SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LOREGIN S. PUGOSA**

JULY - DECEMBER 2020

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%)		4.46x100%	4.46	
b. Students (%)				
Total for Instruction	80%		4.46	3.57
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	5%		0.00	0.00
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		4.45	0.22
4. Administration	10%		4.89	0.48
5. Production				
TOTAL	100%			4.27

EQUIVALENT NUMERICAL RATING: 4.27

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.27

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

LOREGIN S. PUGOSA
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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,LOREGIN S. PUGOSA, 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 July- December 2020

Approved:

LOREGIN S. PUGOSA
Instructor I
Date:

NILDA T. AMESTOSO
Department Head
Date:

MOISES NEIL V. SERIÑO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accompli shment	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							
	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							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		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*							

		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*						
		Assessment tools		*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*						
		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*						
		A 7 : Number of virtual classroom created and operational		*Creates virtual classroom using either Moddle or Google Classroom*						
	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*	30	90.45	5	5	5	5.00
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	3	3	3	3	3.00
		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	5	25	5	5	4	4.67
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	6	8	5	5	5	5.00
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	0	4	5	5	4	4.67
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	15	5	5	4	4.67
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	5	8	5	5	4	4.67

PI	Activity		Description						
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	20	200	5	5	5	5.00
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advising/ correctio n	Advises, and corrects research outline and thesis/SP manuscript	3	24	5	5	5	5.00
	As SRC Member	Advising/ correctio n	Advises and corrects research outline and thesis/SP manuscript	3	10	5	5	4	4.67
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	1	2	5	4	4	4.33
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	0	1	5	4	4	4.33
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	4	5	5	5	5.00
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4.00
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	4	4	4	4.00
	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						
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	9	2	3	3	3	3.00
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program		Prepares documents and /or	1	2	5	4	4	4.33
	Agency/firm/Industry linkages		Coordinates with potential firms						
	A 26. Other outputs		Designs experiential learning						
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						
	In refereed int'l journals								
	In refereed nat'l/regional								
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 faculty or student w/ faculty)								
	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						
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	Activity (A)		Description			Q	E	T	Avg	
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		20	4	4	4	4.00	
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		70%	5	5	4	4.67	
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*				1	5	4	4	4.67	
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 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	100% compliant	100% compliant	5	5	5	5.00	

		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								

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	4	5	5	4.67	
	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 performfing 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									108.01	

Average Rating (Total Over-all rating divided by 4)		4.27	Comments and Recommendations for Development Purpose: Improve teaching proficiency; be willing to work extra time when needed.
Additional Points			
FINAL RATING		4.27	
ADJECTIVAL RATING		Very Satisfactory	

Evaluated & Rated by:

NILDA T. AMESTOSO
Department Head
Date:
1-Quality   2 -Efficiency   3 - Timeliness   4 - Average

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, College of Mgt. & Economics
Date: 2/1/21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/1/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOREGIN S. PUGOSA
Performance Rating: July-December 2020

Aim: To enhance knowledge, and skills in flexible learning modality under COVID-19 pandemic.

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

Date: July 2020   Target Date: December 2020

First Step:
Attend webinars and access online resources to enhance capability to manage virtual classrooms and modular approaches in instruction.

Result:
Improved capability to undertake flexible learning modality.

Next Step:
Integrate knowledge learned in improving learning guides and creating virtual classrooms for subjects to be taught and in the preparation of TOS and OBE syllabus.

Outcome:
Improved capability to undertake flexible mode of instructions. Developed learning modules for Mmgt121n, and created virtual classrooms for subjects to be taught.

Final Step/Recommendation:
To continue attending seminars/workshops/trainings to upgrade competency to perform instruction function. Enhance extension and research capabilities.

Prepared by:

NILDA T. AMESTOSO
Unit Head

Conforme:

LOREGIN S. PUGOSA
Ratee

cc: ODA-HRD