

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

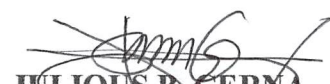
Name of Faculty Member: JULIOUS B. CERNA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.66x50%= 2.33	
b. Students (50%)		4.88x 50% = 2.44	
Total for Instruction	70%	4.77	3.34
2. Research	20%	4.66	0.93
3. Extension	5%	1.00	0.05
4. Administration	5%	4.88	0.24
5. Production	0%	0.00	0.00
TOTAL			4.56


EQUIVALENT NUMERICAL RATING: 4.56
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


JULIOUS B. CERNA
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 ACADEMICALLY ACHIEVING STUDENTS WITH ADDITIONAL RATINGS

Name of Student: THOMAS J. CHEN

Program Area	Weight	Rating	Weighted Rating
1. Language	10%	4.00	0.40
2. Reading	10%	4.00	0.40
3. Study Habits	10%	4.00	0.40
Total for Language	30%		1.20
4. Science	10%	4.00	0.40
5. English	10%	4.00	0.40
6. Mathematics	10%	4.00	0.40
7. Production	10%	4.00	0.40
TOTAL			4.00

ADDITIONAL RATINGS:
All Additional Ratings: 4.00
TOTAL NUMERICAL RATING: 4.00

VERY SATISFACTORY

ADDITIONAL RATINGS

Reviewed by:

Reviewed by:

THOMAS J. CHEN
Department Head

THOMAS J. CHEN
Head of Faculty

Recommendation of Approval:


THOMAS J. CHEN

Approved:

THOMAS J. CHEN
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 January to June, 2018.


JULIOUS B. CERNA
 Ratee

Approved:


IVY C. EMNACE
 Head, DFST

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 142 & AE 130)	5	6/30	5	5	4	4.66	
	P1.2. Number of instructional material revised/prepared	Revised/Prepared IMs							
	New syllabi		1	2/1 (200%)	5	5	4	4.66	
	Revised syllabi		1	2/1 (200%)	5	5	5	5.00	
	New powerpoint Lecture Presentation (per course)		5	8/5 (160%)	5	5	4	4.66	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 142 & AE 130	1	2/1 (200%)	5	5	4	4.66	
	P1.4. Number of Students advised								
	As SRC Chairman	Advising/correction	6	8/6 (133%)	5	5	5	5.00	
	As SRC Member	Advising/correction	4	6/4 (150%)	5	5	5	5.00	
	On Consultation	Accommodated students for	15	20/15 (133%)	5	5	5	5.00	

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		thesis/OJT/Research consultation							
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	8	8/8 (100%)	5	5	5	5.00	
	Number of term exams checked	Checked term exams	10	12/10 (120%)	5	5	5	5.00	
	Number of checked requirements	Checked individual/group requirements	50	84/50 (168%)	5	5	5	5.00	
	Number of checked quizzes	Checked quizzes	200	336/200 (168%)	5	5	5	5.00	
	Number of grade sheets submitted on prescribed period	Prepared Gradesheet for 2 nd Semester 2017-2018	6	6/6 (100%)	5	5	4	4.66	
MFO3 – Research Services	P1.1. Number of research projects conducted and/or completed on schedule								
	Number of patents filed	Filed patents of different technologies	2	3/2(150%)	5	5	4	4.66	
	P1.2. Number of articles submitted for publication	Submitted research article for publication	1	1/1 (100%)	5	5	4	4.66	
	Number of research consultations	Accommodated researchers for consultations	1	2/1 (200%)	5	5	4	4.66	
	Number of high school students advised	Advised High School Research Project	2	3/2 (150%)	5	5	4	4.66	
MFO4- Extension Services	P4.1 Additional Outputs								
	Number of seminar/training attended	Attended seminar/training	1	1/1 (100%)	5	5	5	5.00	
MFO 6 – General Admin. & Support Services (GASS)	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	No valid complaint	0%	5	5	5	5.00	
	Number of areas in-charge for level 3 AACCUP Phase 2	Acted as Area In-charge	2	2/1 (200%)	5	5	4	4.66	

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	Number of membership in committee	Acted as member in different committees	5	10/5 (200%)	5	5	5	5.0	
Total Over-all Rating								101.00	

Average Rating (Total Over-all rating divided by 4)		4.83
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Update Instructional Materials in Food Engineering courses

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 FORMName 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 teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours.	Very Satisfactory	January 1, 2018	June 31, 2018	June 24, 2018	Very Impressive	Very Satisfactory	
2	Attends trainings, seminars and workshops.	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
3	Attends meetings and workshops as per instructed by immediate Head.	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	
4	Performs other functions such as; member of the different committees of the department	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	

*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 : JULIOUS B. CERNA
Performance Rating : 4.50 VS 4.00

Aim: To improve teaching capability of faculty member.

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

Date: January 2018

Target Date: March 2018

First Step:

Required Engr. Cerna to update course syllabi of the courses assigned to him

Result:

Updated undergraduate course syllabi

Date: April 2018

Target Date: June 2018

Next Step:

Update undergraduate course syllabus and Instructional Materials.

Outcome:

Final Step/Recommendation:

Engr. Cerna will update the rest of the syllabi and instructional materials assigned to him.

Prepared by:

IVY C. EMNACE
Unit Head

Conforme:

JULIOUS B. CERNA
Ratee

EXHIBIT

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