

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

Name of Faculty Member: DORYN JAN L. AVILA

January-June 2018

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 100%)		4.33x100%	4.33
b. Students (0%)			
Total for Instruction	75%		3.25
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration	25%		1.22
5. Production			
TOTAL	100%		4.47

EQUIVALENT NUMERICAL RATING:

4.47

Add: Additional Points, if any:

VS

TOTAL NUMERICAL RATING:

4.47

ADJECTIVAL RATING:

Outstanding

Prepared by:

DORYN JAN L. AVILA

Name of Faculty

Reviewed by:

NILDA T. AMESTOSO

Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

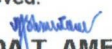
BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DORYN JAN L. AVILA, 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 2020.


DORYN JAN L. AVILA
 Instructor
 Date:

Approved:

NILDA T. AMESTOSO
 Department Head
 Date:


MOISES NEIL V. SERIÑO
 College Dean
 Date: Oct. 9, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	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 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		Handles and teaches courses assigned	16	7.5	4	5	4	4.33	
	A10 . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	3	3	4	4	4	4.00	
	A 11 . 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						
	A12 . Number of trainings attended related to instruction		Attend mandated trainings							
	A13 . Number of long examinations administered and checked		Administers and checks long examination for subjects taught	1	2	5	5	4	4.67	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	5	6	5	4	4	4.33	
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	4	4	4	4	4	4.00	

	PI 8: Number of students advised: *	A16: Number of students advised:	<i>Acts as academic advisor to students</i>	10	11	5	4	5	4.67	
		A17: Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	13	23	5	5	5	5.00	
		<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>	25	23 30	4	4	4	4.00	
		A18: Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>	15	42	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20: Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	PI 10: Number of instructional materials developed *	A21: Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>	1	0					
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	4	4	4	4.00	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	1	4	5	4	4.33	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	2	10	4	4	4	4.00	
		A23: Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	1	0	4	4	4		

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	4	5	4.67	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile							
		Agency/firm/Industry linkages	Coordinates with potential firms and							
		A 26. Other outputs implementing the	Designs experiential learning activities and	1	0	5	5	5	5.00	
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 oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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 scienfic 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 faculty or								
		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							
		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	25	0					
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							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	1						
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
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 (extrn. 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 non-conformity	zero non-conformity	5	5	4	4.67	
	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% compliant	100% compliant	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	Zero % complaint	Zero % complaint	5	5	5	5.00	
PI 3. Additional Outputs	A 47. 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							
	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								71.67	

Average Rating (Total Over-all rating divided by 4)	4.48
Additional Points	
FINAL RATING	4.48
ADJECTIVAL RATING	VS

Evaluated & Rated by:

Nilda T. Amestoso
NILDA T. AMESTOSO

Department Head

Date:

1-Quality 2 -Efficiency 3 - Timeliness 4 - Average

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics

Date:

Oct. 9, 2020

Comments and Recommendations for Development Purpose:

Should attend class regularly; request somebody to take over class when absent.

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

Head of Office: **NILDA T. AMESTOSO**

Number of Personnel: DORYN JAN L. AVILA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Following up with her progress with her MBA degree				Productive discussion
Coaching	Writing a proposal for SP research	How to fast-track the progress her MBA program			Very effective

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

Conducted by:

Noted by:

upmated
NILDA T. AMESTOSO
Immediate Supervisor

[Signature]
MOISES NEIL V. SERIÑO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Doryn Jan L. Avila
Performance Rating: January-June 2020

Aim: To develop and enhance knowledge, skills and capabilities in teaching marketing and organization subjects

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

Date: January 2020

Target Date: June 2020

First Step:

Attend webinars and online training-workshops that are related to management and business administration (marketing, entrepreneurship, etc) both in the local and national environment that will be helpful in instruction. Lay out schedule for conduct of training in relation to marketing.

Result:

Attended webinars and online trainings on marketing and organization.

Date:

Target Date:

Next Step:

Impart knowledge to students what have been learned from trainings and seminars attended as well as develop students' skills thru various activities given them.


Outcome:

Applied learnings in classroom activities and incorporated materials used in the trainings and seminars in the classroom discussion.

Final Step/Recommendation:

To continue attending webinars and online trainings to acquire more knowledge in marketing and organization.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


DORYN JAN L. AVILA
Ratee

cc: ODA-HRD