SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOVIEL T. MONTAÑEZ

	Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction	(-/		(2,0)
	a. Head/Dean (50%)		4.24x50%=2.12	
	b. Students (50%)		5.00x50%=2.25	
Fi	Total for Instruction	90%	4.37	3.93
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	10%	5.00	0.50
5.	Production			
	TOTAL	100%		4.43

EQUIVALENT NUMERICAL RATING:

4.43

Add: Additional Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.43

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

Reviewed by

JOVIEL T. MONTAÑEZ

MARK C RATILLA Department Head

Name of Faculty

Recommending Approval:

LILIAN B. NUÑEZ

Dean, CME

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Joviel T. Montañez</u>, of the <u>Department of Business and Management</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June</u>, 2024.

JOVIEL T. MONTAÑEZ

Ratee

Approved:

MARKE. RATILLA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual		Ra	ting		Remarks
WIIO & FAFS	ouccess mulcators	rasks Assigned	raiget	Accomplishment	5 5 5 5.0	A ⁴			
UMFO 1. ADVANCED EDUCATION	N SERVICES								
OVPI MFO 2. Graduate Stu	dent Management Service	es							
PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE	Handles subjects/courses							
implemented & monitored*		assigned		14.22	5	5	5	5.00	
PI 8: Number of graduate	A2. Number of students	Acts as academic adviser							
students advised *	advised	to graduate students	1	5	5	5	5	5.00	
	A3. Number of students		dagasahni kitestasi viri, annar annarat gung annarat ratio				<u> </u>		
	advised on thesis/special								
	problem/dissertation								
		Advises and corrects							
	As GAC Chairman	research outline and							
		thesis/SP/dissertation	1	5	5	5	5	5.00	
		manuscript	/	3	5	5	5	5.00	
		Advises and corrects							
	AS GAC Member	research outline and							
		thesis/SP/dissertation manuscript	2	5	5	5	5	5.00	
	A4. Number of students	Entertains students							
	entertained for consultation	seeking consultation with							
	purposes	faculty	5	5	5	5	5	5.00	
PI 9: Number of	A5. Number of on-line ready	Converts the existing			THE STATE OF THE S	Any ground war in the desirence of	-		AND COME OF THE STREET, STATE OF THE ST
instructional materials		instructional materials into							
	submitted for review								
instructional materials developed *	coursewares developed and submitted for review	instructional materials into flexible learning systems			and the second of the second o		onaliteleitääääääääääääääääääääääääääääääää		

	with grade submitted within prescribed period A12. Number of trainings attended related to instruction	submits on or before deadline Facilitates students in their completion of the subject and submits completion forms	7	0	3	3	3	3.00	
	A10. Number of grade sheets submitted within prescribed period A 11. Number of INC forms	Handles and teaches courses assigned Prepares gradesheet and	5	2	3	3	3	3.00	
PI 4: Total FTE coordinated, implemented & monitored*	A9. Actual Faculty's FTE	Handles and tasahas		4.65	5	5	5	5.00	
OVPI UMFO 3. Higher Educ		es							
UMFO 2. HIGHER EDUCAT		new normal							ALCHEN BARRASA
Pl 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
	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							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	7	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	8	5	5	5	5.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	

	A13. Number of long	Attend mandated trainings			3	3	3	T	en en et en deutsche späten der Stellen und des Stellen und deutsche Zielen und deutsch zu der deutsche Zielen und deutsche zu der deutsche zu der deut
	examinations administered and checked		10					3.00	
	A14. Number of quizzes	Administers and checks	70		3	3	3	3.00	
	administered and checked	long examination for			"		3		
		subjects taught	10	10				3.00	
	A15. Number of lab reports	Prepares and checks							
	and term papers checked and	quizzes for lec and lab	_	4.0	_	_			
	graded		5	10	5	5	5	5.00	And as both the property of the second se
PI 8: Number of students	A16. Number of students	Checks lab reports and							
advised: *	advised:	term papers submitted as	20	40	5	-	-	5.00	
		required Acts as academic adviser	20	40	1 3	5	5	5.00	
	A17. Number of students	to students							
	advised on thesis/ field	lo students							
	practice/special problem:								
	praetice, special problem.								
	As SRC Chairman	Advises, and corrects		The state of the second control of the second secon					DA STERLEN WAS TO STAND WITH MANAGER AND A STANDARD
		research outline and							
		thesis/SP manuscript	5	0	3	3	3	3.00	
	As SRC Member	Advises and corrects							
		research outline and	_						
		thesis/SP manuscript	5	0	3	3	3	3.00	***************************************
	A18. Number of students	Entertains students							
	entertained for consultation	consulting on subject	20	10	1	_	4	400	
PI 9: Number of student	A19. Number of Student	taught, thesis and grades Advises student	20		4	4	4	4.00	
organizations advised/	organizations advised	organizations recognized by USOO							
assisted *		by 0300							
	A20. Number of Student	Assists student		-					
	organizations assisted	organizations in							
	on student related	implementing student							
	activities	related activities							
PI 10: Number of	A 21 : Number of on-line	Prepares and submits for		AND THE PARTY OF T					
instructional materials	course ware developed	review by the Technical							
		Review Panel	7	0		0	0	0.00	
developed *	and submitted :			0	3	3	3	3.00	

		Prepares Instructional module/laboratory							
	On-line ready courseware	guide/workbook or a							
		combination thereof	5	10	5	5	5	5.00	
		Prepares Power Point			-		-		
		presentation, video clips,							
	Supplemental learning resource	movie clips, reading							
		assignments depending on							
		course taught	10	20	5	5	5	5.00	
		Prepares assessment							
	Assessment tools	tools such as long exam,							
		guizzes, problems sets, etc.							entitipene (na et alla may tellepe en sin sin signi
	A 23: Number of on-line	Submits the course ware							
	course ware reviewed by	duly reviewed by TRP for							
	TRP & edited by MMDC	editing by MMDC editor							
	editor		1	2	5	5	5	5.00	
	A 24 : Number of virtual	Creates virtual classroom							
	classroom created and	using either Moddle or							
	operational	Google Classroom							
PI 11. Additional outputs	A 25. Number of Additional				1				
	outputs accomplished:								
	Program	Prepares documents and /or							
	accreditation/evaluation	program profile and other materials required during							
		program/institutional							
		accreditation and/or evaluation							
	Agency/firm/Industry	Coordinates with potential firms			3	3	3	3.00	
	linkages	and maintains linkages with firms willing to accept OJT students							
		from VSU	1	0					
	A 26. Other outputs	Designs experiential learning		prijestinalninose auta telelijaisti oo dadudaat 100 km suulkarii oo 2000 tuurus aa daasee					
	implementing the new normal	activities and other outputs to							
	due to covid 19	implement new normal							
UMFO 3 . RESEARCH SE	RVICES								
		CONTROL OF THE PARTICULAR PROCESS OF THE PARTICULAR STATE OF THE PARTICULAR ST		form a service of a reason serve reason and the service of the ser					

	T	r		 		
PI 1. Number of research	A27. Number of research	Conducts research for				
outputs in the last three (3)	outputs in the last three (3)	possible utilization by				
years utilized by the industry	years utilized by the	industry or other				
or by other beneficiaries *	industry or by other	beneficiaries				
	beneficiaries *					
PI 2. Number of research	A 28. Number of research	Conducts and completes	PPPM BOOKEN SALES ASSESSMENT STATEMENT SALES AND		***************************************	
outputs completed within the	outputs completed within	research oroject within the				
year *	the year *	year				
PI 3. Percentage of research	A 29. Percentage of	Writes publishable				Admice expense observed a technology use o
outputs published in	research outputs	materials out of research				
internationally-referred or	published in internationally-	outputs and submits for				
CHED recognized journal	refereed or CHED	publication				
within the year (2%) *	recognized journal within					
	the year					
	In refereed int'l journals					
	In refereed nat'l/regional		and the second districts of many or many productions with the production in the many with the formal and the formal of the formal or the forma			populari exispliani i di muntulo constituti i populari
	journals					
PI 4. Number of research	A 30. Number of research	Prepares, submits and				ON COMMENCE AND A PROPERTY OF THE PROPERTY OF
outputs presented in	outputs presented in	presents research paper in				
regional/national/int'l	regional/national/int'l	scienfic for a/conferences				
fora/conferences	fora/conferences *					
	In int'l fora/conferences					and a series of the series of the series of the series of
	In nat'l/regional					
	fora/conferences					
	A 31. Percentage of of	Prepares research				
PI 5. Percent of research	research proposals	proposals, submits and				
proposals approved *	prepared, submitted and	follows up its approval for				
	approved	immediate implementation				
PI 6. Additional outputs*	A 32. No. of research-					
	related awards (research					
	conducted by faculty or					
	student w/ faculty)					

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Acts as peer reviewer of A 33. Number of journal iournal articles/scientific articles/scientific paper papers, reviews the paper received and reviewed as received and returns duly peer-reviewer reviewed paper A 34. Number of UMs Prepares and submits submitted to ITSO, VSU application for UM of technology generated out of research output Designs research related A 35.0ther outputs implementing the new normal activities and other outputs due to covid 19 to implement new normal **UMFO 4. EXTENSION SERVICES** Identifies and links with A 36. Number of active PI 1. Number of active probable partners for partnerships with LGUs, partnerships with LGUs, extension activities and industries, NGOs, NGAs, industries, NGOs, NGAs, maintains this active SMEs, and other SMEs, and other partnership stakeholders as a result of stakeholders facilitated and maintained extension activities Conducts trainings among PI 2. Number of trainees A 37. Number of trainees beneficiaries of weighted by the length of weighted by the length of technologies for transfer training training A 38. Number of extension Implementes duly approved PI 3. Number of extension extension projects programs organized and programs/projects implemented supported consistent with the SUC's mandated and priority programs Provides quality and PI 4. Percentage of A 39. Percentage of relevant training courses beneficiaries who rated the beneficiaries who rated the and advisory services training course/s and training course/s and advisory services as advisory services as satisfactory or higher in satisfactory or higher in terms of quality and terms of quality and relevance relevance

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								AND DESCRIPTION OF THE PROPERTY OF THE PROPERT
Resource Persons	Resource Persons								***************************************
Convenor/Organizer	Convenor/Organizer						PERSONAL PROPERTY OF		
Consultancy	Consultant						Marian Ma		
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 43.0ther outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OP			nydrassylvinadsylväähkännyd manderkynsylvininkennym ma						managlation magnicipal por positivo de la compansa del la compansa de la compansa
OVPI MFO 4. Program and									
PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	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							
College/department under ISO 9001:2015*				Zero NC	5	5	5	5.00	

	A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100%	5	5	5	5.00	
	On institutional accreditations								
UMFO 6. General Ac	⊥ lmin. & Support Ser	vices (GASS)							
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 *			Zero complaints	5	5	5	5.00	
	A 48.0ther outputs implementing the new normal due to covid 19	Designs administration/manageme nt related activities and other outputs to implement new normal							
Total Over-all Rating			121.00						

Average Rating (Total Over-all rating divided by 4)	4.32
Additional Points:	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.32
ADJECTIVAL RATING	VS

Comments & Recommendations for

Development Purpose:

Complete doctoral studies

and publish have

research ont with in Scous Was

indexed formals.

Evaluated Rated by:

MARK C. RATILLA Dept/Unit Head

Date:

1 - Quality

2 - Efficiency

Recommending pproval:

Dean/Director

Date:

7/26/24

3 - Timeliness

4 - Average

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: Pluby

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Business and Management

Head of Office: DR. MARK C. RATILLA

Number of Personnel: 2

	M	ECHANIS	M		Remarks
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	
Monitoring	One-on-One	Group			
Initial Assessment and Discussion of TPES result with the concerned faculty member who got "satisfactory" rating	The department head conducted one-on-one meeting with the faculty concerned to discuss the evaluation results and understand their perspective on their performance.				Conducted periodic class observation.
Coaching Discussion of strategies to improve teaching performance	Asked the faculty member to conduct a self-assessment of their teaching performance. The faculty was asked to reflect on his teaching practices, identify areas where he feel confident, and areas he believes they need improvement.				In collaboration with the concerned faculty member and the department head, key focus areas for improvement were identified, including pedagogical techniques, student interaction, assessment methods, and content knowledge.

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

Conducted by:

MARK CHRATILLA
Immediate Supervisor

Noted by:

Mext Higher Supervisor

PERFORMANCE MONITORING FORM

Name of Employee: **JOVIEL T. MONTAÑEZ**

Tas k No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommen dation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactor y	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactor V	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactor V	January 1, 2024	June 30, 2024	January 1-June 30, 2024	Impressive	Very Satisfactory	
5	Performs other functions	Very satisfactor y	January 1, 2024	June 30, 2024	January 1-June 30, 2024	Very Impressive	Outstanding	

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

Prepared by:

MARK C RATILLA Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

JOVIEL T. MONTAÑEZ **JANUARY-JUNE 2024**

Performance Rating:

Aim: Develop and enhance the capability of the faculty in teaching undergraduate and graduate

courses offered by the department.

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

Date: JANUARY 2024

Target Date: JUNE 2024

First Step:

Pursue a graduate degree program with coursework that includes the subjects taught by the faculty in the undergraduate and graduate programs of the department.

Result:

On-going graduate degree program at dissertation stage.

Date: JANUARY 2024

Target Date: JUNE 2024

Next Step:

Complete the graduate program and earn the doctorate degree.

Outcome:

More equipped and capable faculty.

Final Step/Recommendation:

Attend short courses, trainings, and seminars to upgrade competency to perform instruction, research, and extension functions.

Prepared by:

MARK C. RATILLA Immediate Supervisor

Conforme:

Somi of Te JOWEL T. MONTAÑEZ

Ratee

cc: ODA-HRD



INSTRUCTION AND EVALUATION OFFICE

CERTIFICATION

TO WHOM THIS MAY CONCERN:

This is to certify that <u>MS. JOVIEL T. MONTAÑEZ</u> has obtained the following ratings in her Teaching Performance Evaluation by Students (TPES) covering the period of **2nd Semester 2017 - 2018**

A.Y.	Sem	Course No.	Descriptive Title	Lec/ Lab	No. of Paters	Rating		
						Num.	Adjec	% Evaluation Rating
2017-2028	2nd	Mgmt 143	Intro. to Financial Management	Lec	20	5.00	0	96.47
		Mgmt 143	Intro. to Financial Management	Lec	20	5.00	0	100.00
		Mgmt 143	Intro. to Financial Management	Lec	20	5.00	0	98.24
		BGMT 206	Financial Management	Lec	14	5.00	0	98.82
				,	Ave. Rating	5.00	0	98.38
			Ove	erali Ave	rage Rating	5.00	0	98.38

Source: Results of Teaching Performance Evaluation by Students filed at ODIE Legend:

1.00 - 1.49 Poor

1.50 - 2.49 Fair

2.50 - 3.49 Satisfactory

3.50 - 4.49 Very Satisfactory

4.50 - 5.00 Outstanding

This certification is issued upon the request of <u>Ms. Montañez</u> for IPCR attachment. Issued this 23^{th} day of July, 2024 at IEO, VSU, Baybay City, Leyte.

OR #: 0687196

MA. RACHEL KtM L. AURE, Ph.D. Director, Instruction and Evaluation



iversity Tüvkheinland





Phone: +63 53 565 0600 Local 1104