

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

Name of Faculty Member: ANGELITA L. PARADERO

January-June 2020

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%)		4.93 x 100%	4.93
b. Students (0%)			
Total for Instruction	80%		4.93
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration	20%		5.00
5. Production			
TOTAL	100%		4.95

EQUIVALENT NUMERICAL RATING:

4.95

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.95

ADJECTIVAL RATING:

Outstanding

Prepared by:

ANGELITA L. PARADERO

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, ANGELITA L. PARADERO, 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 to June 2020.


ANGELITA L. PARADERO
Instructor III
Date:

Approved:

NILDA T. AMESTOSO
Department Head
Date:


MOISES NEIL V. SERINO
College Dean
Date: 04-7-2020

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	1	0.25	5	5	5	5.00	
	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		2	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript		8	5	5	5	5.00	
		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	2	1	5	5	4	4.67
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	4	5	4.67
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10					
		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	2					
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2					
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Designs experiential learning activities and other outputs to implement new normal	1					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	15	16.1	5	5	4	4.67
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline		8	5	5	5	5.00
		<u>A 11</u> . 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						
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings		2	5	5	5	5.00
		<u>A13</u> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		4	5	5	5	5.00
		<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab		25	5	5	5	5.00
		<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required		4	5	5	5	5.00

PI 8: Number of students advised: *	A16: Number of students advised:	Acts as academic advisor to students		46	5	5	5	5.00	
	A17: Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advising/ correction	Advises, and corrects research outline and thesis/SP manuscript		8	5	5	5	5.00
	As SRC Member	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript		12	5	5	5	5.00
	A18: Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades						
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						
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	2	1	5	5	5	5.00
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10					
	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	2					
	A 24: Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2					
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						
	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	1	0						
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								
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								
	<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										
	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	1	0						
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 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 (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	1	0					
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 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	5	5.00		

		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% compli ant	5	5	5	5.00		
		On program accreditations	Pilot Plant								
		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 % compla int	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										79.00	

Average Rating (Total Over-all rating divided by 4)	4.94
Additional Points	
FINAL RATING	4.94
ADJECTIVAL RATING	O

Evaluated & Rated by:

[Signature]
NILDA T. AMESTOSO
 Department Head

Date:

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

Recommending Approval

[Signature]
MOISES NEIL V. SERIÑO
 Dean, College of Mgt. & Economics
 Date: *Oct. 9, 2020*

Comments and Recommendations for Development Purpose:

Must engage in search for professional growth

Approved by:

[Signature]
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: **ANGELITA L. PARADERO**

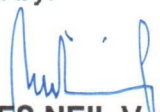
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Sharing information and advice on possible journals where articles for publication may be submitted			Very productive discussion
Coaching	Developing and managing independent research project				Effective and successful

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: ANGELITA L. PARADERO

Performance Rating: January – June 2020

Aim: Enhance skills on the effective delivery of flexible learning.

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

Date: January 2020

Target Date: June 2020

First Step:

Attend trainings/workshops related to flexible learning strategies.

Result:

- Created Moodle and Google Classrooms.
- Made learning guides/modules in MGMT 197 and MGMT 113.

Date: January 2020

Target Date: June 2020

Next Step:

Attend additional relevant training/workshops on flexible learning strategies.


Outcome:

Enhanced capability of the faculty to deliver effective instruction/education to students amidst the COVID-19 pandemic.

Final Step/Recommendation:

Request for more trainings/seminars on the effective delivery of flexible learning (e.g., teaching strategies, learning assessments, etc.).

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


ANGELITA L. PARADERO
Ratee

cc: ODA-HRD