

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%)		5.0 x 50% = 2.5	
b. Students (50%)		5.0 x 50% = 2.5	
Total for Instruction	60%	5.00	3.00
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.00	1.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.00	1.00
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

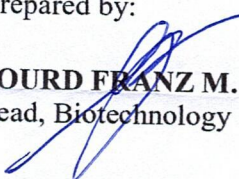
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00


ADJECTIVAL RATING:

Outstanding

Prepared by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology


Reviewed by:


GLENN G. PAJARES
Dean, CAS

Recommending Approval:


GLENN G. PAJARES
Dean, CAS

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOURD FRANZ M. GABUNADA, Head of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January - June 2024.

LOURD FRANZ M. GABUNADA

Associate Professor I

Date: July 11, 2024

Approved:

GLENN G. PAJARES

Dean, CAS

Date: July 12, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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 MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	BS Biotechnology
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	10	4.20	5	5	5	5.00	to be accomplished July - Dec 2024
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5.00	InBt 113, Zool 122
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	20%	5	5	5	5.00	to be accomplished July - Dec 2024

	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	80%	5	5	5	5.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100%	5	5	5	5.00	Rated Outstanding TPES 1st Sem 23-24
	PI 19: Additional Outputs	A 9 . 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							
		A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	5	5	5	5.00	InBt 113, Zool 122 to be accomplished July-Dec 2024
		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	5	5.00	InBt 113, Zool 122 to be accomplished July-Dec 2024
		A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	5	5	5	5	5.00	InBt 113, Zool 122 to be accomplished July-Dec 2024
		A 13 . Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	5	5	5	5.00	VSU Biotechnological Society
		A 14 . 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
UMFO 3 . RESEARCH SERVICES										
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	On progress
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	1						to be accomplished July-Dec 2024

	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG	1						to be accomplished July-Dec 2024
UMFO 4. EXTENSION SERVICES										
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1						to be accomplished July-Dec 2024
		<i>a. Peer reviewer of journal/book</i>								
		<i>b. Review of research and extension proposal</i>								
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1						to be accomplished July-Dec 2024
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1						to be accomplished July-Dec 2024
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1						to be accomplished July-Dec 2024
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1						to be accomplished July-Dec 2024
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora	1						to be accomplished July-Dec 2024
	PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials	1						to be accomplished July-Dec 2024
	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed		1						to be accomplished July-Dec 2024
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									

	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1							to be accomplished July-Dec 2024
		<i>International</i>									
		<i>National</i>									
		<i>Regional/Institutional</i>									
	OVPI MFO 3. Registration Services										
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	90%	80%	5	5	5	5.00		2nd Sem 23-24
	PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	50	68	5	5	5	5.00		1st yr. Biotech students (Incoming 2nd year)
	OVPI MFO 4. Curricular Program Management Services										
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1							to be accomplished July-Dec 2024
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	4	5	5	5	5.00		InBt 113, Zool 122
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		3	10	5	5	5	5.00		Gonzales, Andrade, Sarabia, Balaba, Lavado and 5 VSU HIS Senior high students
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	3	0						to be accomplished July-Dec 2024
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00		Vito, Comota, Dabatian, Lipon, Teleron, Camba & Poliquit
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	2	3	5	5	5	5.00		Supervised Senior High School Student on their Immersion Program

	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	4	6	5	5	5	5.00	BS Biology and VSU IHS Senior High Students
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	100	5	5	5	5.00	InBt 113 & Zool 122 students, Academic Advisees, Thesis Advisees & students from other departments
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	4	5	5	5	5.00	InBt 113, Zool 122, Btec 141, Btec 151
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	4	5	5	5	5.00	InBt 113, Zool 122, Btec 141, Btec 151
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	InBt 113, Zool 122, Btec 141, Btec 151
		A 64. Number of virtual classroom created/operational		2	2	5	5	5	5.00	InBt 113, Zool 122
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	1	1	5	5	5	5.00	Department of Biotechnology
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	12	6	5	5	5	5.00	Dept monthly meeting (to be accomplished July-Dec 2024)
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	5	1	5	5	5	5.00	to be accomplished July-Dec 2024
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	100	100	5	5	5	5.00	Communication letters, vouchers, payrolls, etc.

Average Rating (Total Over-all rating divide by 38)		5.00
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: *July 12, 2029*

Recommending Approval:

N/A

Comments and Recommendations for Development Purpose:

Sustain your momentum in achieving your goals. keep it up.

Approved by:

[Signature]

ROTACIO S. GRAVASO

Vice President for Academic Affairs

Date: *July 29, 2029*

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Mr. Gabunada to constantly monitor the academic performance and welfare of the students and his thesis advisees.				Mr. Gabunada is constantly open for questions and constantly monitors his students and academic advisees.
Coaching	I encouraged Mr. Gabunada to collaborate with other faculty and craft research / extension proposals.				Mr. Gabunada conceptualized research/ extension activities for the department.

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

Conducted by:

GLENN G. PAJARES

Dean, College of Arts and Sciences

Noted by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Q	2 nd Q	3 rd Q	4 th Q	
MFO 2. Higher Education Services								
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Secures a higher number of enrollees every year	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 4. Percentage of undergraduate programs with accreditations	Secures compliance of required documents	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 5. Total FTE coordinated, implemented, and monitored	Teaches assigned subjects for the semester	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 8. Number of Students Advised:								
<i>On thesis</i>	Advises students on research proposals and manuscript	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>On consultation</i>	Advises students on other academic concerns	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 9. Number of Student Organizations advised/assisted	Advises and assists student organization							
<i>Student organization advised</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Student organization activities assisted</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 10. Number Instructional Materials Developed								

<i>On-line ready courseware</i>	Develops on-line ready courseware	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Flexible instructional materials</i>	Develops flexible instructional materials	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Assessment tools</i>	Develops assessment tools	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 11. Number of virtual classrooms created and operationalized	Creates, updates, and operationalize virtual classrooms	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 3. Research Services								
PI 6. Number of paper submitted for publication in internationally indexed journals	Submits paper for publication	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 5. Support to Operations								
PI 1. Number of faculty pursuing advanced research degree programs (MS, PhD) facilitated, monitored, and assisted	Facilitates, monitors, assists faculty pursuing advanced research degree	LFMG,	January - June 2024	✓	✓			
PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaches assigned subjects	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 6. Number of In-house seminars/trainings/workshops/reviews conducted	Conducts In-house trainings	LFMG, MTPL	January - June 2024	✓	✓			
MFO 6. General Admin. & Support Services								
PI 1. Submission of DEpt. PPMP for the year within deadline as prescribed by BAC	Submits PPMP within the deadline	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			

PI 2. Zero percent complaint from clients served	Renders services properly to secure a zero percent complaint	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 3. Number of coaching sessions among faculty and staff	Conducts coaching sessions	LFMG, MTPL	January - June 2024	✓	✓			
PI 4. Number of planning sessions, tracking and monitoring of targets conducted to ensure attainment of department targets	Conducts meetings for monitoring of targets	LFMG	January - June 2024	✓	✓			
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducts meetings frequently	LFMG, MTPL	January - June 2024	✓	✓			

Prepared by:


LOURD FRANZ M. GABUNADA
 Head, Biotechnology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lourd Franz M. Gabunada

Performance Rating: Outstanding

Aim: To engage in more research activities

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: Mr. Gabunada collaborated research proposals with other faculty

Result: Start conducting research projects


Date: July 2024 Target Date: December 2024

Next Step: Continue conducting research projects

Outcome: Complete the research projects within the time duration

Final Step/Recommendation:

Prepared by:


GLENN G. PAJARES
Dean, CAS

Conforme:


LOURD FRANZ M. GABUNADA
Name of Ratee Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GABUNADA, LOURD FRANZ M.

Department: Dept. of Biotechnology

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
BTec 141	COMPUTATIONAL BIOTECHNOLOGY	LEC	5.00	Outstanding	100.0%
BTec 141	COMPUTATIONAL BIOTECHNOLOGY	LAB	5.00	Outstanding	100.0%
BTec 151	RISK ASSESSMENT AND MANAGEMENT	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 19, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 19, 2024

Received by:

GABUNADA, LOURD FRANZ M.

Name and Signature of Faculty

Date: May 20, 2024

Distribution of copies: ODIE, College, Department, Faculty