

# 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%)		5.00 x 50%	2.50
b. Students (50%)		4.60 x 50%	2.30
Total for Instruction	50%	gen. 2.50 + 2.30	2.4
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.00 x 30%	1.2
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	5.0	0.5
4. Administration	10%	5.0	0.5
5. Production			
TOTAL	100%		4.6

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MARCIANA B. GALAMBAO  
Name of Faculty

LOURD FRANZ M. GABUNADA  
Head, Biotechnology

Recommending Approval:

MA. THERESA P. LORETO  
Dean, CAS

Approved:

BEATRIZ S. BELONIAS  
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marciana B. Galambao, Assistant Professor IV of the DEPARTMENT OF BIOTECHNOLOGY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2023.

Approved:

  
**MARCIANA B. GALAMBAO**

Assistant Professor IV

Date: 01-23-2024

  
**LOURDES FRANZ M. GABUNADA**

Head, Biotechnology

Date: 01-23-2024

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: JAN 23 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	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 UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	15.0	16.95	5	5	5	5.00	PIBt 121, BTec 154, SS 24, S110 (2)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	Btec 154, PIBt 121, SS 24, SS 110 (2)
		<b>A 11.</b> 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	3						accomplished on Jan - June 2023



		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	International Training Workshop 2 on Citizen Science, Training Workshop on Molecular Technique in Probiotic Research
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	11	5	5	5	5.00	Btec 154, PIBt 121, SS 24, SS 110 (2)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec	20	30	5	5	5	5.00	Btec 154, PIBt 121, SS 24, SS 110 (2)
		<b>A15.</b> Number of term papers checked and graded	Checks term papers submitted as required	1	29	5	5	5	5.00	Btec 154, PIBt 121, SS 24, SS 110 (2)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	30	49	5	5	5	5.00	3rd year BSBiotech students (Acad Advisee); Student Interns
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As Adviser	Advises, and corrects research outline and thesis/SP manuscript	6	4	5	5	5	5.00	Enopia, Mejia, Lisondra & Vito (accomplished with Jan-June 2023)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	3	5	5	5	5.00	Dapiton,Borneo, Lipon (accomplished with Jan-June 2023)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	3	5	5	5	5.00	Bandalan, Pasayloon, Sarabia (accomplished with Jan-June 2023)

		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	49	5	5	5	5.00	3rd year BSBiotech students; Intern students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	1	1	5	5	5	5.00	PIBt 121, BTec 154, SS 24, S110 (2)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	5	5	5.00	PIBt 121, BTec 154, SS 24, S110 (2)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	5	5.00	PIBt 121, BTec 154, SS 24, S110 (2)
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created/updated and operational	Creates/Updates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	PIBt 121, BTec 154, SS 24, S110



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	5	5	5	5.00	ISO 9001:2015 Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>		1		4	4	4	4.00	on-progress
		<i>In refereed nat'l/regional journals</i>		1		4	4	4	4.00	on-progress
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scientific	1		4	4	4	4.00	not push through due to funding

		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1						Accomplished on Jan-June 2023
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	5	5	5	5	5.00	CLSU, PhilRice-DA-CBC, Herbanenxt Laboratories, Inc., PGC, BPI-Guimaras
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1						not push through
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1						on preparation stage
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	ISO 9001:2015 Internal Quality Audit



		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 Internal Quality Audit
		On program accreditations		1	1	5	5	5	5.00	ISO 9001:2015
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	5	5	5	5.00	No complaint received
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>					<b>117.00</b>				
	<b>Average Rating</b>					<b>4.88</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

<b>Average Rating (Total Over-all rating divide by 24)</b>		<b>4.88</b>
Additional Points		
Approved Additional Points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.88</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments and Recommendations for Development Purpose:**

*Dr. Galambos should continue engaged in research and extension activities.*

Evaluated & Rated by:

  
**LOURD FRANZ M. GABUNADA**

Head, Biotechnology

Date: 01-23-2024

Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: JAN 23 2024

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 1/20/24



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Employee: Marciana B. Galambao

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Dr. Galambao to continue constantly monitoring 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 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:

  
MA. THERESA P. LORETO  
Dean, College of Arts and Sciences

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marciana B. Galambao  
Performance Rating: Outstanding

Aim: To implement the two Internalization Projects (IP) and attend trainings/conferences related to biotechnology.

Proposed Interventions to Improve Performance:

Date: June 2023      Target Date: December 2023

First Step: I asked Dr. Galambao regarding the status of her two internationalization projects and her attendance to trainings/conferences.

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Result: Dr. Galambao has started the implementation of the projects and attended trainings on Citizen Science and probiotics.

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Date: January 2024      Target Date: June 2024

Next Step: To continue with the implementation of the projects and encourage her to attend trainings related to biotechnology.

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Outcome: Dr. Galambao will accomplish and present results of the study. She will also attend training NGS and bioinformatics analyses.

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Final Step/Recommendation:

Continued support and monitoring of Dr. Galambao's conduct of research and attendance to trainings and conferences.

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Prepared by:

  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Conforme:

  
**MARCIANA B. GALAMBAO**  
Name of Ratee Faculty