

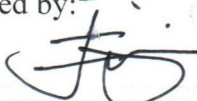
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

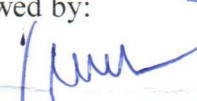
Name of Faculty Member: FRANCISCO G. GABUNADA, JR.


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction			
2. Research	30%	5.00	1.50
3. Extension	15%	-	-
4. Administration	50%	5.00	2.50
5. Production	5%	5.00	0.25
TOTAL	100%		4.25

EQUIVALENT NUMERICAL RATING: 4.25
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.25

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

FRANCISCO G. GABUNADA, JR.
Name of Faculty

Reviewed by: 
ROMMEL B. ARMECIN
Director, ECO-FARMI


Approved by:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **FRANCISCO G. GABUNADA JR.**, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-October, 2019.


FRANCISCO G. GABUNADA JR.
 Ratee

APPROVED:


EDGARDO E. TULIN
 Head of Office 2.10.20

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec, 2019)	Accomplishment	Rating				Remarks
						July-October 2019	Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services											
			FTE	Teach AnSci 22	2 laboratory classes (Jan-June only)						
UMFO 3. Research Services											
			Amount/value of research funds/resources externally generated	Generate research fund	P0.05M	P0.05M	5	5	5	5	
UMFO 4. Extension Services											
			Number of extension manuals contributed	Formulate training manual	3	0					
UMFO 5. Production Services											
			Number of income generating projects monitored, reviewed and evaluated on	Manages VSU Apartelle	1	1	5	5	5	5	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint from clients	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								

			Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications drafted and/or pre-reviewed/ screened	1,800	911	5	5	5	5	
			No. of documents reviewed, processed & released within the day it is acted by the	Screen documents for Pres./OIC action	14,000	9,228	5	5	5	5	
			No. of reports and correspondence prepared and released	Gather data, drafts and/or reviews reports and correspondence	600	335	5	5	5	5	
			Number of offices under OP and special projects coordinated		10	10	5	5	5	5	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Screen, package MOAs for President's approval and submits for BOR confirmation	300	105	5	5	5	5	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/ photodocumented	Coordinate and arrange venue, accommodation, meals, transportation, etc.	40	20	5	5	5	5	
			100% of meetings and travels convened/presided/ facilitated/photo-documented	Plan and schedule meetings, appointments and travel of Univ. Pres.	100%	100%	5	5	5	5	
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5	
			<i>Total Over-all Rating</i>							60	

Average Rating (Total Over-all-rating divided by 14)		4.29
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.29
ADJECTIVAL RATING		

Comments and Recommendations for Development Purpose:


Evaluated and Rated:


EDGARDO E. TULIN
Unit Head

Date: 2.11.20

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

Approved by:


EDGARDO E. TULIN
President

Date: 2.



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRANCISCO G. GABUNADA, JR., Head of the OFFICE OF THE BOARD SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period October to December 2019.


FRANCISCO G. GABUNADA, JR.

Ratee


EDGARDO E. TULIN

President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
TOTAL		3

Rating Equivalents:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2019	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	2 meetings	2 meetings	5	5	5	5.00	
	PI4 Number BOR Finance Committee (BOR-FC) Meetings facilitated		2 meetings	2 meetings	5	5	5	5.00	
	PI3 Number of Pages of Completed BOR/BOR-FC Minutes of Meetings (<i>Legal Size; double space</i>)	Prepared Minutes of BOR/BOR-FC meetings	80 pages	82 pages	4	4	4	4.00	
	PI5 Number of BOR/ADMIN. Matrix of Actions Prepared	Prepared BOR/Admin. Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	4	4	4	4.00	
	PI6 Number of Resolutions Prepared/Signed by the Board of Regents	Prepared Board Resolutions	40 BOR Resolutions	21 BOR Resolutions	4	4	4	4.00	
	PI9 Number of BOR Referenda Prepared & Passed for Board Approval	Prepared Board Referenda	5 Referenda	9 Referenda	4	4	4	4.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2019	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	2 meetings	2 meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO/UAC Minutes of Meetings (<i>Long Size; double space</i>)	Prepared Minutes of UADCO/UAC meetings	100 pages	75 pages	4	4	4	4.00	
	PI5 Number of documents screened and processed for conformity to BOR Requirements	Screened and processed document for BOR meeting	5 documents	10 documents	4	4	4	4.00	
	PI6 Number of Univ. Curriculum Committee Meetings attended	None	1 meeting	None	-	-	-	-	
	PI7 Number of Special Meetings attended (<i>per OP Special Order/OP Memo Received</i>)	Attended special meetings	1 meeting	1 meeting	5	5	5	5.00	
	PI8 Number of National/Regional/Local special events attended/facilitated (<i>per OP Special Order</i>)	Attended National/Regional/Local special events	1 Special Event	1 Special Event	5	5	5	5.00	
TOTAL OVER-ALL RATING					49	49	49	49.00	

Average Rating (Total Over-all rating divided by 11)		4.45
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.45
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

attendance to SUCs secretary
meetings for updating

Evaluated & Rated by:



EDGARDO E. TULIN

Head of Unit

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

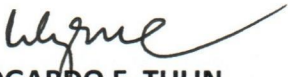
Head of Office: Edgardo E. Tulin

Name of Faculty/Staff: Francisco G. Gabunada, Jr. Signature:  Date: _____

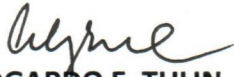
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none">• First working day of the month• as needed				
Coaching Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none">• First working day of the month as needed				

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

Conducted by:


EDGARDO E. TULIN
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor
2-16-70

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Francisco G. Gabunada, Jr.**

Performance Rating: _____

Aim: Improve skills in carrying out duties and responsibilities
(leadership and coordination)

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Review of coordination and leadership activities

Result:

Identification of activities and skills required

Date: _____ Target Date: _____

Next Step: Identification of capability building needs

Outcome:

Identified capability building needs

Final Step/Recommendation:

Opportunities for exposure to capability building activities

Prepared by:


EDGARDO E. TULIN
Immediate Supervisor

2.16.70

Conforme:


FRANCISCO G. GABUNADA, JR.
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : FRANCISCO G. GABUNADA, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: October 2019 Target Date: October 15, 2019

First Step : Analyze flow (process) of the report preparation

Result : Factors leading to delay identified.

Date: November 2019 Target Date: November 4, 2019

Next Step : Identify and institute measures to correct the factors leading to delay in
Preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


EDGARDO E. TULIN
President

Conforme:


FRANCISCO G. GABUNADA, JR.
University/Board Secretary