

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

Name of Faculty Member: **GRACIELLE DAWN L. GAMOTIN**

**JANUARY-JUNE 2023**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involve-ment (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>		<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction				
a. Head/Dean (100%)		4.41	2.21	
b. Students (50%)		4.71	2.36	
Total for Instruction	50%		4.56	2.28
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	20%	5.00		1.00
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	20%	5.00		1.00
4. Administration	10%	3.33		0.33
5. Production				
TOTAL	100%			4.61

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.61

0

4.61

**OUTSTANDING**

**GRACIELLE DAWN L. GAMOTIN**

Name of Faculty

Recommending Approval:

**BERT C. PEÑALOSA**

Dept. Head

**MOISES NEIL V. SERIÑO**

Dean, CME

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GRACIELLE DAWN L. GAMOTIN, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023.

  
GRACIELLE DAWN L. GAMOTIN  
Instructor  
Date: 07/20/2023

Approved:  
  
BERT C. PEÑALOSA  
Department Head  
Date: 07/20/2023

  
MOISES NEIL V. SERIÑO  
Dean, CME  
Date: 07/20/2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned		Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
				Target 2023						
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		16.89	5	5	5	5.00	
	PI 8: 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							

		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty purposes		12	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	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		27	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		8	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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom		2	5	5	5	5.00	
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9. Actual Faculty's FTE</b>	Handles and teaches courses assigned	31.5	6.83	2	2	2	2.00	

		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5.00	
		<b>A11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3	3	4	4	4	4.00	
		<b>A12 . Number of trainings attended related to</b>	Attend mandated trainings	3	2	4	4	4	4.00	
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	15	4	2	2	2	2.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	25	10	3	3	3	3.00	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	Acts as academic adviser to students	32	70	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<b>As SRC Chairman</b>	Advises, and corrects research outline and thesis/SP manuscript	10	14	5	5	5	5.00	
		<b>As SRC Member</b>	Advises and corrects research outline and thesis/SP manuscript	10	26	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO							

[illegible]

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year		2	5	5	5	5.00	Small island, GAP
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>			2	5	5	5	5.00	EEG, in house
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted								
		<b>A 33.</b> 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							

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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			1	5	5	5	5.00	GS
	Resource Persons	Resource Persons			1	5	5	5	5.00	1- February- ISRDS- Business planning- USAID
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	related activities and other outputs to implement new normal		1	5	5	5	5.00	Tree planting coordinator
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	1 NC	0	0	0	0.00	Grades
		<b>A 45.</b> 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	CHED
		On program accreditations								

		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaints	Zero complaints	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other dents/agencies *								
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>				132.00	Comment: Need to continue attending trainings, seminars and conference to increase awareness, knowledge and improve skills				
	<b>Average Rating</b>				4.40					
	<b>Adjectival Rating</b>				VS					

Evaluated & Rated by:

**BERT C. PEÑALOSA**

Department Head

Date: 07/25/2023

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 07/25/2023

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 07/25/2023

### PERFORMANCE MONITORING FORM

Name of Employee: **GRACIELLE DAWN L. GAMOTIN**

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	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	Jan. 1, 2023	Jan. 1, 2023	June 30, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1- June 30, 2023	Impressive	Very Satisfactory	
5	Performs other functions	Very satisfactory	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**BERT C. PENALOSA**  
Unit Head

EXHIBIT L  
EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GRACIELLE DAWN L. GAMOTIN**  
Performance Rating: JANUARY- JUNE 2023

Aim: To continue using new normal classroom strategies to engage students as well as balance administrative, research and extension activities.

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

Date: JANUARY 2023

Target Date: JUNE 2023

**First Step:**

To attend webinars related to instruction, administration, research and extension necessary to update learning and increase knowledge in the said areas.

**Result:**

Learned skills and was able to gain insights specifically about instruction and research.

Date: JANUARY 2023

Target Date: JUNE 2023

**Next Step:**

Apply learnings to conduct better asynchronous classes. Integrate learnings and insights gained through research and extension to the classes.

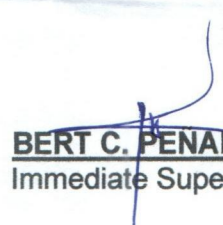
Apply learnings to write better research papers and conduct better trainings for clientele.

**Outcome:**

Final Step/Recommendation:

Conduct more interactive classes and prepare for blended approach. Also, continue to acquire knowledge and skills necessary for other areas administrative, research and extension function.

Prepared by:

  
**BERT C. PENALOSA**  
Immediate Supervisor

Conforme:

  
**GRACIELLE DAWN L. GAMOTIN**  
Ratee

cc: ODA-HRD