

# **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 (50%)		$4.87 \times 50\% = 2.44$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	40%	4.94	1.98
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		$4.67 \times 100\% = 4.67$	
Total for Research	20%	4.67	0.93
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director		$5.00 \times 100\% = 5.00$	
Total for Extension	15%	5.00	0.75
4. Administration	25%	4.95	1.24
5. Production	0%		0.00
<b>TOTAL</b>			<b>4.90</b>

EQUIVALENT NUMERICAL RATING: **4.90**  
 Add: Additional Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: **4.90**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**JUBYMAR A. MABUTO**  
 Name of Faculty

Reviewed by:

**LYNETTE C. CIMA FRANCA**  
 Department Head

Recommending Approval:

*on 7/20/24*  
**SUZETTE B. LINA**  
 College Dean

Approved:

**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUBYMAR A. MABUTO**, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2024.

**JUBYMAR A. MABUTO**

Ratee

July 30, 2024

Approved:

**LYNETTE C. CIMA FRANCA**

Head of Unit

July 30, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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							
PI 8: 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							
	<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
<b>PI 10.</b> Additional outputs:	<b>A 8.</b> 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	15	8	5	5	5	5.00	Chem 140.1
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	4	2	5	5	5	5.00	Conflict with other activities vital for graduating students like prioritizing testing analyses and reports  Chem 140.1 (midterm & final)
	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	1	1	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	2	5	5	5.00	(10 Visayas Call Conference DOST (2) Propak Asia
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	4	2	5	5	4	4.67	Chem 140.1 midterm (2) Chem 140.1 final
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	7	5	5	5	5.00	Chem 140.1
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	11	5	5	4	4.67	Chem 140.1
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	36	5	5	5	5.00	2 <sup>nd</sup> Yr BSFT students



	<b><u>A17.</u></b> Number of students advised on thesis/ field practice/special problem:		2	3	5	5	5	5.00	4 <sup>th</sup> yr thesis students 1. Arradaza 2. De los Santos  3 <sup>rd</sup> year thesis advisees 1. Tumamak
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	1. Caputol 2. Guarte 3. Medilo
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	4th yr thesis students 1. Arradaza 2. De los Santos 3rd year thesis advisees 1. Tumamak
	<b><u>A18.</u></b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	16	5	5	5	5.00	
<b><u>PI 9:</u></b> Number of student organizations advised/ assisted *	<b><u>A19.</u></b> Number of Student organizations advised	Advises student organizations recognized by USSO							
	<b><u>A20.</u></b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
<b><u>PI 10:</u></b> Number of instructional materials developed *	<b><u>A 21:</u></b> 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	5	3	5	4	5	4.67	3 pts for chem 140.1 Pre-lab discussion
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.	16	12	5	5	4	4.67	Chem 140.1
	<b>A 23:</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							
	<b>A 24:</b> Number of virtual classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Chem 140.1 (google)
<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
	<b>A 26.</b> Other outputs implementing the	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	



	new normal due to covid 19								
<b>UMFO 3. RESEARCH SERVICES</b>									
<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
<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	5	5	4	4.67	
<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							
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>								
<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 for a/conferences		1	5	5	4	4.67	Chocoroll - submitted to OVPREI and presented to DABAR
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
<b>PI 5.</b> Percent of research	<b>A 31.</b> Percentage of research proposals	Prepares research proposals, submits and follows up its							



proposals approved *	prepared, submitted and approved	approval for immediate implementation							
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
	<b>A 33.</b> 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							
	<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	<b>A 35.</b> 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

<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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		1	5	5	5	5.00	Jan 31-Training on dried Fish Processing with Pontod Women's Association
<b>PI 3.</b> Number of extension programs organized and supported	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects		100%	5	5	5	5.00	Dried Fish Processing



[illegible]

<b>PI 2.</b> Zero percent complaints from clients served	<b>A 46.</b> Customer-friendly frontline services	Provides customer-friendly frontline services to clients	15	10	5	5	5	5.00	
<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	3	2	5	5	5	5.00	
	<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management-related activities and other outputs to implement new normal	2	1	5	5	4	4.67	
	<b>A 49.</b> Other outputs implementing the new normal due to covid 19	Attend DFST meetings	10	5	5	5	5	5.00	
	Provides the technical and expert services requested by beneficiaries (laboratory related services)		15	20	5	5	5	5.00	
	Provides counseling to undergraduate students as DBGF			15	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>137.02</b>	



Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

Allow Mr. Mabuto to pursue MSFST and provide budget appropriation for trainings on laboratory procedures, operations and management

Evaluated & Rated by:

  
**LYNETTE C. CIMAFRANCA**  
 Department Head

Date: July 30, 2024

Recommending Approval:

 on 7/30/24  
**SUZETTE B. LINA**  
 College Dean

Date: July 30, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs

Date: Aug. 1, 2024

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

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Advanced & Higher Education Services								
PI 1. Instruction	Teaching	All Faculty	January – June 2024	√	√	√	√	Teach the following subjects: <i>2<sup>nd</sup> Sem. SY 2023-2024:</i>  <i>Undergraduate subjects:</i> FTec 162, 197, 181, 142, 166, 199, 132, 150 124, 151, 152, 200, Chem 140  <i>Graduate Subjects:</i> FTEC242, 234, 221, 232, 296, 222, 300
	Prepared and submitted Table of Specifications	All Faculty	JANUARY – JUNE 2024		√		√	TOS for Midterm and final exam: <i>2<sup>nd</sup> Sem. FTec 162, 197, 166, 199, 132, 150 , 124, 151, 152</i>  <i>Graduate Subjects:</i> FTEC296
	Conducted Teaching Performance Evaluation by Supervisor for 2 <sup>nd</sup> Sem SY 2023-2024	Department Head	MARCH-MAY 2024		√	√		2 <sup>nd</sup> Sem SY 2023-2024: FTec 152 Conde, FTEC222 Patindol, FTec 166 Cimafranca, FTec 199 Cimafranca, FTec 151 Tan, FTec 124 Mesias, FTec 150 Galvez, FTec 132 Valdevieso, FTEC242 Cerna, FTec 142 Cerna, FTec 132 Emnace, FTec 162 Cayetano
	Reviewed/ Approved Thesis Outline/Manuscripts/Lab Exercises	All Faculty	JANUARY - JUNE 2024	√	√	√	√	• Reviews Thesis Outline • Reviews Manuscript (Thesis)



	Spent Hours for Students Consultations	All Faculty	JANUARY-JUNE 2024	√	√	√	√	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		LCCimafranca	JANUARY-JUNE 2024	√	√	√	√	Entertained and spent hours for Students, Faculty and Staff Consultation as Department Head; including clients from outside institution
	Gives Assignments, Quizzes, Exams, etc.	All Faculty	JANUARY-JUNE 2024	√	√	√	√	Gives quizzes and long exams as agreed in the class
<b>RESEARCH AND EXTENSION</b>								
	Conducts research and extension	LCCimafranca, LAGalvez, ICEmnace	January-December 2024	√	√	√	√	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte - A Follow - Up Project
		ICEmnace, EBCayetano	January - June 2024	√	√	√	√	Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas
		ICEmnace, JBCerna, LMValdevieso	January – December 2024	√	√	√	√	Formulation and Process Improvement and Establishing Process Schedule of Retorted Tableya-Flavored Soya Beverage
		LCCimafranca, JAMabuto JBCerna	January - December 2024	√	√	√	√	Development of High Value Fish and Vegetable Products (Phase 1)
		ICEmnace RDLauzon EBCayetano	January-December 2024	√	√	√	√	Evaluation of Functional Properties and Structural Features of NSIC Cassava Varieties
	Organized/Facilitated and participated trainings and webinars	ALL FACULTY	January-December 2024	√	√	√	√	As resource persons, participant, presenter and facilitator
	Prepares training design, training	ALL FACULTY	January-December 2024	√	√	√	√	As organizer

	completion report and proceedings							
	Entertain clients for consultation	ALL FACULTY	January-December 2024	√	√	√	√	
<b>MFO 4. Administration Services</b>								
	Signs appointments, requests and other official documents	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
		EB Cayetano, JBCerna, , ICEmnace, LAGalvez, ICPMesias, JAMabuto LMValdevieso	January-December 2024	√	√	√	√	As members of the DFST Committees
	Attends meetings	All Faculty	January-December 2024	As scheduled				Department Meetings
		LCCimafranca	January-December 2024	As scheduled				Execom meetings as Dept. Head & as College Secretary
	Prepares minutes of meetings	LCCimafranca	January-December 2024	As scheduled				As college secretary
		EB Cayetano	January-December 2024	After the scheduled meetings				As Dept. Secretary
	Reviews communications, letters, requests and appointments	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
	Releases students forms, certifications, permits and other communications.	PPVISTAL	January-December 2024	√	√	√	√	As Dept. clerk/DDRC
	Delivers, processes and facilitates documents	PPVISTAL, HPMODINA	January-December 2024	√	√	√	√	Continuing Process, payroll for JO, job request etc.
	Files documents	PPVISTAL	January-December 2024	√	√	√	√	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communication	PPVISTAL	January-December 2024	√	√	√	√	Payrolls, Memos, MOA's, Letters and Appointments



	Prepares Annual report	PPVISTAL	January- December 2024	√	√	√	√	As DDRC
	Clean the rooms, offices and DFST Grounds	HPModina	January- December 2024	√	√	√	√	

Prepared by:

  
LYNETTE C. CIMAFRANCA  
 Department Head

### 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/ 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 – 2<sup>nd</sup> Sem SY 2023-2024</li> </ul> Prepares and revises learning materials	January 2024	June 2024	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 <sup>nd</sup> Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
3	Entertains students in consultation on subjects and thesis-related matters.	Very Satisfactory	January 2024 – June 2024 whole period of the 2nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
4	Submits grade sheets within prescribed period	Very Satisfactory	<ul style="list-style-type: none"> <li>Grades for midterm and final for 2nd Semester 2023-2024</li> <li>Consultation as thesis adviser for 2<sup>nd</sup> Sem. SY 2023-2024</li> <li>Consultation as academic adviser</li> </ul>	January 2024	June 2024	Impressive	Very Satisfactory	



			for 2 <sup>nd</sup> Sem 2023-2024					
5	Prepares and submits research related reports	Very Satisfactory	January -June 2024	Quarterly	March 2024 June 2024	Impressive	Very Satisfactory	
6	Conducts extension related activities	Very Satisfactory	January- December 2024	Ongoing until Dec. 2024				
7	Attends seminars, conferences and trainings as participant	Very Satisfactory	January – June 2024	January to June 2024.		Impressive	Very Satisfactory	
8	Attends meetings and performs function as faculty member	Very Satisfactory	January-June 2024	Scheduled meetings from January to June 2024.		Impressive	Very Satisfactory	
9	Monitor and facilitates the efficient operation of the Food Testing Laboratory	Very Satisfactory	January -December 2024	Ongoing until Dec. 2024				
10	Conducts investigation and counseling as department-based guidance counselor	Very Satisfactory	January -December 2024	Ongoing until Dec. 2024				
11	Performs other functions	Very Satisfactory	January-June 2024	January	June 2024	Impressive	Very Satisfactory	

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

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

Prepared by:

  
LYNETTE C. CIMAFRANCA  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jubymar A. Mabuto

Performance Rating : Outstanding

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

Proposed Interventions to Improve Performance

Date: January 2024

Target Date: June 2024

First Step:

Attendance to training relative to laboratory procedures, operations and management

Result:

A more competent laboratory manager and chemist

Date: July 2024

Target Date: December 2024

Next Step:

Allow Mr. Mabuto to pursue graduate studies (MSFST)


Outcome:

Enhance technical and teaching capability

Final Step/Recommendation:

Allow Mr. Mabuto to pursue MSFST and provide budget appropriation for trainings on laboratory procedures, operations and management.

Prepared by:

  
**LYNETTE C. CIMAFRANCA**  
Unit Head

Conforme:

  
**JUBYMAR A. MABUTO**  
Ratee





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

**First Semester SY 2023-2024**

**Name of faculty:** MABUTO, JUBYMAR A.

**Department:** Dept. of Food Science and Technology

**College:** College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Chem 140.1	QUANTITATIVE INORGANIC CHEMISTRY (Laboratory)	LAB	5.00	Outstanding	100.0%
Chem 140.1	QUANTITATIVE INORGANIC CHEMISTRY (Laboratory)	LAB	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: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

MABUTO, JUBYMAR A.

Name and Signature of Faculty

Date: June 3, 2024

Distribution of copies: ODIE, College, Department, Faculty