

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

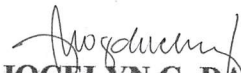
Name of Faculty Member: JOCELYN G. DACLAG

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%)		4.89x 50% = 2.45	
Total for Instruction	65%	4.95	3.22
2. Research	15%	5.00	0.75
3. Extension	15%	5.00	0.75
4. Administration	5%	4.81	0.24
5. Production	0%	0.00	0.00
TOTAL			4.96

EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.96

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

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH SELECTED FUNCTIONS

TABLE 1

Name of Faculty Member: JOSEPH G. DOLAN

Program Function (1)	Percentage Weight of Function (2)	Individual Rating (Rating %)(3)	Equivalent Numerical Rating (3x2)(4)
1. Instruction			
a. Lecturing (50%)		$2.0 \times 50\% = 1.00$	
b. Student Work		$4.0 \times 50\% = 2.00$	
Total for Instruction	100%	4.00	12.00
2. Research		3.00	9.00
3. Extension		2.00	6.00
4. Administration		4.81	14.43
5. Production		0.00	0.00
TOTAL			49.43

EQUIVALENT NUMERICAL RATING
ADD ADDITIONAL POINTS IF ANY
TOTAL NUMERICAL RATING

4.00
9.00
14.43

Department

ADJECTIVAL RATING

Prepared by

Prepared by

JOSEPH G. DOLAN
Department Head

JOSEPH G. DOLAN
Name of Faculty

Local Governing Agency

ADJECTIVAL RATING
Use function for instruction

Approved

"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, 2018


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 & HRTM 22)	5	10.40	5	5	5	5.0	
	P1.2. Number of instructional material revised/prepared								
	<i>New instructional materials</i>	Made new lecture materials (PowerPoint presentations & printed handouts) for FTec 155	4	7	5	5	5	5.0	
	<i>Revised instructional materials</i>	Revised PowerPoint presentations for HRTM 22	2	5	5	5	5	5.0	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 155 and HRTM 22	1	2	5	5	5	5.0	
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	5	8	4	5	5	4.67	
	Number of term exams checked	Checked term exams	120	138	5	5	4	4.67	

	Number of checked requirements	Checked individual/group requirements	125	186	5	5	5	5.0	
	Number of checked quizzes	Checked quizzes	190	258	5	5	5	5.0	
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 1 st Semester 2018-2019	2	2	5	5	4	4.67	
	On thesis advising – As SRC Member	Acted as SRC member of thesis students (consultation & correcting thesis outlines)	0	2	5	5	5	5.0	
MFO3 – Research Services	P1.1. Number of research projects conducted on schedule	Conducted research project as study leader (Sweetpotato Beverage)	1	1	5	5	5	5.0	
	Number of international symposia/conferences	Attended international conference/symposia	1	3	5	5	5	5.0	
	Number of regional trainings/seminars attended	Attended regional trainings/seminars attended	1	3	5	5	5	5.0	
	Number of oral paper presentations (International Conference/Congress)	Presented an oral paper	1	2	5	5	5	5.0	
	Number of poster presentations (International Conference/Congress)	Presented a poster paper	1	2	5	5	5	5.0	
	On research consultation	Accommodated high school students for Research consultation	0	5	5	5	5	5.0	
	Number of awards received as paper or poster presenter	Received awards as best oral presenter and best poster (International conference)	1	3	5	5	5	5.0	
MF04- Extension Services	P4.1 Additional Outputs								
	No. of seminar/training presentations prepared								

	Resource speaker	Prepare training presentation	1	1	5	5	5	5.0	
	Training facilitator	Hands on training on processing food products	1	1	5	5	5	5.0	
	Number of persons-days trained	Trained participants on food processing	24 participants	32 training participants	5	5	5	5.0	
MFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	0	0					
		Prepared documents for RQAT Evaluation	1 specific area	1	5	4	4	4.33	
		Prepared documents for MSFST program accreditation per Area	1 specific area	1 specific area (Area 10)	5	4	4	4.33	
	Accommodate walk-in visitors	Accommodated walk-in visitors for consultation	10	30	5	5	5	5.00	
	Meeting Attendance	DFST meetings	6	11	5	5	5	5.00	
		Attended DTI meeting for SSF implementation	0	1	5	5	5	5.00	
	Number of membership in different department committees	Acted as chair/member of different department committees	1	3	5	4	5	4.67	

	Facilitate FVC Seminar	Coordinated for the preparations & facilitated the Food Value Chain Seminar (collaboration with ASEAN) at Cebu	1	1	5	5	5	5.0	
	Advisorship in Student Organization	Acted as adviser of PAFT-KSC	1	1	5	4	5	5.0	
	Number of OIC-ship done	Acted as OIC of the department	0	1	5	5	5	5.0	
Total Over-all Rating								142.34	

Average Rating (Total Over-all rating divided by 4)		4.91
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Write publishable articles and submit the same to International Publications


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

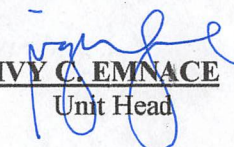
Name of Employee: **JOCELYN G. DACLAG**

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 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Very Satisfactory	
2	Attends trainings, seminars and workshops.	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
3	Attends meetings and workshops as per instructed by immediate Head.	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	
4	Performs other functions	Outstanding	July 1, 2018	December 31, 2018	December 10, 2018	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


IVY C. EMNACE
 Unit Head

On the 1st day of August 1913, the following was received from the

1913

1913

No.	Name of Person	Address	City	State
1	John J. Smith	123 Main St.	New York	N.Y.
2	John J. Smith	123 Main St.	New York	N.Y.
3	John J. Smith	123 Main St.	New York	N.Y.
4	John J. Smith	123 Main St.	New York	N.Y.
5	John J. Smith	123 Main St.	New York	N.Y.
6	John J. Smith	123 Main St.	New York	N.Y.
7	John J. Smith	123 Main St.	New York	N.Y.
8	John J. Smith	123 Main St.	New York	N.Y.

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee : JOCELYN G. DACLAG
Performance Rating : 4.96 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 2018

Target Date: September 2018

First Step:

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

Result:

Updated undergraduate course syllabi

Date: October 2018

Target Date: December 2018

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

THE 1955 DEVELOPMENT PLAN

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