

Exhibit K

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

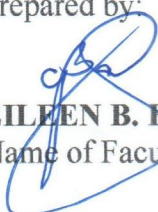
Name of Faculty Member: **EILEEN B. CAYETANO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.79x50%=2.40	
b. Students (50%)		5.00x50%=2.50	
Total for Instruction	71.51%	4.90	3.50
2. Research	11.40%	4.75	0.54
3. Extension	11.75%	4.92	0.58
4. Administration	5.38%	4.50	0.24
5. Production	0%	0.00	0.00
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


EILEEN B. BANDALAN
Name of Faculty

Reviewed by:


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, **EILEEN B. BANDALAN- CAYETANO**, of the Department of Food Science and Technology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2023**.

EILEEN B. BANDALAN-CAYETANO

Ratee

Date: 2/6/2024

Approved:

LYNETTE C. CIMA FRANCA

Head of Unit

Date: 2/7/2024

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		2.66	5	5	5	5	FTEC 257
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	2 (2/2) 100%	5	5	5	5	Bagarinao, Gofredo

	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5 (3/2) 150%	5	5	5	5	Bagarinao, Gofredo, Medellin
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		2	5	5	5	5	FTEC 257 lab Manual and Lec guide
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		5	5	5	5	5	New power point presentations
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		5	5	5	5	5	<ul style="list-style-type: none"> • Lab Reports • Product Dev Report • Marketing Materials • Product launching • Product pitching
	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 classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom			5	5	5	5	FTec 257 Google
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		20.98+12.35=33.33	5	5	5	5	FTec 162, 197, 151, 181, FTec 173, FTec 165
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	5 +5 = 10 (10/8) 125%	5	5	5	5	FTec 162, 197, 151, 181, FTec 200,1, FTec 173, FTec 165 (2 sections), FTec 257, FTec 200.1
	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						
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2 (2/2) 100%	5	5	5	5	On-boarding seminar
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	8	8 (8/8) 100%	5	5	5	5	FTec 162 (2 MT & FT) FTec 197 FTec 165, FTEC 173, FTEC 257

	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	16	16 (16/16) 100%	5	5	5	5	<ul style="list-style-type: none"> • FTec 162 = 7x48 • FTec 197 = 2x27 • FTec 165 = 6x49 • FTec 173 = 1x22
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	13+15=28 (28/10) 280%	5	5	5	5	<ul style="list-style-type: none"> • FTec 162: 13 x 42 students=546 lab reports • FTec 151: 6x30 • FTec 171: 9x4
PI 8: Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as academic adviser to students</i>	28	62 (62/28) 221%	5	5	5	5	BSFT 3 rd Yr. Students and shiftees BSFT 4 th yr
	<u>A17.</u> Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	7	16 (16/7) 229%	5	5	5	5	<p><i>Thesis Adviser:</i> Ebero, torres, amal, buenafe, galvan, sison, mercurio, Cuban, Labajo</p> <p><i>OJT students:</i> Coretico Torres Ceniza Destrajo Buenafe Linggas Sta. Iglesia</p>
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	14 (14/10) 140%	5	5	5	5	<p>Avergonzado Decano Borlasa Areno Jumawan Tuyor Bacsal Dawat Buna Honorio Godoy Endico Fuentes Angcon</p>

	<u>A18.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	80	203 (203/80) 253%	5	5	5	5	<ul style="list-style-type: none"> • FTec 162 (48) • FTec 165 (49) • FTec 173 (22) • FTec 151 (30) • FTec 197 (27) • FTec 200 (25) • FTec 200a (2)
PI 9: Number of student organizations advised/ assisted *	<u>A19.</u> Number of Student organizations advised	Advises student organizations recognized by USSO							
	<u>A20.</u> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	<u>A 21 :</u> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel		1	5	5	5	5	FTec 173 Lab Manual
	On-line ready courseware	Revise Instructional module/laboratory guide/workbook or a combination thereof	2	3 (3/2) 150%	5	5	5	5	FTec 162, FTec 197, FTec 165, FTec 173
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	21 (21/10) 210%	5	5	5	5	FTec 162 Lab, FTec 162, FTec 197, FTec 165, FTec 173
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	25 (25/13) 192%	5	5	5	5	10 FTec 162 2 FTec 197 6 FTec 165 7 FTec 173

	A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		2	5	5	5	5	Ftec 173 and FTEc 200 via google classroom
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	8	5	5	4	4.67	Minutes of meeting for ISO audit
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	5	5	PCC-UPLB Zimplistic
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) years utilized by the	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by	1	3	5	5	4	4.67	EFP Dairy Cassava

industry or by other beneficiaries *	industry or by other beneficiaries *	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		1	5	5	4	4.67	EFP
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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	2	1	5	5	4	4.67	Sciece and Humanities journal (waiting for comments)
	<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>								
	<i>In nat'l/regional fora/conferences</i>								
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	1	2	5	5	5	5	Dairy Cassava
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	1						
	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, 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							
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	1	1	5	5	4	4.67	Its SAFE

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			1	5	5	5	5	CHED Grants-in-aid Projects and Proposal
	Resource Persons		1	2	5	5	5	5	Biliran GAP-Anchored JF Production Value-adding & Processing
	Convenor/Organizer			2	5	5	5	5	FVC, PhilProff
	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 (extrn. conducted by faculty or student & faculty) *								
	A 43. Other outputs implementing the new	Designs extension related activities and other outputs to							

[illegible]

Average Rating (Total Over-all rating divided by 4)	4.78
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.78
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA

Department Head

Date: 02/07/2024

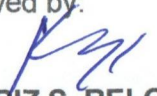
Recommending Approval:


VICTOR B. ASIO

College Dean

Date: 02/12/2024

Approved by:


BEATRIZ S. BELONIAS

Vice President Academic Affairs

Date: 02/12/24

Comments & Recommendations for Development

Purpose:

Motivate and provide support to Dr. Cayetano to prepare draft paper for publication in refereed international journal and to prepare draft research proposal for possible funding outside VSU.

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

PERFORMANCE MONITORING FORM

Name of Employee: EILEEN B. CAYETANO

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 – 1st Sem SY 2023-2024 Prepares and revises learning materials 	July 2023	December 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> 1st Sem SY 2023-2024 	July 2023	December 2023	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"> Grades for midterm and final for 1st Sem SY 2023-2024 Consultation as thesis adviser for 1st Sem SY 2023-2024 Consultation as academic adviser for 1st Sem SY 2023-2024 			Impressive	Very Satisfactory	
4	Performs research and/or extension functions, among others the following: a. Implements duly approved research/extension projects within time frame, b. Prepares and prepares reports within the prescribed period	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
5	Attends meetings and performs function as department secretary	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
6	Performs other functions	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMAFRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : EILEEN B. BANDALAN-CAYETANO
Performance Rating : Outstanding

Aim: To improve competence of the faculty member

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

Date: January 2023

Target Date: June 2023

First Step:

Provide support to the faculty by following up with ITSO as to the status of her application for the UM of the technology Dr. Cayetano generated as her (PhD) output. Once the protection is granted/awarded, support Dr. Cayetano to present her research output in scientific conference;

Result:

UM granted and research output presented in the scientific community;

Date: July 2023

Target Date: December 2023

Next Step:

Motivate and provide support to Dr. Cayetano to prepare draft paper for publication in refereed international journal and also to prepare draft research proposal for possible funding outside VSU.

Outcome:

Dr. Cayetano shall become a fully research-oriented faculty members who can readily produce research proposals, implement approved research projects, present and publish research outputs and transfer matured technology to the community.

Final Step/Recommendation:

Assign graduate advisorship to Dr. Cayetano once she is able to comply graduate advisorship requirements.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


EILEEN B. BANDALAN
Ratee