

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Ivy C. Emnace**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.94x50%= 2.47	
b. Students (50%)		5.00x50%= 2.50	
Total for Instruction	40%	4.97	1.99
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		5.00 x 100% = 5.00	
Total for Research	20%	5.00	1.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director		5.00 x 100% = 5.00	
Total for Extension	20%	5.00	1.00
4. Administration	20%	4.98	1.00
5. Production	0%		0.00
TOTAL			4.99

EQUIVALENT NUMERICAL RATING: **4.99**
 Add: Additional Points, if any:
 TOTAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

IVY C. EMNACE
 Name of Faculty

Reviewed by:

LYNETTE C. CIMA FRANCA
 Department Head

Recommending Approval:

SUZETTE B. LINA
 College Dean


Approved:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ivy C. Emnace**, a faculty member of the DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2024.

Approved:


IVY C. EMNACE
 Professor VI
 Date: July 20, 2024


LYNETTE C. CIMAFRANCA
 Department Head
 Date: July 20, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan.-Dec.)	Actual Accomplishment	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	0.67	5	5	5	5.00	FTec 234 (Foodborne Infection and Intoxication)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	3	5	5	5	5.00	Gofredo J, Espinosa K, Bagarinao D.
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman/Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Gofredo, Espinosa
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Medellin J, Lanzadares R
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	7	5	5	5	5.00	FTec 234 (2); MS Advisees (3); GAC member (2)
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	7	5	5	5	5.00	FTec 234 video clips and activities (7)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	4	4.67	FTec 234 (4 exams, 4 articles for critic paper, reporting, special problem)
	A 6 : 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							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
	Enrollment	Evaluated, assessed and advised students	2	3	5	5	5	5.00	Gofredo J. Espinosa K, Bagarinao D.
	Number of term paper/critique paper checked	Checks term papers/critique paper/learning task/activities	4	10	5	5	5	5.00	FTec 234 (4 exams, 4 articles for critic paper, reporting, special problem)
	Number of Exam papers checked	Checks exam papers	4	4	5	5	4	4.67	Long Exams and Term Exams
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	19.65	5	5	5	5.00	2 sections FTec 132n Lec; 1 section FTec 132n Lab; FTec 181
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.67	FTec 132n (Lec. & Lab)
	A11. 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	3	5	5	5	5.00	FTec 132n (Competente & Tuslok), FTec 153n (Pino)
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	On-boarding seminar (OVPA and OGS)
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	FTec 132n x 86 students Lec; 33 students lab
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	13 lab quizzes x 33; 11x2 lec quizzes x 84	5	5	5	5.00	FTec 132n Lec 84 students (11 Lec quizzes x 2; 13 lab quizzes)

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10 x 33	5	5	5	5.00	FTec 132n Lab reports (33 students)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	1	5	5	5	5.00	Class 2023-2024 BSFT (37)
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman /Adviser	Advises, and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00	Ceniza C, Competente, Guarie A, Varron N, Co et al, Vazques D, Lendio R. (3 to 5th drafts)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	2	5	5	5	5.00	Galvan C, Dagoro, Sanchez L,
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	170	5	5	5	5.00	FTec 132n Lec (84 students), Lab students (33), Academic Advisees (37); Thesis advisees (4), Co-Adviser BSChem (2); Member of SRC (3), others
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	PAFT-KSC
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	PAFT_KSC
	PI 10: Number of instructional materials developed *	A 21 : 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	29	5	5	4	4.67	FTec 132n Lec (11 Lec quizzes; 13 lab quizzes; 4 exams); FTec 181 (3 exams)
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11. Additional outputs	A 25. 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	1	5	5	5	5.00	Establishing Process Schedule of Tableya-Flavored Soya Beverage; Development of Disaster Management Model in ESatern Visayas
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	4	5	5	5	5.00	1.) Improvement and Enhancement of Quality and Stability of Selected Dairy Products 2.) Evaluation of Functional Properties and Structural Features of Flours and Starches from Selected NSIC Cassava Varieties 3.) Formulation and Process Improvement and 4.) Establishing Process Schedule of Tableya-Flavored Soya Beverage; Development of Disaster Management Model in ESatern Visayas
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		In refereed int'l journals	Published research outputs							
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Expanded project on the Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed;
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	1	5	5	5	5.00	SLSU Journal
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	5	5	5	5.00	Composition of Producing a Chocolate-flavored Sweetpotato
			Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES		A 35. Other outputs implementing								
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors; VSU Its SAFE
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		1	7	5	5	5	5.00	4 Research Assistants; 2 faculty members (Dr. EB Bandalan; Engr. JB Cerna)

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Writeshop concept proposal writing
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	2	5	5	5	5.00	VSU-Isabel In-House Review (Research Proposal); VSU Annual In-House Review (Rootcrop and Climate Change)
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. 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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
Research Program Services	A. Year 2024 R & D agenda /program Review		R and D agenda and programs assessment and reviewed and harmonization with SDGs							REIC Meeting and RIRDEAP Workshop Meeting
	PI.1. R & D Agenda and programs and resource allocation revisited and harmonized with SDGs			3	2	5	5	5	5.00	
	PI.2. Number of ongoing and completed R and D programs/projects periodically monitored and evaluated		Quarterly and semi-annual and annual R & D monitoring, review and evaluation	15	135	5	5	5	5.00	

	PI.3. Number of institutional Annual R and D In house review conducted		To coordinate and supervise monitoring and evaluation of implemented R&D program/ projects	1	1	5	5	5	5.00	In-House Review CY 2023
	PI.4. Number of research proposals facilitated for review and funding locally and externally		R & D proposals review in coordination with the Technical Working Groups	28	63	5	5	5	5.00	DA-BAR RO8, CHED, DOST-PCAARRD, PCIERD, NRCP
	PI.5. Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter		To supervise the monitoring of published research outputs and presented in scientific fora	54	31	5	5	5	5.00	
	PI.6. Amount of generated research money approved from institutional and external research recorded and monitored funding		To supervise the monitoring of generated research funds:							
			a. Externally funded research projects	15M	46,450,190.95	5	5	5	5.00	
			b. Institutionally funded research projects including those under the internationalization program in coordination with the Office of the President and Management Office	20M	27,268,933.51	5	5	5	5.00	
	PI.7. Number of monitored R and D collaboration/ partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained		To coordinate the forging and monitoring of R&D program partnerships	10	12	5	4.5	4.5	4.67	
Research Faculty Development Services	PI.8. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted		To coordinate the supervise monitoring of capability program for R&D	5	9	5	5	5	5.00	
	PI.9. Number of extensions cum research projects assisted and monitored		To provide financial assistance and monitor extension cum research projects	1	2	5	5	5	5.00	* Community for Resiliency Training for Trainors * Establishment & Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System
	PI.10. Research office manpower review		Office staffing and manpower tasking reviewed and tasking done	3	5	5	5	5	5.00	Besavilla, Caña, Jabian, Marquez, Merano, Subere, Tapayan,

	Number of personnel supervised and job performance monitored/evaluated		To manage office operations and supervise personnel functions, monitor and evaluate job performance	7	7	5	5	5	5.00	
	Number of registered & research projects supervised		To supervise the recording and evaluation of implemented research programs/projects	132	146	5	5	5	5.00	
	Number of documents/papers acted		To review and act on office personnel' outputs: Communications, notices and documents	500	1,736	5	5	5	5.00	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted		Vouchers, payrolls, trip tickets and job request	40	730	5	5	5	5.00	
	Number of documents research reports prepared reproduced, released, and facilitated		Reproduction of research reports	43	74	5	5	5	5.00	
	Number of guests/researchers actual office transactions attended		To attend the actual office transactions of guests/faculty researchers	10	20	5	5	5	5.00	
	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACUP, COPC, etc. supervised		To oversee the recording and retrieval of office files	24	85	5	5	5	5.00	
	Building maintenance and office space improvement in accordance to IATF health protocol		Building and office space maintenance and ensure healthy office work and environment	2	2	5	5	5	5.00	
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	zero percent complain	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. 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							
			Attends meetings Department/OPPREI Meetings and other committee	5	40	5	5	5	5.00	DFST, OVPREI, Research Office, UADCO, UAC, etc
			Attended orientations and workshops related to university thrust and agenda	1	1	5	5	5	5.00	

	Chairman/member of university and dept. committees; technical working group; project leader/study leader	Attends to meetings, as workforce, planning	1	5	5	5	5	5.00	OVPREI
	Number of IMs reviewed	Reviews IMs, TOS, Syllabus as member of the department IMs Review Committee	5	6	5	5	5	5.00	FTec 122, FTec 162, FTec 142, FTec 150, FTec 242, FTec 151
	Number of Webinars, Conference, Trainings, Workshops Attended	Webinars, Conference, Trainings, Workshops Attended	1	3	5	5	5	5.00	DOST Call Conference, Research and Innovation Competitiveness Summit, 2024 Visayas Regional Conference Meeting
		as OIC of the department head / VP for Research/ Research Centers	1	10	5	5	5	5.00	DFST, OVPREI, RRCRDC
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating								293.35	

Average Rating (Total Over-all rating divided by 4)	4.98
Additional Points	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:
Participation to trainings relative to PhD in Food Science and Technology courses

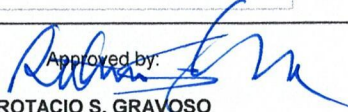
Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
 Department Head
 Date: July 30, 2024

Recommending Approval

 07/30/24
SUZETTE B. LINA
 Dean, CAFS
 Date: July 30, 2024

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: Aug. 1, 2024

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Advanced & Higher Education Services								
PI 1. Instruction	Teaching	All Faculty	January – June 2024	√	√	√	√	Teach the following subjects: <i>2nd Sem. SY 2023-2024:</i> <i>Undergraduate subjects:</i> FTec 162, 197, 181, 142, 166, 199, 132, 150 124, 151, 152, 200, Chem 140 <i>Graduate Subjects:</i> FTEC242, 234, 221, 232, 296, 222, 300
	Prepared and submitted Table of Specifications	All Faculty	JANUARY – JUNE 2024		√		√	TOS for Midterm and final exam: <i>2nd Sem. FTec 162, 197, 166, 199, 132, 150 , 124, 151, 152</i> <i>Graduate Subjects:</i> FTEC296
	Conducted Teaching Performance Evaluation by Supervisor for 2 nd Sem SY 2023-2024	Department Head	MARCH-MAY 2024		√	√		2 nd Sem SY 2023-2024: FTec 152 Conde, FTEC222 Patindol, FTec 166 Cimafranca, FTec 199 Cimafranca, FTec 151 Tan, FTec 124 Mesias, FTec 150 Galvez, FTec 132 Valdevieso, FTEC242 Cerna, FTec 142 Cerna, FTec 132 Emnace, FTec 162 Cayetano
	Reviewed/ Approved Thesis Outline/Manuscripts/Lab Exercises	All Faculty	JANUARY - JUNE 2024	√	√	√	√	• Reviews Thesis Outline • Reviews Manuscript (Thesis)

	Spent Hours for Students Consultations	All Faculty	JANUARY-JUNE 2024	√	√	√	√	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		LCCimafranca	JANUARY-JUNE 2024	√	√	√	√	Entertained and spent hours for Students, Faculty and Staff Consultation as Department Head; including clients from outside institution
	Gives Assignments, Quizzes, Exams, etc.	All Faculty	JANUARY-JUNE 2024	√	√	√	√	Gives quizzes and long exams as agreed in the class
RESEARCH AND EXTENSION								
	Conducts research and extension	LCCimafranca, LAGalvez, ICEmnace	January-December 2024	√	√	√	√	Strengthening Processing Skills, Enhancement of Product Quality, and Development of Business Management Skills Among Small Scale Food Processors of Albura and Inopacan, Leyte - A Follow - Up Project
		ICEmnace, EBCayetano	January - June 2024	√	√	√	√	Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas
		ICEmnace, JBCerna, LMValdevieso	January – December 2024	√	√	√	√	Formulation and Process Improvement and Establishing Process Schedule of Retorted Tableya-Flavored Soya Beverage
		LCCimafranca, JAMabuto JBCerna	January - December 2024	√	√	√	√	Development of High Value Fish and Vegetable Products (Phase 1)
		ICEmnace RDLauzon EBCayetano	January-December 2024	√	√	√	√	Evaluation of Functional Properties and Structural Features of NSIC Cassava Varieties
	Organized/Facilitated and participated trainings and webinars	ALL FACULTY	January-December 2024	√	√	√	√	As resource persons, participant, presenter and facilitator
	Prepares training design, training	ALL FACULTY	January-December 2024	√	√	√	√	As organizer

	completion report and proceedings							
	Entertain clients for consultation	ALL FACULTY	January-December 2024	√	√	√	√	
MFO 4. Administration Services								
	Signs appointments, requests and other official documents	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
		EB Cayetano, JBCerna, , ICEmnace, LAGalvez, ICPMesias, JAMabuto LMValdevieso	January-December 2024	√	√	√	√	As members of the DFST Committees
	Attends meetings	All Faculty	January-December 2024	As scheduled				Department Meetings
		LCCimafranca	January-December 2024	As scheduled				Execom meetings as Dept. Head & as College Secretary
	Prepares minutes of meetings	LCCimafranca	January-December 2024	As scheduled				As college secretary
		EB Cayetano	January-December 2024	After the scheduled meetings				As Dept. Secretary
	Reviews communications, letters, requests and appointments	LCCimafranca	January-December 2024	√	√	√	√	As Dept. Head
	Releases students forms, certifications, permits and other communications.	PPVISTAL	January-December 2024	√	√	√	√	As Dept. clerk/DDRC
	Delivers, processes and facilitates documents	PPVISTAL, HP MODINA	January-December 2024	√	√	√	√	Continuing Process, payroll for JO, job request etc.
	Files documents	PPVISTAL	January-December 2024	√	√	√	√	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communication	PPVISTAL	January-December 2024	√	√	√	√	Payrolls, Memos, MOA's, Letters and Appointments

	Prepares Annual report	PPVISTAL	January- December 2024	√	√	√	√	As DDRC
	Clean the rooms, offices and DFST Grounds	HPModina	January- December 2024	√	√	√	√	

Prepared by:


LYNETTE C. CIMAFRANCA
 Department Head

PERFORMANCE MONITORING FORM

Name of Employee: IVY C. EMNACE

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 learning guides, course syllabus.	Very Satisfactory	<ul style="list-style-type: none"> Teaches assigned subject – 2nd Sem SY 2023-2024 Prepares and revises learning materials 	January 2024	June 2024	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
3	Entertains students in consultation on subjects and thesis-related matters.	Very Satisfactory	January 2024 – June 2024 whole period of the 2 nd Semester 2023-2024	January 2024	June 2024	Impressive	Very Satisfactory	
4	Submits grade sheets within prescribed period	Very Satisfactory	<ul style="list-style-type: none"> Grades for midterm and final for 2nd Semester 2023-2024 Consultation as thesis adviser for 2nd Sem. SY 2023-2024 	January 2024	June 2024	Impressive	Very Satisfactory	

			• Consultation as academic adviser for 2 nd Sem 2023-2024					
5	Prepares and submits research related reports	Very Satisfactory	January -June 2024	Quarterly	March 2024 June 2024	Impressive	Very Satisfactory	
6	Conducts research and extension related activities as project staff	Very Satisfactory	January- December 2024	Ongoing until Dec. 2024				
7	Attends seminars, conferences and trainings as participant and as oral paper presentor	Very Satisfactory	January – June 2024	January to June 2024.		Impressive	Very Satisfactory	
8	Attends meetings and performs function as faculty member	Very Satisfactory	January-June 2024	Scheduled meetings from January to June 2024.		Impressive	Very Satisfactory	
9	Performs function as Director for Research	Very Satisfactory	January- December 2024	Ongoing until Dec. 2024				
10	Performs other functions	Very Satisfactory	January-June 2024	January	June 2024	Impressive	Very Satisfactory	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LYNETTE C. CIMAFRANCA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : IVY C. EMNACE

Performance Rating : Outstanding

Aim: To teach and handle PHD Food Science and Technology Courses

Proposed Interventions to Improve Performance

Date: January 2024

Target Date: December 2024

First Step:

Finalize syllabus and prepare IMs ready for review for the PhD program

Result:

Ongoing preparation of the IMs for review of the Department Instructional Comm.

Date: July 2024

Target Date: December 2024

Next Step:

Participation to trainings relative to PhD courses she will be handling once the program is offered.

Outcome:

High competence in teaching PhD Food Science and Technology courses.

Final Step/Recommendation:

For the administration to provide budget appropriations for trainings related to PhD program.

Prepared by:


LYNETTE C. CIMAFRANCA
Department Head

Conforme:


IVY C. EMNACE
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: EMNACE, IVY C.

Department: Dept. of Food Science and Technology

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FTec 153n	FOOD PROCESSING 3(PROCESSING PLANT FOOD PRODUCTS)	LEC	5.00	Outstanding	100.0%
FTec 153n	FOOD PROCESSING 3(PROCESSING PLANT FOOD PRODUCTS)	LAB	5.00	Outstanding	100.0%
FTEC231	ADVANCED FOOD MICROBIOLOGY	LEC	5.00	Outstanding	100.0%
FTEC253	PROCESSING OF DAIRY PRODUCTS	LEC	5.00	Outstanding	100.0%
FTEC231	ADVANCED FOOD MICROBIOLOGY	LAB	5.00	Outstanding	100.0%
FTEC253	PROCESSING OF DAIRY PRODUCTS	LAB	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

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: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

EMNACE, IVY C.

Name and Signature of Faculty

Date: July 2, 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.