


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%)		5.00x50%=2.50	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	73.09%	4.75	3.47
2. Research	12.50%	4.92	0.62
3. Extension	8.90%	5.00	0.45
4. Administration	5.51%	4.67	0.26
5. Production	0%	0.00	0.00
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: 4.80
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


JULIOUS B. CERNA
Name of Faculty

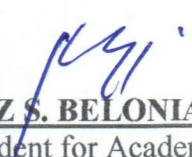
Reviewed by:


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, **JULIOUS B. CERNA**, 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 - December 2023**.

Approved:


JULIOUS B. CERNA
Ratee Feb. 6, 2024


LYNETTE C. CHIMAFRANCA
Head of Unit
Date: February 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	5	2.78+4.98= 7.76	5	5	5	5.00	FTEC242 Lec. & Lab.
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	1	1+ 2= 3	5	5	5	5.00	Cacerez, Andrea & Winston

	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15+10=25 (25/10) 250%	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	6+20=26 (26/20) 130%	5	5	5	5.00	
	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 Moodle or Google Classroom	6	1+ 5=6 (6/6) 100%	5	5	5	5.00	
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							
	A9. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	10	4+6=10 (10/10) 100%	5	5	5	5.00	

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	$1+3 = 4$ $(4/3) = 133\%$	5	5	5	5.00	FTEC242
	A11. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	120	$32+18=50$ $(50/120)$ 41.67%	5	5	5	5.00	FTEC242

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	6	$20.68+8.09=28.77$ $(28.77/6)479\%$	5	5	5	5.00	ABEn 158, FTec 142, FTec 181
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	$2+6 = 8$ $(8/3) 266.67\%$	5	5	5	5.00	ABEn 158, FTec 142
	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	20	$7+40=47$ $(47/20)=235\%$	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	$3+3=6$ $(6/2) 300\%$	5	5	5	5.00	
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	9	$8+9=17$ $(17/9)=189\%$	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec. and lab.	15	$8+10=18$ $(18/15) 120\%$	5	5	5	5.00	
	A15. Number of lab reports and term	Checks lab reports and term papers	50	$14+18=32$ $(32/50)=64\%$	5	5	5	5.00	

	papers checked and graded	submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	30	15+23=38 (38/30)127%	5	5	5	5.00	Acad Adviser to 3 rd yr BSFT students
	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	5	6 (6/5) 120%	5	5	5	5.00	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	6 (6/5) 120%	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	39+20=59 (59/10) =590%	5	5	5	5.00	Thesis of BSFT students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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							
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading</i>							

		assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	24	30+20=50 (50/24) 208%	5	5	5	5.00	
	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	5	5+6=11 (11/5) 220%	5	5	5	5.00	
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 (1/1) 100%	5	5	5	5.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	4+1= 5 (5/1) 500%	5	5	5	5.00	Cebu area
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	1	1 (1/1) 100%	5	5	5	5.00	Biscotti project
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	1 (1/1) 100%	5	5	5	5.00	
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	2+1=3 (3/1) 300%	5	5	4	4.67	
	<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	1	1+1=2 (2/1) 200%	5	5	5	5.00	
	<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 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 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						
	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 (1/1) 100%	5	5	5	5.00 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		1	5	5	5	5.00	
	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>			2	5	5	5	5.00	PhilSci, Sensory training
	<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 (extrn. 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 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to client							

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		3	5	5	4	4.67	Entertained other SUCs conducted benchmarking in the dept.
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	A 49. Other outputs	Attend DFST meetings	5	3 (3/5) 60%	5	5	4	4.67	
Total Over-all Rating								159.01	

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:
Require Engr. Cerna to prepare paper for publication in International refereed journal and encourage him to pursue Graduate Program (PhD) in Food Engineering.

Evaluated & rated by:


LYNETTE C. CIMAFRANCA
 Department Head

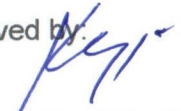
Date: Feb. 7, 2024

Recommending Approval:


VICTOR B. ASIO
 College Dean

Date: Feb. 8, 2024

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: 02/12/24

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

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 – 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	Outstanding	
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 faculty member and TWG for food and accommodation	Very Satisfactory	July- December 2023			Impressive	Very Satisfactory	
6	Performs other functions	Very Satisfactory	July- December 2023			Very good	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 : JULIOUS B. CERNA

Performance Rating : **Outstanding**

Aim: To enhance teaching capability of the faculty

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

Date: January 2023

Target Date: June 2023

First Step:

Require Engr. Cerna to prepare paper for publication in International refereed journal and encourage him to pursue Graduate Program (PhD) in Food Engineering.

Result:

Paper ready for submission in referred journal; and submitted application for PhD

Date: July 2023

Target Date: December 2023

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered or deployment for graduate studies

Outcome:

Enhanced teaching and writing capabilities


Final Step/Recommendation:

Provide budget appropriation for trainings and/or allow Engr. Cerna to pursue PhD

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


JULIOUS B. CERNA
Ratee