

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

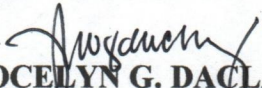
Name of Faculty Member: JOCELYN G. DACLAG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.85x 50% = 2.43	
Total for Instruction	65%	4.93	3.20
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.95	0.25
5. Production	0%	0.00	0.00
TOTAL			4.95

EQUIVALENT NUMERICAL RATING: 4.95
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding

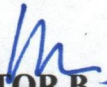
Prepared by:


JOCELYN G. DACLAG
Name of Faculty

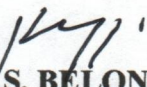
Reviewed by:


IVY C. EMNACE
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

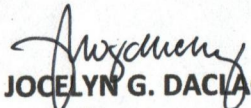
Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

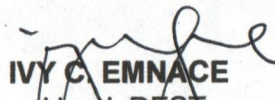
“Exhibit B”

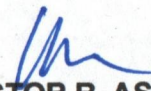
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOCELYN G. DACLAG**, 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, 2019**.


JOCELYN G. DACLAG
Ratee

Approved:


IVY C. EMNACE
Head, DFST


VICTOR B. ASIO
Dean, CAFS

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1- Advanced Education Services									
MF02 – Higher Education Services	P1. 1. Number of FTE coordinated and implemented	Teaches undergraduate courses (FTec 155, FTec 251 & HRTM 22)	3.00	3.28	5	5	5	5.00	
	P1.2. Number of instructional material revised/prepared								
	<i>New instructional materials</i>	Made new lecture materials (PowerPoint presentations & printed handouts) for FTec 155 & FTec 251	5	6	5	5	5	5.00	
	<i>Revised instructional materials</i>	Revised PowerPoint presentations for HRTM 22	2	4	5	5	5	5.00	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 251 & FTec 155	1	2	4	4	4	4.00	
	P1.5. Additional Outputs								

	Number of Examinations prepared	Prepared examinations for subjects taught	3	5	5	5	5	5.00	
	Number of term exams checked	Checked term exams	25	29	5	5	5	5.00	
	Number of checked requirements	Checked individual/group requirements	75	80	5	5	5	5.00	
	Number of checked quizzes	Checked quizzes	75	101	5	5	5	5.00	
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 1 st Semester 2019-2020	3	3	5	5	4	4.67	
	On thesis advising – As adviser and SRC member	Acted as adviser & SRC member of thesis students (consultation & correcting thesis outlines)	2	5	5	5	5	5.00	
MFO3 – Research Services	P1.1. Number of research project proposal submitted	Submitted research proposal to OVPRE	1	2	5	5	5	5.00	
	Number of international symposia/conferences	Attended international conference/symposia	0	1	5	5	5	5.00	
	On research consultation	Accommodated high school students (Junior & Senior High School) for Research consultation	2	3	5	5	5	5.00	
MF04- Extension Services	P4.1 Additional Outputs								


[illegible]

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

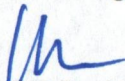
Comments & Recommendations for Development Purpose:

Attend training course on Food Safety Practices

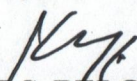
Evaluated & Rated by:


IVY C. EMNACE
Department Head
 Date:

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
 Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction
 Date:

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

PERFORMANCE MONITORING FORM

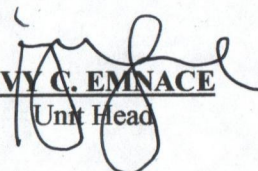
Name of Employee: **JOCELYN G. DACLAG**

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 teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	July 2019	December 31, 2019	December 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2019	July-Dec. weekly meetings	July – Dec. 2019 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	July 2019	July-Dec. 2019 weekly meetings	July – Dec. 2019	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Jocelyn G. Daclag
Performance Rating : OUTSTANDING

Aim: To improve teaching capability of faculty member.

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Daclag to update course syllabi of the undergraduate courses assigned to her.

Result:

Updated undergraduate course syllabi

Date: October 2019

Target Date: December 2019

Next Step:

Update undergraduate course syllabus and Instructional Materials.

Outcome:

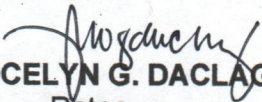
Final Step/Recommendation:

Dr. Daclag will update the rest of the syllabi and instructional materials assigned to her.

Prepared by:


IVY C. EMNACE
Unit Head

Conforme:


JOCELYN G. DACLAG
Ratee