

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **WELLA MARIE D. ALACIO**

JANUARY-JUNE 2021

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)
1. Instruction		4.58x100	
a. Head/Dean (100%)		4.58	2.29
b. Students (0%)		3.82	1.91
Total for Instruction	80%		3.36
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	10%	4.67	0.47
4. Administration	10%	5.00	0.50
5. Production			
TOTAL	100%		

EQUIVALENT NUMERICAL RATING:

4.33

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.33


ADJECTIVAL RATING:

Prepared by:

WELLA MARIE D. ALACIO

Name of Faculty

Reviewed by:

VERY SATISFACTORY

ANALITA A. SALABAO
Dept. Head

Recommending Approval:


MOISES NEIL V. SERINO
Dean, CME


Approved:

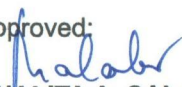

BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, WELLA MARIE D. ALACIO, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated attainment of the following targets in accordance with the indicated measures for the period January-June 2021.


WELLA MARIE D. ALACIO
 Instructor I
 Date: 7/30/21

Approved: 
ANALITA A. SALABAO
 Department Head
 Date: 7/30/21


MOISES NEIL V. SERINO
 College Dean
 Date: 8/6/21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating			
						Quality	Efficiency	Timeliness	Average
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned						
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students						
		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						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty						
	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						

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>	31.5	27.1	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	17	5	5	5	5.00
		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	1	2	4	4	4	4.00
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	4	4	4.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	50	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	27	32	5	4	4	4.33
		A17. Number of students advised on thesis/ field practice/special problem:							
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	8	5	4	4	4.33

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	16	5	5	5	5.00
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	174	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	1	4	4	4	4.00
	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	2	2	5	4	4	4.33
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	4	4.67
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc	2	10	5	5	5	5.00
		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	2	2	5	4	4	4.33
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	4	4	4.33
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:							

		Program accreditation/evaluation	Prepares documents and /or program profile and other						
		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						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or 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						
		<i>In refereed int'l journals</i>							
		<i>In refereed nat'l/regional journals</i>							
	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 for a/conferences						
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							

	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							
		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						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						
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						
	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	Implementes duly approved extension projects	1	1	4	5	5	4.67

	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						
	<i>Research Mentoring</i>	<i>Research Mentor</i>							
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>							
	<i>Resource Persons</i>	<i>Resource Persons</i>							
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>							
	<i>Consultancy</i>	<i>Consultant</i>							
	<i>Evaluator</i>	<i>Evaluator</i>							
	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						

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 NC	zero NC	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%	100%	5	5	5	5.00	
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *								
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other							
Total Over-all Rating				88.00					Comment: Attend the normal teaching strategy
Average Rating				4.63					
Adjectival Rating				O					

Evaluated & Rated by:


ANALITA A. SALABAO

Department Head

Date: 7/30/21

Recommending Approval


MOISES NEIL V. SERINO

Dean, CME

Date: 8/4/21

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/6/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Wella Marie D. Alacio
Performance Rating: January-June 2021

Aim: To pursue Doctorate studies in Land Management.

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

Date: January 2021

Target Date: June 2021

First Step:

Apply for admission in the University and apply for scholarship.

Result:

Due to covid-19 application is still pending.

Date: Jan 15, 2021

Target Date: June 15, 2021

Next Step:

Continue application until given admission and scholarship.

Outcome:

Final Step/Recommendation:

Waiting for admission and scholarship approval.

Prepared by:


ANALITA A. SALABAO
Immediate Supervisor

Conforme:


WELLA MARIE D. ALACIO
Ratee

cc: ODA-HRD