

## Exhibit K

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

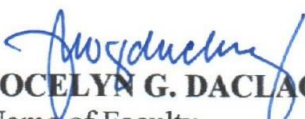
Name of Faculty Member: **JOCELYN G. DACLAG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.91	
b. Students		No TPES administered during this period	
Total for Instruction	65%	4.91	3.19
2. Research	15%	4.85	0.73
3. Extension	15%	5.00	0.75
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>			<b>4.92</b>

EQUIVALENT NUMERICAL RATING: 4.92  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**JOCELYN G. DACLAG**  
Name of Faculty

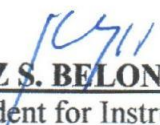
Reviewed by:

  
**IVY C. EMNACE**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

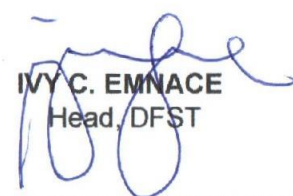
**"Exhibit B"**

**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 January to June, 2020.

  
**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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1- Advanced Education Services</b>									
<b>MF02 – Higher Education Services</b>	P1. 1. Number of FTE coordinated and implemented	Teaches undergraduate courses (FTec 131, FTec 132n & FTec 199)	5	17.25	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 131, FTec 132n & FTec 199	5	7	5	5	5	5.00	
	<i>Revised instructional materials</i>	Revised PowerPoint presentations for FTec 131	3	6	5	5	5	5.00	
	P1.3. Number of course	Updated course syllabus on FTec 131	1	1	5	5	4	4.66	

	syllabus (OBTL) updated								
	P1.4. Number of new course syllabus (OBTL) made	Made new OBTL syllabus for FTec 199	1	1	5	5	5	5.00	
	P1.5. Additional Outputs								
	Number of online-ready instructional material developed	Developed online-ready instructional material	2	2	4	5	4	4.33	
	Number of Examinations prepared	Prepared examinations for subjects taught	1	1	5	5	5	5.00	
	Number of checked requirements	Checked individual/group requirements (including lab reports)	100	400	5	5	5	5.00	
	Number of checked quizzes	Checked quizzes	250	578	5	5	5	5.00	
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 2 <sup>nd</sup> Semester 2019-2020	2	3	5	5	5	5.00	
	On thesis advising – As Thesis Adviser, SRC Chair, & SRC Member	Acted as adviser, SRC chair & member of thesis students (consultation & correcting thesis outlines)	3	3	5	5	5	5.00	
<b>MFO3 – Research Services</b>	P1.1. Number of research projects	Conducted research project as study leader	0	0					



	conducted on schedule								
	On research consultation	Accommodated high school students for Research consultation	0	4 groups (approx. 15 students)	5	5	4	4.66	
	Number of UM application	Submitted 1 UM application for Vacuum Fried jackfruit with Dr. Lorina A. Galvez	0	1	5	5	5	5.00	
<b>MF04-Extension Services</b>	P4.1 Additional Outputs								
	Number of extension-related seminars/trainings conducted	Conducted training on food processing	1	1	5	5	5	5.00	
	Number of beneficiaries served (extension training program)	Accommodated number of beneficiaries (training participants)	10	13	5	5	5	5.00	
	Number of technical/expert services served								
	Resource person	Served as a resource person of a training/seminar	1	1	5	5	5	5.00	
	Peer reviewer (Journal Article)	Acted as a reviewer for an article submitted to a peer-reviewed journal (SCOPUS-INDEXED)	1	1	5	5	5	5.00	
	External evaluator/expert	Acted as an expert/evaluator for the revised curriculum of the Bachelor of Science in Food Technology	0	1	5	5	5	5.00	

[illegible]

Average Rating (Total Over-all rating divided by 4)		<b>4.94</b>
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.94</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>


**Comments & Recommendations for Development Purpose:**

Submit additional paper for publication to International refereed journals

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	January 2020	June 2020	March 2020	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	Continuing from Jan – Dec. 2020	Jan-June weekly meetings	January-June 2020 weekly meetings	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	January 2020	January-June 2020 weekly meetings	January – June 2020	Very Impressive	Outstanding	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**IVYC. 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: January 2020

Target Date: March 2020

First Step:

Required Dr. Daclag to update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned to her.

Result:

Updated graduate course syllabi

Date: April 2020

Target Date: June 2020

Next Step:

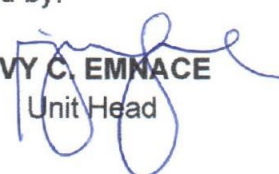
Improve further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Dr. Daclag improved instructional materials developed.

Prepared by:

  
**IVY C. EMNACE**  
Unit Head

Conforme:

  
**JOCELYN G. DACLAG**  
Ratee