

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

Name of Faculty Member: **ARGINA M. POMIDA**

JANUARY-JUNE 2021

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%)		4.30	2.15
b. Students (%)		4.50	2.25
Total for Instruction	40%		1.76
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	10%	4.33	0.43
4. Administration	50%	4.89	2.45
5. Production			
TOTAL	100%		

EQUIVALENT NUMERICAL RATING:

4.64

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.64

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ARGINA M. POMIDA
Name of Faculty

Reviewed by:

ANALITA A. SALABAO
Dept. Head

Recommending Approval:

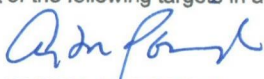
MOISES NEIL V. SERIÑO
Dean, CME


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 to June 2021.


ARGINA M. POMIDA
 Asst. Professor
 Date:

Approved: 
ANALITA A. SALABAO
 Supervisor
 Date: 7/30/21


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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ctivities / 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	2	10.00	5	4	4	4.33	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	2	18	3	3	3	3.00	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript		2	4	4	4	4.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript		5	4	4	4	4.00	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	5	10	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	4	4	4.33	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	8	5	5	5	5.00	

		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	5	5.00	
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	2	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							
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	2						No undergraduate classes
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1						
		A11. Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms	1						
		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						
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	5						
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	27						
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students							
		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							
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	5						
	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							
	PI 10: Number of instructional materials developed *	A21: 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							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2							
		A23: 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							
		A24: Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1							
	PI 11. Additional outputs	A25. 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								
		A26. 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								
	PI 2. Number of research outputs completed within the year *	A28. Number of research outputs completed within the year *		Conducts and completes research project within the year								

[illegible]

	Resource Persons	Resource Persons			2		5	5	5	5.00	
	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 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	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% compliant	100% compliant	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	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 normal							
	PRGEA MFO1:										
	Efficient & Customer friendly frontline service	0% complaint from client served		IGP Director IGP Staff	Zero complaint	Zero complaint	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.	IGP Director IGP Staff	15	27	5	5	5	5.00	
			IGP Director, IGP staff	15	21					
	Administrative & management meetings	No. of actively attended administrative and management meetings	IGP Director, IGP BOM	3	4	5	5	5	5.00	
		Number of new proposal submitted/evaluated	IGP Director, IGP BOM	1	1	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	150	200	5	5	5	5.00	
		Scheduled regular Inventory of IGP projects	IGP Director IGP Staff	1	1	5	5	4	4.67	
	Effective and efficient Income	Improved gross income generated from STF-IGP projects in support to instruction, research and extension	BOM, IGP Director	500,000.00	1,286,365.75	5	5	5	5.00	
		Improved gross income generated from RF-IGP to support university	BOM, IGP Director	500,000.00	641,257.30	5	5	4	4.67	
	Best practices and innovation	Regular repair and maintenance of IGP facilities		50%	30%	5	5	4	4.67	
	Total Over-all Rating								110.33	

Average Rating (Total Over-all rating divided by 4)	4.60
Additional Points	
FINAL RATING	4.60
ADJECTIVAL RATING	O

Evaluated & Rated by:

ANALITA A. SALABAO

Department Head

Date: 7/30/21

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, College of Mgt & Economics

Date: 8/4/21

Comments and Recommendations for Development Purpose:

Attend capacity building training and workshops

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/6/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: January-June 2021

Aim: To acquire knowledge and skills on preparing learning materials for new normal set-up, conducting/ managing online classes and new office management system (under pandemic situation)

Proposed Interventions to Improve Performance and/or Competence and to adapt new normal set-up.

Date: January 2021

Target Date: June 2021

First Step:

To attend virtual/webinar trainings/seminar workshops on preparations and conduct of classes under new normal set, office management process and improvement /adjustment amidst the pandemic situation.

Result:

Attended virtual training/seminar -workshop on planning processes.

Date: Jan 15, 2021

Target Date: June 15, 2021

Next Step:

T acquire and apply new knowledge in the preparation and conduct of classes under new normal set-up to students and to the dept. Stakeholders .shared and cascaded new management activities/system to the staff, clients and stakeholders of the university (under pandemic situation)

Outcome:

Final Step/Recommendation:

Continually upgrade teaching and managerial skills.

Prepared by:


ANALITA A. SALABAO
Immediate Supervisor

Conforme:


ARGINA M. POMIDA
Ratee

cc: ODA-HRD