laboratory manager and chemist

Date: August 2022   Target Date: December 2022

Next Step:
Allow Mr. Mabuto to pursue graduate studies (MSFST)(part-time)

Outcome:
Enhance technical and teaching capability

Final Step/Recommendation:
Allow Mr. Mabuto to pursue MSFST (part-time) and provide budget appropriation for trainings on laboratory procedures, operations and management.

Prepared by:

LYNETTE C. CIMAFRANCA
Unit Head

Conforme:

JUBYMAR A. MABUTO
Ratee