

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

Name of Faculty Member: LOREGIN S. PUGOSA

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 (100%)		4.46x100%	4.46	
b. Students (%)				
Total for Instruction	90%		4.46	4.02
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%		4.89	0.49
5. Production				
TOTAL	100%			4.51

EQUIVALENT NUMERICAL RATING:

4.51

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.51

ADJECTIVAL RATING:

Outstanding

Prepared by:

LOREGIN S. PUGOSA

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, LOREGIN S. PUGOSA, 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 2020 - June 2020.


LOREGIN S. PUGOSA

Instructor I

Date:

Approved:


NILDA T. AMESTOSO

Department Head

Date:


MOISES NEIL V. SERIÑO

College Dean

Date: 

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accompli shment	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 Moodle 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	30	49.05	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	5	4	4	4.33	
	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	5	5	4	4	4	4.00	
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	5	5	5	5.00	
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	2	5	4	4	4.33	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	5	5	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	3	3	5	4	4	4.33	

	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>	20	100	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:									
		<i>As SRC Chairman</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	10	12	5	5	5	5.00	
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	5	5	4	4	4	4.00	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	3	10	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>	1	1	5	4	4	4.33	
		A20. Number of Student organizations assisted on student related activities		<i>Assists student organizations in implementing student related activities</i>	1	1	5	4	4	4.33	
	PI 10: Number of instructional materials developed *	A21 : 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>	1	2	5	5	5	5.00	
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	1	5	4	4	4.33	
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	4	4	4	4.00	
		A23 : 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							
		A24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	
	PI 11. Additional outputs	A25. 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	1	1	4	4	4	4.00	

[illegible]

[illegible]

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:	Minutes Preparation	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	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility								
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									95.00	

Average Rating (Total Over-all rating divided by 4)	4.52
Additional Points	
FINAL RATING	4.52
ADJECTIVAL RATING	

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. SERINO

Dean, College of Mgt. & Economics

Date:

Oct. 9, 2020

Comments and Recommendations for Development Purpose:

Improve teaching proficiency; be willing to work extra time when needed.

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: LOREGIN S. PUGOSA

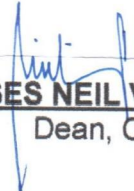
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Checking on her plan for advanced degree	Sharing of Innovative teaching strategies like use of ICT, etc.		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching	Developing and managing independent research project	Giving tips on how to develop teaching guides and for teaching effectively		Encouraging her to take courses within VSU to sharpen her research and teaching skills and competence	Effective and successful

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

Conducted by:

Noted by:


NILDA T. AMESTOSO
Immediate Supervisor


MOISES NEIL V. SERIO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Loregin S. Pugosa
Performance Rating: January 2020-June 2020

Aim: To improve competency, knowledge and expertise on the new normal learning modality.

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 related to the new normal learning modality.

Result:

Attended virtual trainings/webinars on distant learning modality.

Next Step:

Integrate knowledge learned in preparing learning modules for subjects to be taught.

Outcome:

Developed learning module and virtual classrooms for MGMT 101a and ABMG 104.

Final Step/Recommendation:

Improved management education and teaching quality incorporating views from different strategic education and teaching methods.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


LOREGIN S. PUGOSA
Ratee

cc: ODA-HRD