SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ANALITA A. SALABAO**

JANUARY-JUNE 2021

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)			4.67	2.34
b. Students (0%)			3.83	1.92
Total for Instruction	55%			2.34
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	20%		5.00	1.00
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		3.67	0.18
4. Administration	20%		5.00	1.00
5. Production				
TOTAL	100%			

EQUIVALENT NUMERICAL RATING: 4.53

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.53

OUTSTANDING

ADJECTIVAL RATING:

Prepared by: Reviewed by:

ANALITA A. SALABAO   **ANALITA A. SALABAO**
Name of Faculty   Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

I, ANALITA A. SALABAO, a faculty member of the <u>DEPARTMENT OF BUSINESS ANGD MANAGEMENT</u> commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January-June 2021</u>.

ANALITA A. SALABAO
Associate Professor V
Date: 7/30/21

Approved:

ANALITA A. SALABAO
Department Head
Date: 7/30/21

MOISES NEIL V. SERIÑO
College Dean
Date: 8/4/21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	5	15	5	5	5	5	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	2	20	5	5	5	5	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	7	5	5	5	5	

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	9	9	5	5	5	5
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	3	40	5	5	5	5
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	1	1	5	5	5	5
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5
		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	1	0	3	3	3	3
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		6	5	5	5	5
	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		50	5	5	5	5
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									

PI	Indicator	Description							
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	4	5	4	4	4.33	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	5	5	
	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	1	1	4	4	4	4	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	4	4	4	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	7	5	5	5	5	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	27	9	4	4	4	4	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		5	5	5	5	5	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							

PI	Activity	Description							
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	5	5	5	5	
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	1	1	5	5	5	5	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	4	4	4	4	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5	
	A 23 : 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	1		3	3	3	3	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	7	5	5	5	5	
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		2	5	5	5	5	

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								

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		1		5	5	5	5	
	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 (2%) *	**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								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	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								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	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									

		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	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	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 relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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 (extn. 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 theQMS 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 NC	zero NC	5	5	5	5	

		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%	100%	5	5	5	5	
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero NC	zero NC	5	5	5	5		
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *									
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		2	5	5	5	5		
Total Over-all Rating				141.33			Comments:			
Average Rating				4.71			To enhance knowledge and skills in			
Adjectival Rating				O			research paper publications.			

Evaluated & Rated by:

ANALITA A. SALABAO
Department Head
Date: 7/30/21

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 8/6/21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/6/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analita A. Salabao
Performance Rating: January-June 2021

Aim: To enhance knowledge and skills in research paper publications for continuous professional growth

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

Date: January 2021   Target Date: June 2021

First Step:
Attend webinars, read articles and books and/or consult research experts/mentors on how to write papers for publications.

Result:
Acquired knowledge and skills on how to make publishable research papers.

Date: Jan 15, 2021   Target Date: June 15, 2021

Next Step:
Write publishable research article.

Outcome:
Produced one (1) publishable research article

Final Step/Recommendation:
Submit research article to recognized local or international journal.

Prepared by:

MOISES NEIL V. SERIÑO
Immediate Supervisor

Conforme:

ANALITA A. SALABAO
Ratee

cc: ODA-HRD