

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

Name of Faculty Member: ARGINA M. POMIDA

January-June 2019

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%)		4.86x50%	2.43	
b. Students (50%)		4.5x50%	2.25	
Total for Instruction	60%		4.68	2.81
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	10%		4.90	0.49
4. Administration	25%		5.00	1.25
5. Production	5%		5.00	0.25
TOTAL	100%			4.80

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


4.80

0

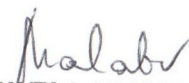
4.80

ADJECTIVAL RATING:


Prepared by:

  
ARGINA M. POMIDA  
Name of Faculty

Recommending Approval:

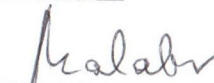
  
ANALITA A. SALABAO  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President

Reviewed by:

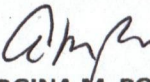
Outstanding

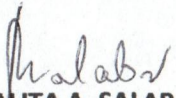
  
ANALITA A. SALABAO  
Head, DBM

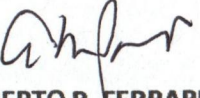


# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ARGINA M. POMIDA, Asst. Professor 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 2019

  
**ARGINA M. POMIDA**  
 Ratee

Approved:   
**ANALITA A. SALABAO**  
 Head, DBM

  
**DILBERTO R. FERRAREN**  
 VP, OPRGEA

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplishment	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	<b>1. Graduate Degree Program Management Services</b>									
	PI1: Number of graduate degree specializations offered and monitored									
	PI2: Total FTE monitored		2.00	208%	4.15	5	5	5	5.00	
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
Higher Education Services	<b>Full Time Equivalent (FTE)</b>		2	150%	3.00	5	5	5	5.00	
	Vacation Sick Leave	Teaching								
	<b>Number of Graduates:</b>									
	Baccalaureate									
	<b>Number of IMs Dev/Rev &amp; Utilized</b>	Co- author	1	0%						
	Revised IM's within the last 3 years		1	200%	2	5	5	4	4.67	
	<b>Practice Advising</b>									
	Approved case study manuscript	Adviser	2	100%	2	5	5	4	4.67	
	Approved thesis outline									
	Approved thesis manuscript									
	<b>Student Advising and Consult Services:</b>									
	Number of student org advised	Adviser	1	100%	1	5	4	4	4.33	
	Student-related activities assisted	Adviser	2	200%	4	4	5	5	4.67	



	Number of student advised as academic adviser	Adviser	50	200%	100	5	5	5	5.00
	<b>Academe/Industry Linkage established:</b>								
	International		1	300%	3	5	5	5	5.00
	National		1	300%	3	5	5	5	5.00
	Local/Regional		1	400%	4	5	5	5	5.00
	<b>Awards/Honors received by students/faculty:</b>								
	Awards received by students								
	Number of awards received by faculty								
	Number of Professorial Chair awardee								
	Number of Scholarships availed								
<b>Advanced education services</b>									
	<b>Number of Graduates within prescribed period:</b>								
	Masters								
	Diploma								
	<b>IMs Developed/Revised and Utilized</b>								
	Revised IM's within the last 3 years		1	200%	2	5	5	5	5.00
	<b>Number of Student Research Advising</b>								
	Approved special problem manuscript								
	Approved research outline		1	200%	2	5	5	5	5.00
	<b>Student Advising and Consult Services:</b>								
	Number of student organizations advised								
	Number of student-related activities assisted								
<b>Research Services</b>	<b>Number of Outputs Published in CHED accredited journals/internationally indexed journals:</b>								
	In Ref Interntl Journals								
	In Ref Natl Journals								
	In Institutional Journals								
	International								
	<b>Number of papers published in other peer-reviewed publications (proceedings, monographs, etc.)</b>								
	<b>Number of Outputs Presented in Regional/National/International Fora /Conferences:</b>								
	In International								





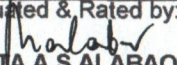


	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
<b>Project MFOs /PAPs:</b>					0 complaint	5	5	5	5.00	
<b>Efficient Customer-Friendly Assistance</b>	0% complaints from client served	IGP Director/IGP Staff	0 complaint		documents prepared and	5	5	5	5.00	
<b>Administrative and financial documents processed</b>	Timely review and signing of Revolving Fund, Special Trust Fund, Monthly Financial Report for IGP projects managed and supervised and other official documents prepared and processed	IGP Director	documents prepared and process		processed are acted	5	5	5	5.00	
						5	5	5	5.00	
						5	5	5	5.00	
<b>Management &amp; monitoring services</b>	Percentage of RF/STF managers and concessionaires complying with requirements and policies set by the Board of Management	BOM/Director/IGP staff	60%		Recommend infrastructure	5	5	5	5.00	
	Regular physical evaluation and inventory of IGPs	IGP Director/IGP Staff	Regular visit of IGPs to evaluate status of the		discussion with BOM members in	5	5	5	5.00	
	Effectively participate in updating IGP Manual	BOM/IGP Director	Actively participate and attend meeting with		examination/evaluation of IGPs and	5	5	5	5.00	
	Effectively facilitate in the conduct of IGP Annual Review	BOM/IGP Director/IGP Staff	Actively facilitate in the conduct of IGP annual		10.6M	5	5	5	5.00	

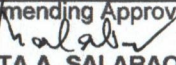


	Improved gross income generated from RF-IGP to support university	BOM/IGP Director	3M		Planned and conduct	5	5	5	5.00	
<b>Best practices and innovations</b>	Conducts regular consultative meeting with the concessionaires and provides capability building	IGP Director/IGP staff	Facilitates training and regular conduct of meetings with concessionaires		Conducted seminar and information dissemination on garbage segregation and management	5	5	5	5.00	Sponsored/facilitated seminar on Basic Fire Safety and Prevention, Earthquake Drill and Garbage Segregation
	Effective implementation of Waste segregation and management	IGP Director/IGP staff	Implementation of garbage segregation and management						177.67	Full implementation on garbage segregation and management with the help of LSSMU c/o
<b>Total Over-all Rating</b>										

Average Rating (Total overall rating divided by 4)	4.95	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.95	
ADJECTIVAL RATING	9	

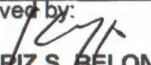
Evaluated & Rated by:  
  
**ANALITA A. SALABAO**  
 Dept/Unit Head

Date: \_\_\_\_\_

Recommending Approval:  
  
**ANALITA A. SALABAO**  
 Dean

Date: \_\_\_\_\_

Comments & Recommendations for Development Purpose:  <b>Pursue PhD</b> -
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Approved by:  
  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: \_\_\_\_\_

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

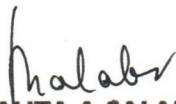
Head of Office: Analita A. Salabao

Number of Personnel: ARGINA M. POMIDA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Following up about curriculum revision of BSAB	Consultation during faculty meeting and department curriculum committee meeting related to BSAB curriculum revision			Productive discussion
Coaching	Writing a proposal for research	Discussion on how to write a teaching guide			Very effective

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

Conducted by:

  
**ANALITA A.SALABAO**  
Immediate Supervisor

Noted by:

  
**ANALITA A.SALABAO**  
Dean, CME



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA  
Performance Rating: January-June 2019

Aim: To acquire knowledge and skills on Strategic Planning Process

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

Date: January 2019

Target Date: June 2019

**First Step:**

Attend training/seminar-workshop to management/staff planning processes.

**Result:**

Attended training/seminar-workshop to management/staff planning processes.

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

**Next Step:**

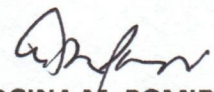
Shared new knowledge on strategic Planning Process to the Department, College, University and Stakeholders, (researchers, entrepreneur, students and etc.)

**Outcome:**

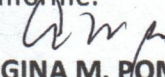
**Final Step/Recommendation:**

Acquired and shared new knowledge on Strategic Planning Process to the Department, College, Universities and Stakeholders (researchers, entrepreneur, students and etc.)

Prepared by:

  
**ARGINA M. POMIDA**  
Unit Head

Conforme:

  
**ARGINA M. POMIDA**  
Ratee

cc: ODA-HRD