

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: LOURD FRANZ M. GABUNADA


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.63 x 50%	2.315
b. Students (50%)		4.67 x 50%	2.335
Total for Instruction	80%	2.315 + 2.335 = 4.65	3.72
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.00	1.00
5. Production			
TOTAL			4.72

EQUIVALENT NUMERICAL RATING: 4.72


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.72ADJECTIVAL RATING: Outstanding

Prepared by:


LOURD FRANZ M. GABUNADA
OIC-Head, Biotechnology


Reviewed by:


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

Recommending Approval:

N/A


Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lourd Franz M. Gabunada, OIC-Head of the DEPARTMENT OF BIOTECHNOLOGY 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 July-December 2022.

Approved:


LOURD FRANZ M. GABUNADA
 Assistant Professor II
 Date: *21 Dec 2022*


MA. THERESA P. LORETO
 Dean, CAS
 Date: **DEC 23 2022**

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	10.0	12.25	5	5	5	5.00	Btec 141 lec, Btec 141 lab, Btec 151, MarB 13 lec, Biol 138n lec
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	0	4	4	4	4.00	Accomplished half in Jan-June 2022
		A12. Number of trainings attended related to instruction	Attend trainings related to instruction	2	4	5	5	5	5.00	RFCA & OTPs Workshop, 1st Animal Welfare Training, Ethics in Heath Research, Joint Online Training Workshop on Responsible Conduct of Research
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	5	5	5	5.00	Btec 141 lec, Btec 151, MarB 13 lec, Biol 138n lec; (already accomplished in Jan-June)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	23	5	5	5	5.00	Btec 141 lec, Btec 141 lab, Btec 151, MarB 13 lec, Biol 138n lec

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	4	5	5	5	5.00	Btec 141 lab; (already accomplished in Jan-June 2022)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	27	15	5	5	5	5.00	4th year BSBiotech; (accomplished with Jan-June)
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript		4	5	5	5	5.00	Ayensa, Cabatu, Sarvida, Vesera
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	Abarquez, Mosquito, Oledan
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	Alamil, Elmido, Lipon
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	BSBiotech Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
	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	2	2	5	5	5	5.00	Btec 141 lec, Btec 141 lab
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	Btec 141 lec, Btec 141 lab
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	3	5	5	5	5.00	Btec 141 lec, Btec 141 lab, Btec 151

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Btec 141 lec, Btec 151, Biol 138n lec, MarB 13 lec
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	0	3	3	3	3.00	None
		A 24 : Number of virtual classroom created/updated and operational	Creates/updates and operates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	Btec 141 lec, Btec 151, Biol 138n lec, MarB 13 lec
UMFO 3 . RESEARCH SERVICES										
	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	0	3	3	3	3.00	None
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	95%	4	4	4	4.00	On process
	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	1	0	3	3	3	3.00	None
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	zero non-conformity	2	4	4	4	4.00	2 NCs recorded (4th Surveillance Audit)
		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	100% compliant						Accomplished in Jan-June 2022
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	5	5	5	5.00	No complaint received
	Total Over-all Rating					111.00				
	Average Rating					4.63				
	Adjectival Rating					Outstanding				

Average Rating (Total over-all rating divided by 25)		4.63
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes:

Mr. Gabunada should write research proposals for possible funding.

Evaluated & Rated by:

mtplnata
MA. THERESA P. LORETO
 Dean, College of Arts and Sciences
 Date: DEC 23 2022

Recommending Approval:

N/A

Approved by:

Bey
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 6/21/2022

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Mr. Gabunada to constantly monitor the academic performance of his academic and thesis advisees. I also reminded him to check the performance of his students.				Mr. Gabunada is constantly open for questions and constantly monitors his students and academic advisees. His academic and thesis advisees are also properly guided.
Coaching	I encouraged Mr. Gabunada to collaborate with other faculty and craft research /extension proposals.				Mr. Gabunada conceptualized research/extension activities for the department.

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

Conducted by:

mtplncto

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Noted by:

kyj

BEATRIZ S. BELONIAS

VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOURD FRANZ M. GABUNADA

Performance Rating: Outstanding

Aim: To assess the status of Mr. Gabunada's graduate program and support completion of his graduate degree.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step: I asked Mr. Gabunada re: status of his graduate studies.

Result: Mr. Gabunada was unable to complete his degree as previously planned because of changes in Graduate advisory committee.

Date: January 2023

Target Date: June 2023

Next Step: Follow up the status of Mr. Gabunada's requirements for completion.

Outcome: Mr. Gabunada has coordinated with his new Graduate advisory committee for his upcoming dissertation defense tentatively scheduled on May 2023.

Final Step/Recommendation: Follow up the status of Mr. Gabunada's requirements for completion.

Prepared by:

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

Conforme:

LOURD FRANZ M. GABUNADA
Name of Ratee Faculty