

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%)		4.93x50%= 2.47	
b. Students (50%)		5.0x 50% = 2.50	
Total for Instruction	65%	4.97	3.23
2. Research	15%	4.93	0.74
3. Extension	15%	4.66	0.70
4. Administration	5%	4.90	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

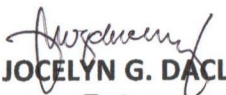
Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

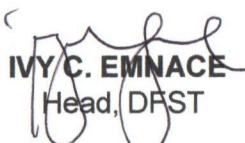
**“Exhibit B”**

**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, 2019.

  
**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 152)	5	8.20	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 152	6	12	5	5	5	5.00	
	<i>Revised instructional materials</i>	Revised PowerPoint presentations for FTec 131	3	8	5	5	5	5.00	
	P1.3. Number of course outline/syllabus updated	Updated course outline on FTec 131 & FTec 152	1	2	5	4	4	4.33	
	P1.5. Additional Outputs								
	Number of Examinations prepared	Prepared examinations for subjects taught	6	9	5	5	5	5.00	

	Number of term exams checked	Checked term exams		325	5	5	5	5.00	
	Number of checked requirements	Checked individual/group requirements	250	355	5	5	5	5.00	
	Number of checked quizzes	Checked quizzes	250	484	5	5	5	5.00	
	Number of grade sheets submitted on prescribed period	Prepared Grade sheet for 2 <sup>nd</sup> Semester 2018-2019	2	2	5	5	5	5.00	
	On thesis advising – As SRC Member	Acted as SRC member of thesis students (consultation & correcting thesis outlines)	1	4	5	5	5	5.00	
<b>MFO3 – Research Services</b>	P1.1. Number of research projects conducted on schedule	Conducted research project as study leader	0	1	5	5	4	5.00	Sweet potato beverage -extension
	Number of national symposia/conferences	Attended international conference/symposia	0	1	5	5	5	5.00	
	Number of regional trainings/seminars attended	Attended regional trainings/seminars attended	1	1	5	5	5	5.00	
	Number of poster presentations (Regional/National Congress)	Presented a poster paper	1	2	5	5	5	5.00	
	On research consultation	Accommodated high school students for Research consultation	0	5	5	5	4	4.66	
<b>MF04- Extension Services</b>	P4.1 Additional Outputs								
	Number of extension-related meetings/seminar/training attended								



	Number of extension meetings attended	Attended meetings related to extension activities	1	3	5	4	5	4.66	
	Number of extension-related seminars/trainings attended	Attended extension-related seminars/trainings organized by VSU	1	2	5	4	5	4.66	
<b>MFO 6 – General Admin. &amp; Support Services (GASS)</b>	P6. 1. Percent complaints from clients served	Percent of complaints from the clients served	0%						
	Accommodate walk-in visitors	Accommodated walk-in visitors for consultation	150	247	5	5	5	5.00	
	Meeting Attendance	DFST meetings	6	12	5	5	5	5.00	
		Attended TWG meeting for the Food Testing Laboratory	0	2	4	5	5	4.66	
	Number of membership in different department committees	Acted as chair/member of different department committees	1	5	5	4	5	4.66	
	Assist in the preparation for the Launching of Food Testing Laboratory	Coordinated/ facilitated for the preparations & actual implementation of the launching activities	1	1	5	5	5	5.00	


	Advisorship in Student Organization	Acted as adviser of PAFT-KSC	1	5	5	5	5.00	
	Number of OIC-ship done	Acted as OIC of the department	0	3	5	5	5.00	
Total Over-all Rating							117.63	

Average Rating (Total Over-all rating divided by 4)	4.90
Additional Points:	
Approved Additional points (with copy of approval)	
<b>FINAL RATING</b>	<b>4.90</b>
<b>ADJECTIVAL RATING</b>	<b>OUTSTANDING</b>


**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**

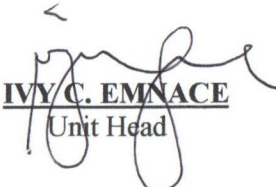
Name of Employee: **JOCELYN G. DACLAG**

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	January 2019	June 30, 2019	June 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	
3	Performs other functions	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	

\*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 : Dr. Jocelyn G. Daclag  
Performance Rating : **OUTSTANDING (4.92)**

Aim: To improve teaching capability of faculty member.

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

Date: January 2019

Target Date: March 2019

First Step:

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

Result:

Updated undergraduate course syllabi

Date: April 2019

Target Date: June 2019

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