

**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%	4.95	2.475
b. Students (50%)	50%	4.67	2.335
Total for Instruction	80%	4.81	3.85
2. Research	-		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.67	0.47
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>4.82</b>

EQUIVALENT NUMERICAL RATING: 4.82

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82ADJECTIVAL 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, OIC Head 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 - June 2022.

Approved:

LOURD FRANZ M. GABUNADA

Instructor III

Date: 21 July 2022

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date: July 21, 2022

MA. THERESA P. LORETO

Dean, CAS

Date: 7/22/2022

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										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	10.0	10.55	5	5	5	5.00	Btec 21, Btec 199, InBt 113, Biol 138n lec, Biol 138n lab
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2	5	5	4	4.67	Btec 22, Btec 141
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Bioinformatics trainings: Basics of R; PyMol; PATRIC; DOST Region VIII: Introduction to Metrology and Verification of Laboratory Instruments
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	10	5	5	5	5.00	Btec 21, Btec 199, InBt 113, Biol 138n lec, Biol 138n lab



		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Btec 21, Btec 199, InBt 113, Biol 138n lec, Biol 138n lab
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10	5	5	5	5.00	Btec 21, Btec 199, InBt 113, Biol 138n lec, Biol 138n lab
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	27	21	5	5	5	5.00	BSBiotechnology (to be fully accomplished on July-Dec. 2022)
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	BSBiotech Students
	<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>A 21 :</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 199
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	Btec 199 (to be fully accomplished on July-Dec. 2022)
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	6	5	5	5	5.00	Btec 21, Btec 199, InBt 113
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	5	5.00	Btec 21, Btec 199, InBt 113
		<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	2	1	5	5	5	4.67	Btec 199

		<b>A 24 :</b> Number of virtual classroom created/updated and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	Btec 21, Btec 199, InBr 113, Biol 138n
<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						To be accomplished in July-December 2022
	<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	95%	5	5	4	4.67	Functional validation of chitinase family precursor...
	<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						To be accomplished in July-December 2022
<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	100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 Surveillance Audit
		On program accreditations								
		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	No complaint received
	<b>Total Over-all Rating</b>					<b>99.01</b>				
	<b>Average Rating</b>					<b>4.95</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				



Average Rating (Total over-all rating divided by 20)		4.95
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes:

engage more on research and extension activities / projects.

Evaluated & Rated by:

  
KYZA MAE M. RAMONEDA  
OIC-Head, Biotechnology

Date: July 21, 2022

Recommending Approval:

  
MA. THERESA P. LORETO  
Dean, College of Arts and Sciences

Date: 7/22/2022

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: 7/22/2022

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Lourd Franz M. Gabunada


Head of Office: Ms. Kyza Mae M. Ramoneda

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Mr. Gabunada to constantly monitor the academic performance of his academic and thesis advisees.  I also reminded him to check the performance of his students.				Mr. Gabunada is constantly open for questions and constantly monitors his students and academic advisees.  His academic and thesis advisees are also properly guided.
Coaching	I encouraged Mr. Gabunada to write research and extension proposals for possible funding.				Mr. Gabunada writes and presents possible research and extension activities for the department.

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

Conducted by:

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

Noted by:

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences

## 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: January 2022

Target Date: July 2022

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

Result: Mr. Gabunada was unable to complete his degree as previously planned because his Graduate advisory committee has undergone changes.

Date: July 2022

Target Date: December 2022

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

Outcome: Mr. Gabunada has already coordinated with his new Graduate advisory committee for his upcoming dissertation defense tentatively scheduled on August 2022.

Final Step/Recommendation: Follow up the status of Mr. Gabunada's requirements for completion.

Prepared by:

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

Conforme:

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