

**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			
a. Head/Dean (50%)		4.24x50%=2.12	
b. Students (50%)		5.00x50%=2.25	
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:

Joviel T. Montañez
 JOVIEL T. MONTAÑEZ
 Name of Faculty

Reviewed by:

Mark C. Ratilla
 MARK C. RATILLA
 Department Head

Recommending Approval:

Lilian B. Nuñez
 LILIAN B. NUÑEZ
 Dean, CME

Approved:

Rotacio S. Gravoso
 ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

Joviel T. Montañez
JOVIEL T. MONTAÑEZ
 Ratee

Approved: *Mark C. Ratilla*
MARK C. RATILLA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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		14.22	5	5	5	5.00	
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	5	5	5	5	5.00	
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5	5	5	5	5.00	
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5	5	5	5	5.00	
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5	5	5	5	5.00	
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							

	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00
	<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	8	5	5	5	5.00
	<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	10	7	5	5	5	5.00
	<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>						
	<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	1	1	5	5	5	5.00
<i>PI 10. Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>						
UMFO 2. HIGHER EDUCATION SERVICES								
OVPI UMFO 3. Higher Education Management Services								
PI 4: Total FTE coordinated, implemented & monitored*	A9. Actual Faculty's FTE			4.65	5	5	5	5.00
	<i>A10. Number of grade sheets submitted within prescribed period</i>	<i>Handles and teaches courses assigned</i>	5	2	3	3	3	3.00
	<i>A 11. Number of INC forms with grade submitted within prescribed period</i>	<i>Prepares gradesheet and submits on or before deadline</i>	1	0	3	3	3	3.00
	<i>A12. Number of trainings attended related to instruction</i>	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	1		3	3	3	3.00

	<u>A13. Number of long examinations administered and checked</u>	Attend mandated trainings	10		3	3	3	3.00
	<u>A14. Number of quizzes administered and checked</u>	Administers and checks long examination for subjects taught	10	10	3	3	3	3.00
	<u>A15. Number of lab reports and term papers checked and graded</u>	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00
PI 8: Number of students advised: *	A16. Number of students advised:	Checks lab reports and term papers submitted as required	20	40	5	5	5	5.00
	<i>A17. Number of students advised on thesis/ field practice/special problem:</i>	<i>Acts as academic adviser to students</i>						
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	0	3	3	3	3.00
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	0	3	3	3	3.00
	<u>A18. Number of students entertained for consultation purposes</u>	Entertains students consulting on subject taught, thesis and grades	20	10	4	4	4	4.00
PI 9: Number of student organizations advised/ assisted *	<i>A19. Number of Student organizations advised</i>	<i>Advises student organizations recognized by USOO</i>						
	<i>A20. Number of Student organizations assisted on student related activities</i>	<i>Assists student organizations in implementing student related activities</i>						
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	1	0	3	3	3	3.00

	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	5	10	5	5	5	5.00	
	Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	20	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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	1	2	5	5	5	5.00	
	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							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	0		3	3	3	3.00
	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									

	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 ITS0, 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	Implements duly approved extension projects								
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								

<i>PI 5. Number of technical/expert services</i>	<i>A 40. Number of technical/expert services as/in:</i>	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 (extr. conducted by faculty or student & faculty) *									
	<u>A 43. Other outputs implementing the new normal due to covid 19</u>	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	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%	5	5	5	5.00	
	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							
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. 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			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 more research outputs in Scopus/WOS indexed journals.

Evaluated & Rated by:

MARK C. RATILLA

Dept/Unit Head

Date:

1 - Quality

2 - Efficiency

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Date:

7/26/24

3 - Timeliness

4 - Average

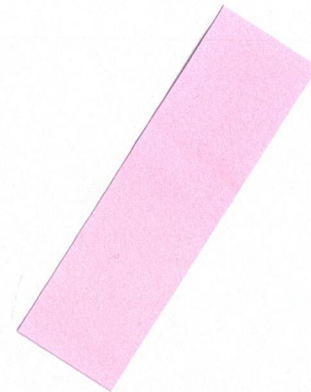
Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

7/26/24



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Business and Management

Head of Office: DR. MARK C. RATILLA

Number of Personnel: 2

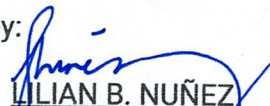
Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring Initial Assessment and Discussion of TPES result with the concerned faculty member who got "satisfactory" rating	The department head conducted one-on-one meeting with the faculty concerned to 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 C. RATILLA
Immediate Supervisor

Noted by:


JULIAN B. NUÑEZ
Next Higher Supervisor

PERFORMANCE MONITORING FORM

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

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
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 satisfactory	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	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 Satisfactory	January 1, 2024	June 30, 2024	January 1-June 30, 2024	Impressive	Very Satisfactory	
5	Performs other functions	Very satisfactory	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
Performance Rating: JANUARY-JUNE 2024

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:


JOVIEL T. MONTAÑEZ
Ratee

cc: ODA-HRD



CERTIFICATION

TO WHOM THIS MAY CONCERN:

This is to certify that **MS. JOVIEL T. MONTAÑEZ** 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 Raters	Rating		% Evaluation Rating
						Num.	Adjec	
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
Overall Average 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 **Ms. Montañez** for IPCR attachment. Issued this **23rd** day of July, 2024 at IEO, VSU, Baybay City, Leyte.

OR # : 0687196

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

