

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

Name of Faculty Member: ARGINA M. POMIDA

July - December 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 (50%)		4.94	50%	2.47
b. Students (50%)		4.5	50%	2.25
Total for Instruction	50%			4.72
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	0%			0.00
3. Extension				
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%			4.89
4. Administration	20%			5.00
5. Production	20%			4.80
TOTAL	100%			4.81

EQUIVALENT NUMERICAL RATING:

4.81

Add: Additional Points, if any:

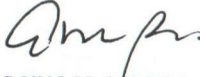
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TOTAL NUMERICAL RATING:

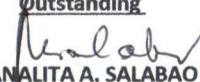
4.81

ADJECTIVAL RATING:

Prepared by:


ARGINA M. POMIDA
Name of Faculty


Reviewed by:

Outstanding

ANALITA A. SALABAO
Head, DBM

Recommending Approval:


ANALITA A. SALABAO
Dean/Director

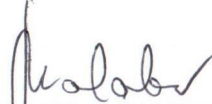
Approved:



BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARGINA M. POMIDA, Asst. Professor 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 July 2019 to December 2019.


ARGINA M. POMIDA
 Ratee

Approved: 
ANALITA A. SALABAO
 Head, DBM


DILBERTO O. FERRAREN
 VP, PRGEA

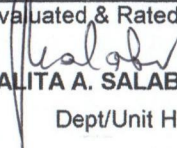
MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplishment	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	1. Graduate Degree Program Management Services									
	PI1: Number of graduate degree specializations offered and monitored									
	PI2: Total FTE monitored		2.00	138%	2.75	5	5	5	5.00	
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
Higher Education Services	Full Time Equivalent (FTE)		2	293%	5.85	5	5	5	5.00	
	Vacation Sick Leave	Teaching								
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized	Co- author								
	Revised IM's within the last 3 years		1	200%	2	5	5	5	5.00	
	Number of Student Research and Field Practice Advising									
	Approved case study manuscript	Adviser	1	500%	5	5	5	5	5.00	
	Approved thesis outline									
	Approved thesis manuscript									
	Student Advising and Consult Services:									
	Number of student org advised	Adviser			1	5	4	4	4.33	

	In International									
	In National									
	In Regional									
	In Local									
	Percentage of Research Projects Conducted and Completed on Schedule									
	Number of scientific <i>fora</i> coordinated/facilitated									
	Number of linkages forged:									
	International									
	National									
	Regional									
Extn Services	Number of person-days trained	Trainor			20	5	5	5	5.00	
	Number of trainings conducted	Resource person			1	5	5	5	5.00	
	Number of beneficiaries served:									
	Groups/ Institutions	Resource person			8	5	5	4	4.67	
	Individuals	Resource person			30	5	5	5	5.00	
	Awards recv (inter, natl, local):									
	Individual									
	Unit (Center, College, Department)									
	Technical/ Expert services									
	Consultancy									
	Commodity teams				2	5	4	5	4.67	
	RDE reviewer/ panelist									
	Resource person	Resource person			2	5	5	5	5.00	
Seminars/symposium/ conference attended	International									
	National									
	Local/Regional									
Admin Support Services	National	Participant								
	Local	Participant								
	Membership in university committees	Member	1		2	5	5	5	5.00	
	Membership in College committees	Member	1	200%	2	5	5	5	5.00	
	Membership in the Department committees	Member	1	300%	3	5	5	5	5.00	
	Membership in Dept. Organization	Member	2	150%	3	5	5	5	5.00	
Department Head	Number of department meetings presided (IGPO)	Manager/Dir.	1	500%	5	5	5	5	5.00	

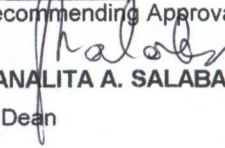
	Number of execom meetings attended									
	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Project MFOs /PAPs:										
Efficient & customer-friendly frontline service	0% complaints from client served	IGP Director/IGP Staff	zero complaint		zero complaint	5	5	5	5.00	
Effectively acted administrative and financial documents	Timely review and signing of Revolving Fund, Special Trust Fund, IGP Projects, Contract of Lease, Monthly Financial report of STF Projects managed and supervised, and other official documents prepared and processed	IGP Director/IGP Staff	425		596 documents	5	5	5	5.00	
Administrative and management meetings	No. of actively attended administrative and management meetings	IGP Director/IGP Staff	2%		3 BOM meetings, 2 UADCO meetings	5	5	5	5.00	
PRGEA MFO 3: Management and monitoring services	No. of IGP Monthly Financial Reports received and check	IGP Director/IGP Staff	151		238	5	5	5	5.00	
	Actively facilitated the conduct of RF and STF Annual review	BOM/IGP Director	1		2	5	5	5	5.00	
	Scheduled regular inventory of IGP project	BOM/IGP Director/IGP Staff	1		1	4	4	4	4.00	
Effective and efficient Income Generation from Implemented projected	Percentage of concessionaires complying with the requirements	BOM/IGP Director	80%		95%	4	4	5	4.33	

	Improved gross income generated from STF-IGP projects in support to instruction, research and extension	BOM/IGP Director	3.5M		3.8M	5	5	5	5.00	
	Improved gross income generated from RF-IGP to support university.		3.5M		5.2					
Best practices and innovations	Regular repair and maintenance of IGP facilities	IGP Director/IGP staff	70%		90%	5	4	5	4.67	
	Effective implementation of Waste segregation and management	IGP Director/IGP staff	80%		90%	5	5	5	5.00	
Total Over-all Rating									161.67	

Average Rating (Total overall rating divided by 4)	4.90
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVIAL RATING	4

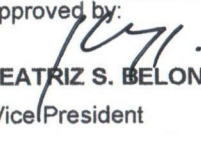
Evaluated & Rated by:

ANALITA A. SALABAO
 Dept/Unit Head

Date: _____

Recommending Approval:

ANALITA A. SALABAO
 Dean

Date: _____

Comments & Recommendations for Development Purpose:
-

Approved by:

BEATRIZ S. BELONIAS
 Vice 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: Dept. of Business and Management

Head of Office: Analita A. Salabao

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:


ANALITA A.SALABAO
Immediate Supervisor

Noted by:


ANALITA A.SALABAO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: July-December 2019

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: July 2019

Target Date: December 2019

First Step:

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

Result:

Attended 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.)

Outcome:

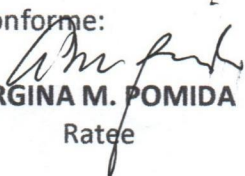
Final Step/Recommendation:

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

Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:


ARGINA M. POMIDA
Ratee

cc: ODA-HRD