

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**


Name of Faculty Member: **JULIOUS B. CERNA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x50%=2.44	
b. Students (50%)		4.33x50%=2.16	
Total for Instruction	65%	4.60	2.99
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


JULIOUS B. CERNA
Name of Faculty


Reviewed by:


LORINA A. GALVEZ
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, JULIOUS B. CERNA, a faculty member of the DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY 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 July-December 2021.

JULIOUS B. CERNA

Instructor I

Date: March 2, 2022

Approved:

LORINA A. GALVEZ

Department Head

Date: March 3, 2022

VICTOR B. ASIO

College Dean

Date: 3/11/22

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 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		2	5	5	5	5.00	Aquino & Pontecilla
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		2 (2)	5	5	5	5.00	MS Students data analysis

	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1					None in this period
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	18					None in this period
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	18					None in this period
		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	1						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	6					None in this period
	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	1						
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	25	13.81 (20.30)	5	5	5	5.00	Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3 (10)	5	5	4	4.67	Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
		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		10 (8)	5	5	4	4.67	

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3 (2)	5	5	5	5.00	(a) International Webinar and Workshop on Food Value Chain in the New Normal (b) Egg Safety and Nutrition webinar
		A13 . Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	4	6 (10)	5	5	4	4.67	FTec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	12 (10)	5	5	4	4.67	FTec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	9 (65)	5	5	4	4.67	FTec 143 (2 lab) , ABEn 167 (2 labs)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	2	5(5)	5	5	5	5.00	1. Cacho, Alfred Arthur C. 2. Godoy, Al Rio F. 3. Reusora, Angela Marie R. 4. Romano, Jenesyl Anne B. 5. Tan, Daisy Marie A.
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		1					None in this period
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	10 (30)	5	5	5	5.00	Students from subjects handled
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	1 (1)	5	5	5	5.00	PAFT
	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	1						

	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2 (3)	5	5	5	5.00	FTec 143, FTec 171, ABEn 167
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6 (5)	5	5	5	5.00	Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15 (2)	5	5	4	4.67	Long exams, quizzes and Final exam on the following subjects:Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
	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	1						
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	6 (4)	5	5	5	5.00	Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
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 (1)	5	5	4	4.67	RQAT
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains 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 (3)	5	5	5	5.00	Ftec 143 (2lec & 2 lab) , FTec 171 (2 lec).. ABEn 167 (2 lec & 2 labs)
UMFO 3 . RESEARCH SERVICES									
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	2	2					None in this period
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	1	0 (1)	5	5	5	5.00	Storage Characteristics of Coconut-based Food Products

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							
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>								
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 fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
	<i>In int'l fora/conferences</i>		1	1					None in this period
	<i>In nat'l/regional fora/conferences</i>		1	0 (1)	5	5	5	5.00	Research Paper-Combination of very low temperature, Drying and Shelling as a Novel Method of Removing the Thin Brown Coating of Jackfruit Seeds
PI 5. Percent of research proposals approved *	A 31. Percentage of 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)								
	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	1						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						
	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, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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		1 (1)	5	5	5	5.00	Ormoc City Jackfruit Producers Association

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							
	<i>Research Mentor</i>		1 (1)	5	5	5	5.00	Research Assistant of the Project	
	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>								
	<i>Consultant</i>								
	<i>Evaluator</i>								
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 (extr. 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 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. 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*	A 44. 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-confor	5	5	5	5.00		

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	0% compliar	5	5	5	5.00	
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00
	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						
			Attends meetings Department Meetings and other committee		2 (5)	5	5	5	5.00
			Assists online enrollment		1				
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
Total Over-all Rating								127.69	

Average Rating (Total Over-all rating divided by 4)	4.91
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose: Should apply for PhD program

Evaluated & Rated by:

LORINA A. GALVEZ
Department Head

Date: *March 3, 2022*

Recommending Approval

VICTOR B. ASIO
Dean, CAFS

Date: *3/11/22*

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **JULIOUS B. CERNA**

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"> Teaches assigned subject – July – December 2021 (1st Sem) Prepares and revises learning guides, course syllabus (July, 2021) 	December 2021 August 2021	December 2021 (ongoing until Jan. 2022) August 2021	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	July 2021- December 2021 (1 st Semester 2021-2022)	December 2021	December 2021 (ongoing until Jan. 2022)	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	<ul style="list-style-type: none"> Gradesheets -January 2022 for 1st Sem. SY 2021-2022 Consultation -July-December 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	July – December 2021			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	July – December 2021					

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LORINA A. GALVEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : JULIOUS B. CERNA
Performance Rating : **Outstanding**

Aim: To improve teaching capability of the faculty

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

Date: July 2021

Target Date: September 2021

First Step:

Require Engr. Cerna to prepare paper for publication in International refereed journal also to apply Graduate Program (PhD) in Food Engineering.

Result:

Identified a University for his Graduate Study.

Date: October 2021

Target Date: December 2021

Next Step:

Apply for Graduate Program

Outcome:

Final Step/Recommendation:

Engr. Cerna should apply for PhD program.

Prepared by:


LORINA A. GALVEZ
Unit Head

Conforme:


JULIOUS B. CERNA
Ratee