

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

Name of Faculty Member: ARGINA M. POMIDA

January-June 2020

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%)		4.48x100%	4.48
b. Students (%)			
Total for Instruction	50%		4.48
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	50%		4.71
5. Production			
TOTAL	100%		4.59

EQUIVALENT NUMERICAL RATING:

4.59

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.59


ADJECTIVAL RATING:

Outstanding


Prepared by:


ARGINA M. POMIDA
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, ARGINA M. POMIDA, 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

ARGINA M. POMIDA

Asst. Professor

Date:

Approved:

NILDA T. AMESTOSO / DILBERTO O. FERRAREN

Supervisor

Date:

MOISES NEIL V. SERIÑO

College Dean

Date: 06-9-2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	4	6.25	5	4	4	4.33	
	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	1	2	4	4	4	4.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	7	4	4	4	4.00	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	4	20	5	5	5	5.00	
	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	1	3	5	4	4	4.33	
		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	2	5	5	5	4	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	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 Moddle or Google Classroom	1	1	4	4	4	4.00	
	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	1	1	4	4	4	4.00	
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	1	0.3	4	4	4	4.00	
		A10: Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	3	5	4	4	4.33	
		A11: Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with							
		A12: Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
		A13: Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	
		A14: Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	
		A15: Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	4	8	5	5	5	5.00	
	PI 8: Number of students advised: *	A16: Number of students advised:		Acts as academic adviser to students	4	5	4	4	4	4.00	
		A17: Number of students advised on thesis/ field practice/special problem:									
		As Department Head	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	
		A18: Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	4	10	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised		Advises student organizations recognized by USOO							
		A20: Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		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	1	1	4	4	4	4.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4	4	4	4.00	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor		1	4	6	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		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 and other materials required during program/institutional accreditation and/or evaluation		1	5	4	5	4.67	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSLI		1	4	5	5	4.67	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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 project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the	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 student w/ faculty)								


		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 reviewed paper										
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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										
	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		Implements duly approved extension projects										
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality		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										
	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	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		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% compliance	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager							
		On institutional accreditations	SSF Rootcrop							
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	5	5	5	5.00	
	PI 3. Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other		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						
PRGEA MFO1:										
	Efficient & Customer friendly frontline service	0% complaint from client served		Zero complaint	IGP Director IGP Staff	5	5	5	5.00	
	Effectively acted administrative & financial documents	Timely review and signing of Revolving Fund and Special Trust Fund, IGP Projects, Contract of Lease, Monthly Financial Report of STF Projects managed and supervised, and other official documents prepared and processed.		500	IGP Director IGP Staff	5	5	5	5.00	
	ISO 9001:2015 aligned documents for least 1 core process	Number of quality procedures prepared/revised		1	IGP Director IGP Staff	5	5	5	5.00	
	Administrative & management meetings	No. of actively attended administrative and management meetings		3	IGP Director IGP Staff	5	5	4	4.67	
	PRGEA MFO.3: Management and Monitoring services	No. of IGP Monthly Financial Reports received and check		300	IGP Director IGP Staff	5	5	4	4.67	
		Actively facilitated the conduct of RF and STF Annual Review		1	IGP Director IGP Staff	5	5	4	4.67	
		Scheduled regular Inventory of IGP projects		2	IGP Director IGP Staff	5	5	5	5.00	
		Percentage of concessionaires complying with the requirements		50%	IGP Director	5	5	4	4.67	

	Effective and efficient Income Generation from Implemented projected	Improved gross income generated from STF-IGP projects in support to instruction, research and extension		250,000	250,000	BOM,IG P Director	5	5	4	4.67	
		Improved gross income generated from RF-IGP to support university		250,000	250,000	BOM,IG P Director	5	5	4	4.67	
	Best practices and innovations	Regular repair and maintenance of IGP facilities		10%	10%	IGP Director IGP Staff	5	5	4	4.67	
		Effective implementation of Waste segregation and management		50%	50%	IGP Director IGP Staff	5	5	4	4.67	
	Total Over-all Rating									113.33	

	Average Rating (Total Over-all rating divided by 4)		4.63
	Additional Points		
	FINAL RATING		4.63
	ADJECTIVAL RATING		O

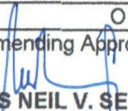
Evaluated & Rated by:


NILDA T. AMESTOSO
 Department Head

Date:

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

Recommending Approval


MOISES NEIL V. SERINO
 Dean, College of Mgt. & Economics
 Date: Oct-9, 2020

Comments and Recommendations for Development Purpose:

Should attend class regularly; request somebody to take over classes in times of conflicting schedule.

Approved by:


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: 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					

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

Conducted by:


NILDA T. AMESTOSO
Immediate Supervisor

Noted by:


MOISES NEIL V. SERIO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: January-June 2020

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 2020

Target Date: June 2020

First Step:

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

Result:

Attended virtual 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.)


Conducted strategic planning in the department, college, and university level via face to face, via virtual conferencing

Outcome:

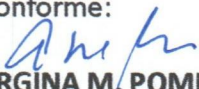
Final Step/Recommendation:

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

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


ARGINA M. POMIDA
Ratee

cc: ODA-HRD