

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 (100%)		$4.78 \times 100\%$ $= 4.78$	
b. Students (0%)			
Total for Instruction	90%	4.78	4.302
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		$4.11 \times 100\%$ $= 4.11$	
Total for Research	10%	4.11	0.411
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.71

EQUIVALENT NUMERICAL RATING: 4.71

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.71ADJECTIVAL RATING: Outstanding


Prepared by:


LOURD FRANZ M. GABUNADA
Name of Faculty

Reviewed by:


MA. THERESA P. LORETO
Head, Biotechnology

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS


Approved:


BEATRIZ S. BELONIAS
VP for Instruction

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lourd Franz M. Gabunada, a faculty member 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 July - December 2020.


LOURD FRANZ M. GABUNADA
 Instructor III
 Date: 19 Jan 21

Approved:


MA. THERESA F. LORETO
 Head, Biotechnology
 Date: 01/21/2021


CANDELARIO L. CALIBO
 Dean, CAS
 Date: 01/21/2021

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										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	4.4	8.55	5	5	5	5.00	Btec 21, Btec 22 lec, Btec 22 lab, Btec 141 lec, Btec 141 lab, Btec 149
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	0	3	3	3	3.00	3/4 has been accomplished in Jan-June 2020
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Google Classroom Training
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	3	5	5	4	4.67	Btec 21, Btec 22, Btec 141
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	18	5	5	5	5.00	Btec 21, Btec 22, Btec 141, Btec 149
		A15. 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 22, Btec 141
	PI8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		22	5	5	5	5.00	BSBiotech 2nd year & 4th year students

		A18 . 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
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		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	Btec 21, Btec 22, Btec 141, Btec 149
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		A 24 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	2	4	5	5	5	5.00	Btec 21, Btec 22, Btec 141, Btec 149
	PI 11. Additional outputs	A25. 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	5	5	5	5.00	Video on Department of Biotechnology Virtual Lab tour
UMFO 3 . RESEARCH SERVICES										
	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	20%	5	5	4	4.67	Chitinase overexpression enhances <i>Pseudomonas fuscovaginae</i> resistance in Rice (<i>Oryza sativa</i> L.)
	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	1	20%	5	5	4	4.67	Chitinase overexpression enhances <i>Pseudomonas fuscovaginae</i> resistance in Rice (<i>Oryza sativa</i> L.)
	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 fora/conferences	1	0%	3	3	3	3.00	
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-conformity	86%	5	5	4	4.67	1 non-conformity

		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	100% compliant	100%	5	5	5	5.00	COPC Evaluation
		On program accreditations			1	5	5	5	5.00	COPC Evaluation
		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	0% complaint	5	5	5	5.00	No complaint received
	Total Over-all Rating					114.68				
	Average Rating					4.78				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 24)		4.78
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Mr. Gabunada is advised to finish his Ph.D. MBB.

Evaluated & Rated by:

mtplneta
MA. THERESA P. LORETO

Head, Biotechnology

Date: 01/21/2021

Recommending Approval:

CLC
CANDELARIO L. CALIBO

Dean, CAS

Date: 01/21/2021

Approved by:

BSB
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/24/21

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Lourd Franz M. Gabunada

Name of Office: Department of Biotechnology

Number of Personnel: 2


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Other (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Mr. Gabunada to keep in contact with his students whether they are enrolled online or offline.				Mr. Gabunada is in constant contact with his students. He has also created a chat group.
Coaching	I advised Mr. Gabunada to exercise utmost understanding and patience for students in this time of pandemic.				Mr. Gabunada gives due consideration to students in the submission of course requirements.

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

Conducted by:

Noted by:


MA. THERESA P. LORETO
 Head, Biotechnology


CANDELARIO L. CALIBO
 Dean, CAS

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: December 2020

Target Date: January 2021

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

Result:

Mr. Gabunada still has not completed requirements for graduation. He will likely be unable to satisfactorily complete his dissertation as initially planned - because he was having difficulty adjusting to new normal distance teaching with his workload of 6 preparations for 1st semester AY 2020-2021.

Date: March 2021

Target Date: December 2021

Next Step: Mr. Gabunada was advised to consider taking a leave the following semester to complete his degree.

Outcome: Mr. Gabunada will file a leave (without pay) on 2nd semester AY 2020-2021.

Final Step/Recommendation: The Department of Biotech faculty was informed of Mr. Gabunada's plan to take a leave. A faculty meeting was initiated to plan for distribution of workload considering Mr. Gabunada's absence for 2nd semester AY 2020-2021.

Prepared by:



MA. THERESA P. LORETO
Head, Biotechnology

Conforme:



LOURD FRANZ M. GABUNADA
Name of Ratee Faculty