

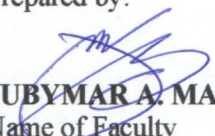
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **JUBYMAR A. MABUTO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		5.10x50%=2.55	
b. Students		4.00x50%= 2.00	
Total for Instruction	53.88%	4.55	2.45
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration	46.12%	4.13	1.90
5. Production	0%	0.00	0.00
TOTAL			4.35

EQUIVALENT NUMERICAL RATING: 4.35
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.35

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:


JUBYMAR A. MABUTO
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

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUBYMAR A. MABUTO**, 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 February to June, 2022.


JUBYMAR A. MABUTO
Ratee

Approved:


LYNETTE C. CIMAFRANCA
Head of Unit

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							
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							
	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 courseware's 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							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.							
	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 classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom							

<u>PI 10. Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<u>Designs experiential learning activities and other outputs to implement new normal</u>							
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	12	12	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	1	5	5	4	4.67	Including anticipated workload for SY 2022-2023 1 st semester
	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							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	
	A13. Number of long & term exams administered and checked	Administers and checks long & term examination for subjects taught	5	3	5	5	4	4.67	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	18	10	5	5	4	4.67	Including anticipated workload for SY 2022-2023 1 st semester
	A15. Number of lab reports and	Checks lab reports and term	10	25	5	5	4	4.67	

	term papers checked and graded	papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
	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							
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	25	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
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							

	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	7	5	5	4	4.67	FTec 124 (2 labs), FTec 121 (lab)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	4	4.67	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems set, etc.	10	10	5	5	4	4.67	
	A 23: 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 24: Number of virtual classrooms created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	4	4.67	
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	4	4	4	4.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains							

		linkages with firms willing to accept OJT students from VSU							
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	4	4	4.00	
UMFO 3. RESEARCH SERVICES									
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							
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							
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							
	<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	Prepares, submits and presents research paper in							

	fora/conferences *	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 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,	A 36. Number of active partnerships	Identifies and links with probable							

industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	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							
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							
	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>								
	<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 clients	5	15	4	5	5	4.67	
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	2	2	4	4	4	4.00	
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	1	4	3	3	3.33	
	A 49. Other outputs implementing the new normal due to covid 19	Attend DFST meetings	10	8	4	4	4	4.00	


	Provides the technical and expert services requested by beneficiaries (laboratory related services)		15	24	4	5	5	4.67	Students and MSMEs
Total Over-all Rating								81.03	

Average Rating (Total Over-all rating divided by 4)		4.50
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

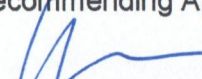
Allow Mr. Mabuto to pursue graduate studies in MSFST (part-time).

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
Department Head

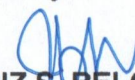
Date: _____

Recommending Approval:


VICTOR B. ASIO
College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 8-5-2022

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

PERFORMANCE MONITORING FORM

Name of Employee: **JUBYMAR A. MABUTO**

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 – February -July 2022 (2nd Sem) Prepares and revises learning guides through virtual classroom and course syllabus 	July 2022 February 2022	July 2022 February 2022	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	<ul style="list-style-type: none"> February -July 2022 - ongoing process whole period of the 2nd Semester 2021-2022 	July 2022	July 2022	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"> July 2022- 2nd Sem. SY 2021-2022 Consultation -July- December 2021 			Impressive	Very Satisfactory	
4	Attends meetings and performs function as member of different committees	Very Satisfactory	February– June 2022 (as scheduled)			Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	February– June 2022					

*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 : Jubymar A. Mabuto

Performance Rating : Very Satisfactory

Aim: To improve competence towards the tasks assigned to the employee

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

Date: February 2022

Target Date: December 2022

First Step:

Attendance to training relative to laboratory procedures, operations and management

Result:

A more competent laboratory manager and chemist

Date: August 2022

Target Date: December 2022

Next Step:

Allow Mr. Mabuto to pursue graduate studies (MSFST)(part-time)


Outcome:

Enhance technical and teaching capability

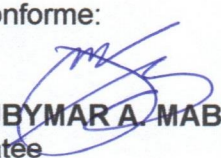
Final Step/Recommendation:

Allow Mr. Mabuto to pursue MSFST (part-time) and provide budget appropriation for trainings on laboratory procedures, operations and management.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


JUBYMAR A. MABUTO
Ratee