

Exhibit K

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

Name of Faculty Member: MARCIANA B. GALAMBAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.60 x 50% = 2.30	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	60%	4.64	2.78
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.6	0.92
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.7


EQUIVALENT NUMERICAL RATING: 4.7

Add: Additional Points, if any:

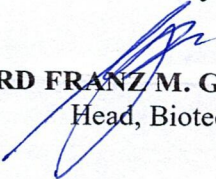
TOTAL NUMERICAL RATING: 4.7

ADJECTIVAL RATING: Outstanding


Prepared by:


MARCIANA B. GALAMBAO
Name of Faculty


Reviewed by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Recommending Approval:


GLENN G. PAJARES
Dean, CAS


Approved:



ROTACIO S. GRAVOSO
VP for Academic Affairs

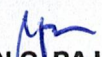
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARCIANA B. GALAMBAO, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January - June 2024.


MARCIANA B. GALAMBAO
 Associate Professor III
 Date: July 10, 2024

Approved:

LOURD FRANZ M. GABUNADA
 Head, Biotechnology
 Date: July 11, 2024


GLENN G. PAJARES
 Dean, CAS
 Date: July 19, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	20	24.95	5	5	5	5.00	Btec 21, Btec 134, Soil 22, Soil 24
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	90%	4	4	4	4.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	50%	5	5	5	5.00	Btec 21
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1						to be accomplished July - Dec 2024

	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	80%	4	4	4	4.00	Btec 21, Btec 134, Soil 22, Soil 24
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100%	5	5	5	5.00	Rated Outstanding TPES 1st Sem 23-24
	PI 19: Additional Outputs	A 9. 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	2	2	5	5	5	5.00	
		A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	20	5	5	5	5.00	Btec 21, Btec 134, Soil 22, Soil 24
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	35	5	5	5	5.00	Btec 21, Btec 134, Soil 22, Soil 24
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	5	4	4	4	4.00	to be accomplished July - Dec 2024
UMFO 3 . RESEARCH SERVICES										
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	2	4	4	4	4.00	VSU-IP-2023-11, VSU-IP-2023-12 (on-going)
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
		a. International								
		b. National								
		c. Regional or Institutional Conferences		1						
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	1						to be accomplished July - Dec 2024
	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG	1						to be accomplished July - Dec 2024

PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies	1	2	5	5	5	5.00	VSU-IP-2023-11, VSU-IP-2023-12
PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources							
PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources	1,000,000	1,040,360	5	5	5	5.00	VSU-IP-2023-11, VSU-IP-2023-12
PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents							
PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications							
PI 11: Number of creative works published	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication	1						to be accomplished July - Dec 2024
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 (MOUs/MOAs)	A 32. 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	1						to be accomplished July - Dec 2024
PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>a. Peer reviewer of journal/book</i>								
	<i>b. Review of research and extension proposal</i>								
	<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
	<i>d. accreditor</i>								
	<i>e. consultancy</i>								

	PI 6: Number of extension proposals submitted	A 37: Number of extension proposals submitted	Prepares extension project proposals and submits for review	1						to be accomplished July - Dec 2024
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50: Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	2	5	5	5	5.00	ITP Workshop III, PSSST Annal Meeting and Scientific Conference
		<i>International</i>								
		<i>National</i>								
		<i>Regional/Institutional</i>								
OVPI MFO 3. Registration Services										
	PI 9: Percentage of students enrolled and validated within the registration period	A 51: Percentage of students enrolled and validated within the registration period	Validates students within the registration period	90%	100%	5	5	5	5.00	BS Biotech 3rd yr students (incoming 4th yr) and other yr level
	PI 10: Number of students advised during the registration period	A 52: Number of students advised during the registration period	Acts as academic adviser	25	25	5	5	5	5.00	BS Biotech 3rd yr students (incoming 4th yr) and other yr level
OVPI MFO 4. Curricular Program Management Services										
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54: Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1						to be accomplished July - Dec 2024
	PI 14: Number of OJT MOAs prepared	A 55: Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program	1	3	5	5	5	5.00	CLSU, PhilRicw, DA-Fisheries
	PI 15: Number of student interns deployed and monitored	A 56: Number of student interns deployed and monitored	Acts as student internship program coordinator/ assistant coordinator	20	16	4	4	4	4.00	Balili, Cabahug, Calumpag, Canete, Ceniza, Cernias, Dayola, Dagoro, Galo, Gumonit, Herbolingo, Kangleon, Lopez, Obeda Paracho, Quial

	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		4	4	5	5	5	5.00	Enopia, Lisondra, Mejia, Vito
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Dapiton, Borneo, Lipon
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Bandalan, Pasayloon, Balaba
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	30	5	5	5	5.00	Academic advisee, thesis advisee, BS Biotech, BS Soils students
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	20	77	5	5	5	5.00	Btec 21, Btec 134, Soil 22, Soil 24
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	43	5	5	5	5.00	Btec 21, Btec 134, Soil 22, Soil 24
		A 64. Number of virtual classroom created/operational								
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	100%	100%	5	5	5	5.00	
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	

PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73: Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
PI 10: Percentage of complaints, if any, addressed on time	A 74: Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100%	5	5	5	5.00	no complaints
PI 17: Additional Outputs	A 80: Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	5	5.00	Department monthly meeting, Consultative meeting with CAS Dean and VP for Academic Affairs
Total Over-all Rating								140.00	
Average Rating								4.83	
Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divide by 29)	4.83
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

Dr. Galambao should continue crafting proposals for funding and engage in extension activities

Evaluated & Rated by:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

Date: *July 11, 2024*

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Date: *July 19, 2024*

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *July 29, 2024*

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Employee: Marciana B. Galambao

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Dr. Galambao to constantly monitor the performance of her students and academic advisees.				Dr. Galambao is constantly in contact with her students and academic advisees.
Coaching	I encouraged Dr. Galambao to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology and collaborate with other faculty and craft research / extension proposals.				Dr. Galambao actively participates in various webinars hosted by different universities and professional organizations and conceptualized research / extension activities for the department.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

LOURD FRANZ M. GABUNADA
Head, Dept of Biotechnology

Noted by:

GLENN G. PAJARES
Dean, College of Arts and Sciences

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Q	2 nd Q	3 rd Q	4 th Q	
MFO 2. Higher Education Services								
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Secures a higher number of enrollees every year	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 4. Percentage of undergraduate programs with accreditations	Secures compliance of required documents	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 5. Total FTE coordinated, implemented, and monitored	Teaches assigned subjects for the semester	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 8. Number of Students Advised:								
<i>On thesis</i>	Advises students on research proposals and manuscript	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>On consultation</i>	Advises students on other academic concerns	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 9. Number of Student Organizations advised/assisted	Advises and assists student organization							
<i>Student organization advised</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Student organization activities assisted</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 10. Number Instructional Materials Developed								

<i>On-line ready courseware</i>	Develops on-line ready courseware	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Flexible instructional materials</i>	Develops flexible instructional materials	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Assessment tools</i>	Develops assessment tools	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 11. Number of virtual classrooms created and operationalized	Creates, updates, and operationalize virtual classrooms	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 3. Research Services								
PI 6. Number of paper submitted for publication in internationally indexed journals	Submits paper for publication	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
MFO 5. Support to Operations								
PI 1. Number of faculty pursuing advanced research degree programs (MS, PhD) facilitated, monitored, and assisted	Facilitates, monitors, assists faculty pursuing advanced research degree	LFMG,	January - June 2024	✓	✓			
PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaches assigned subjects	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 6. Number of In-house seminars/trainings/workshops/reviews conducted	Conducts In-house trainings	LFMG, MTPL	January - June 2024	✓	✓			
MFO 6. General Admin. & Support Services								
PI 1. Submission of DEpt. PPMP for the year within deadline as prescribed by BAC	Submits PPMP within the deadline	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			

PI 2. Zero percent complaint from clients served	Renders services properly to secure a zero percent complaint	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 3. Number of coaching sessions among faculty and staff	Conducts coaching sessions	LFMG, MTPL	January - June 2024	✓	✓			
PI 4. Number of planning sessions, tracking and monitoring of targets conducted to ensure attainment of department targets	Conducts meetings for monitoring of targets	LFMG	January - June 2024	✓	✓			
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducts meetings frequently	LFMG, MTPL	January - June 2024	✓	✓			

Prepared by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marciana B. Galambao

Performance Rating: Outstanding

Aim: To complete research output

Proposed Interventions to Improve Performance:

Date: June 2023 Target Date: December 2023

First Step: I asked Dr. Galambao regarding the status of her two research projects funded by the Internationalization Program of VSU.

Result: Dr. Galambao is at the initial stage of the conduct of her research project.

Date: January 2024 Target Date: June 2024

Next Step: To continue with the conduct of the project.

Outcome: Dr. Galambao's project is still on-going. She has initiated a collaboration, both with local and international partners.

Final Step/Recommendation:

Continue with the support and monitor the progress of Dr. Galambao in the conduct of her research.

Prepared by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Conforme:

MARCIANA B. GALAMBAO
Name of Ratee Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GALAMBAO, MARCIANA B.

Department: Dept. of Biotechnology

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Soil 110	SOILS AND SOIL MANAGEMENT	LAB	4.00	Very Satisfactory	80.0%
Soil 110	SOILS AND SOIL MANAGEMENT	LAB	4.00	Very Satisfactory	80.0%
Soil 24	SOIL FERTILITY CONSERVATION AND MANAGEMENT	LEC	5.00	Outstanding	100.0%
Soil 24	SOIL FERTILITY CONSERVATION AND MANAGEMENT	LAB	5.00	Outstanding	100.0%
PIBt 121	PLANT DEVELOPMENT AND MOLECULAR GENETICS	LEC	5.00	Outstanding	100.0%
BTec 154	BIOETHICS	LEC	5.00	Outstanding	100.0%
Average Rating			4.67	Outstanding	93.33%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 19, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 19, 2024

Received by:

GALAMBAO, MARCIANA B.

Name and Signature of Faculty

Date: May 21 2024

Distribution of copies: ODIE, College, Department, Faculty