

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERT C. PENALOSA

JANUARY-JUNE 2022

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)		4.84	2.42	
b. Students (5 0%)		4.00	2.00	
Total for Instruction	75%		4.42	3.32
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	5%		4.89	0.24
4. Administration	20%		5.00	1.00
5. Production				
TOTAL	100%			4.56

EQUIVALENT NUMERICAL RATING:

4.56

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.56

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

BERT C. PEÑALOSA

Name of Faculty

Reviewed by:

BERT C. PEÑALOSA

Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERT C. PENALOSA, a faculty member 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-JUNE 2022.

**BERT C. PEÑALOSA**

Instructor I

Date: 7/27/22

Approved: 

**MOISES NEIL V. SERIÑO**

Supervisor

Date: 7/26/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target 2022	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
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							
		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							
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5:</b> 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 Moodle or Google Classroom							
	<b>PI 10:</b> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		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.</b> Actual Faculty's FTE		Handles and teaches courses assigned	30	18					
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	10	4 5	5 5	5 5	4.67 5.00	

		<b>A11</b> . 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	2	5	5	5	5.00	
		<b>A12</b> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	2	5	5	5	5.00	
		<b>A13</b> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	20	20	4	5	5	4.67	
		<b>A14</b> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	40	25	5	5	5	5.00	
		<b>A15</b> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:		Acts as academic adviser to students	50	79	5	5	5	5.00	
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	5	14	5	5	5	5.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	5	24	5	5	5	5.00	
		<b>A18</b> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	50	60	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised		Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		<b>A20</b> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	1	4	5	5	4.67	
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	5	5	5	5.00	
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	4	5	5	4.67	
		<b>A 23 :</b> 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						
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	1	5	4	5	4.67	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation		1	4	5	5	4.67	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		4	4	5	5	4.67	
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal		1	4	5	5	4.67	
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<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							



[illegible]



<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	2	2	5	5	5	5.00	
<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		Implementes duly approved extension projects	1	1	4	5	5	4.67	
<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									
Resource Persons	Resource Persons			3	1	5	5	5	5.00	
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							



	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100%	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services		Provides customer friendly frontline services to clients							
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice							



		<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>Admin Support Services</b>											
		Membership in College committees										
		Membership in the Department committees										
	<b>Department Head</b>	Number of department meetings presided attended										
		Number of UAC mtgs attended documents										
		Annual Report										
		Procurement Plan										
		Staff Development Plan										
		Number of Faculty Mentored supervised										
	<b>Total Over-all Rating</b>			116.67								
	<b>Average Rating (Total Over-all rating divided by 4)</b>			4.86								
	<b>Additional Points</b>											
	<b>FINAL RATING</b>			4.86								
	<b>ADJECTIVAL RATING</b>			O								
								Comments and Recommendation: <i>Finalize BS Entrep proposal</i>				

Evaluated & Rated by:

**MOISES NEIL V. SERIÑO**

Supervisor

Date: *7/28/22*

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: *7/28/22*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *8/17/22*

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BERT C. PEÑALOSA**  
Performance Rating: JANUARY- JUNE 2022

Aim: To enhance capacity building skills necessary for the effective and efficient implementation of the VSU Quality Procedures.

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

Date: JANUARY 2022

Target Date: JUNE 2022

**First Step:**

To attend webinars/seminars and workshops, study VSU Quality Procedures for cascading to all faculty and staff in the Department of Business and Management (DBM)

**Result:**

Attendance in related webinars/seminars and workshops

Date: JANUARY 15, 2022

Target Date: JUNE 15, 2022

**Next Step:**

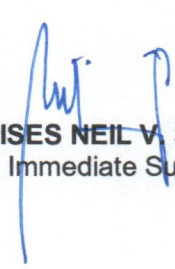
Plan and organize meetings and seminars to cascade the latest guidelines and VSU Quality Procedures to DBM faculty and staff for the improvement of the department's day-to-day operations

**Outcome:**

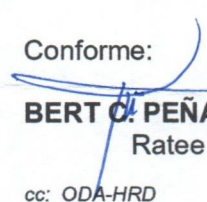
Final Step/Recommendation:

Improved capability to supervise and manage the overall operations of the department.

Prepared by:

  
**MOISES NEIL V. SERIO**  
Immediate Supervisor

Conforme:

  
**BERT C. PEÑALOSA**  
Ratee

cc: ODA-HRD