SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LYNETTE C. CIMAFRANCA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96x50%=2.48	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	43.69%	4.73	2.07
2. Research	8.48%	5.00	0.42
3. Extension	11.87%	5.00	0.59
4. Administration	35.96%	5.00	1.80
5. Production	0%	0.00	0.00
TOTAL			**4.88**

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

LYNETTE C. CIMAFRANCA   **VICTOR B. ASIO**
Name of Faculty   College Dean

                        Recommending Approval:

                                          VICTOR B. ASIO
                                          Dean, CAFS

                        Approved:

                                          BEATRIZ S. BELONIAS
                                          Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Lynette C. Cimafranca**, 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, 2023.**

Approved:

LYNETTE C. CIMAFRANCA
Asso. Prof. III
Date:

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jan. June 2023)	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	1	1	5	5	5	5.00	Adviser to Mr Mark Winston Ladrillo
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	4	5	5	5	5.00	consultation GS students on matters related to enrolment, courses PCW, etc.... Gofredo, Bagarinao, Ladrillo, Medellin

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							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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 Moddle 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							
	course syllabus made	no of course syllabus drafted							
	review course syllabus and OJT guidelines	no of course syllabus and other documents reviewed							

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	10	16.08	5	5	5	5.00	FTec 166, FTec 199 and FTec 181
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	4	4.67	FTec 166, FTec 199 and FTec 181

		A 11. 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	4	4.67	submitted signed INC forms of the following: (1)Abapero, Jamaica, (2) Concillo, Arnel, (3) Malake, William, (4) Sienes, A, (5)Romero, (6) Labides, (7) Lacebal
		A12. Number of trainings attended related to instruction	Attend mandated trainings		4	5	5	5	5.00	(1) VSU 2023 admission - Jan 23; (2) Curriculum review schedule - June 23; (3) graduate focal person meeting - June 23
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	10	5	5	5	5.00	Total : FTec 166 - 8 quizzes; FTec 199 - 2 quizzes; FTec 150 lab -2 quiizes
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	296	5	5	5	5.00	Total: 296.........FTec 150: 236 (34 students; 8 lab ex., Note: 12 unsubmitted; 3 stundents no lab rep submitted)...FTec 166 - 60 term papers
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		39	5	5	5	5.00	4th year students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	9	5	5	5	5.00	SRC chair of the ff: (1) Avergonzado, (2) Buna, (3) Candelario, (4) Ceniza, (5) Decano, (6) Fuentes, (7) Godoy, (8) Lagrosa, (9) Mercurio
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	SRC member of the ff: (1) Areno, (2) Aseo, (3) Evangelista, (4) Perero, (5) Sison
		As Dept Head	Advises and corrects research outline and thesis/SP manuscript		40	5	5	5	5.00	40 thesis outline reviewed, corrected and approved

PI	Activity	Description							Remarks
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	35	50	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
	A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*		1	5	5	5	5.00	coordinates with PAFT re implementation of their activities
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*	4	4	5	5	5	5.00	FTec 166 and Ftec 199 ppts
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	13	5	5	5	5.00	FTec 166: 8 quizzes, 2 term exams; FTec 199: 2 quizzes, 1 oral presentation
	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 Moddle 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	1	1	5	5	5	5.00	FTL CATO
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2						

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
	course syllabus revised	revise course syllabus								

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	5	5	5	5.00	Food value chain improvement of vegetable and tilapia in Region VIII
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							
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		1						will be accomplished in the 2nd half
	In refereed nat'l/regional journals		1						will be accomplished in the 2nd half
		reviews and edited previously submitted article(s) based on peer-reviewer's comments and suggestions	1	1	5	5	5	5.00	Ginger yema article previously submitted in ATR
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 scienfic for a/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							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

		A 33a.Number of journal articles drafted, submitted, revised (after peer review)	Designs research related activities and other outputs to implement new normal							
		A 33b. 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						in-progress
		A 33c. Number of journal articles/scientific paper accepted for publication								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1						will be accomplished in the 2nd half
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		meetings attended	attended meetings related to research proposal brainstorming and writing	2	2	5	5	5	5.00	(a) Tilapia project
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	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	1	2	5	5	5	5.00	LGU Ormoc and Gacat Women's asso.
	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	200	61.6	5	5	5	5.00	see Quarterly accomplshment report for extension project coded 'Strengthening'
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Strengthening project
	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*								
	Peer reviewers/Panelists	*Peer reviewers/Panelists*								
	Resource Persons	*Resource Persons*		1	2	5	5	5	5.00	PhilSci training & High Fiber cookies training in Biliran
	Convenor/Organizer	*Convenor/Organizer*		3	4	5	5	5	5.00	see Quarterly accomplishment report for extension project coded 'Strengthening'
	Consultancy	*Consultant*	attends meeting; attend consultancy service							
	Evaluator	*Evaluator*								
	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 (extn. 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							
		No. of lecture material used during RPship	prepares ppt, feedback form, pre-test, post test, etc... used in extension activities	1	2	5	5	5	5.00	PhilSci training & High Fiber cookies training in Biliran
		No. of extension documents submitted	prepares and submits reports to OVPRE	4	2	5	5	5	5.00	Quarter 1 & 2 extension accomplishment report
		No. of meeting attended	attends OVPRE-extension meeting							
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 theQMS 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	0 NC	0	5	5	5	5.00	
	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% Complia nt	100	5	5	5	5.00	
	On program accreditations	prepares documents for AACCUP accreditations							
	On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	0 com-plaint	0 complaint	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 performfing functions resulting to best practice							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Prepares document that are normally usually submitted on a regular basis	10	8	5	5	5	5.00	IPCR target 1; DTR (Jan to June)-6; BIR docs -1;
	As CAFS Secretary	attended CAFS meeting	2	3	5	5	5	5.00	
		prepares minutes of the meeting	2	2	5	5	5	5.00	
	As SSF Rootcrop processing focal person	prepares and submitted SSF rootcrop monitoring	4	2	5	5	5	5.00	
	No. of survey participations	answers survey forms		1	5	5	5	5.00	ethics related project c/o College of Nursing
	No. of DFST meetings attended	attends DFST meetings	5	3	5	5	5	5.00	

		served as APB rep in teaching demo's and OGS student final defense	attends teaching demos as APB representative & as observer in graduate student final exam (defense); preparation of necessary reports							
		as department head	no. of consultations		100	5	5	5	5.00	estimated
			no. of documents signed		379	5	5	5	5.00	
		UAC	attends UAC meeting							
		VFA/Grad Faculty	attend VSUFA and Graduate faculty meeting	1	1	5	5	5	5.00	
		as curriculum committee member of DFST	review course syllabus							
		as health coordinator	coodinate health related matters of the faculty and staff to VSU infirmary; help in the implementation of COVID-19 protocols							
		Other outputs	acted as OIC Dean CAFS		2	5	5	5	5.00	
			signed doc in behalf of the CAFS dean		30	5	5	5	5.00	
			Total points						**204.34**	

			Comments and Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 4)	4.98		Attend training relative to PhD courses which she will be handling as soon as the program is offered.
Additional Points			
Approved Additional Points (with copy of approval)			
FINAL RATING	4.98		
ADJECTIVAL RATING	OUTSTANDING		

Evaluated & Rated by:

VICTOR B. ASIO
College Dean
Date:

Recommending Approval

VICTOR B. ASIO
College Dean
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:
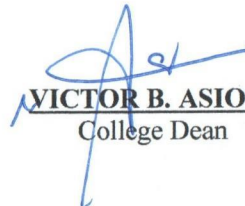
Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **LYNETTE C. CIMAFRANCA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recomm endation
1	Teaches assigned subjects and performs other teaching related functions such as prepares and revises learning guides, course syllabus.	Very Satisfactory	• Teaches assigned subject – 2nd Sem SY 2022-2023 • Prepares and revises learning materials	February 2023	July 2023	Impressive	Very Satisfactory	
2	Prepares, gives and checks term exams, quizzes, posttest/pretests, learning tasks.	Very Satisfactory	• February 2023 – July 2023 (ongoing process) whole period of the 2nd Semester 2022-2023	February 2023	July 2023	Impressive	Very Satisfactory	
3	Submits grade sheets within prescribed period and make herself available for student consultation and approves manuscripts.	Very Satisfactory	• Submits midterm and final grades for 2nd Semester 2022-2023 • Consultation as thesis adviser • Consultation as academic adviser	February 2023	July 2023	Impressive	Very Satisfactory	
4	Attends meetings and performs as College Secretary and as Chairman of different committees	Very Satisfactory	January – June 2023	Ongoing process		Impressive	Very Satisfactory	
5	Performs other functions	Very Satisfactory	January- June 2023	Ongoing process				

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

VICTOR B. ASIO
College Dean

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee   : <u>LYNETTE C. CIMAFRANCA</u>
Performance Rating   : <u>Outstanding</u>

Aim: <u>To improve teaching capability of the faculty</u>

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

Date: <u>January 2023</u>   Target Date: <u>December 2023</u>

First Step:

<u>Finalize IMs ready for review</u>

Result:
<u>IMs finalized and ready for submission</u>

Date: <u>January 2023</u>   Target Date: <u>December 2023</u>

Next Step:

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

Outcome:

<u>Enhanced teaching capability in BS and MSFST courses as well as soon to be offered PhD courses.</u>

Final Step/Recommendation:

<u>For the administration to provide budget appropriations for trainings related to PhD program.</u>

Prepared by:

VICTOR B. ASIO
College Dean

Conforme:

LYNETTE C. CIMAFRANCA
Ratee