

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

Name of Faculty Member: ELVIRA E. ONGY

July - December 2019

Program Involvement (1)	Percentage Weight of Involvement (2)		Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2 x 3)
1. Instruction				
a. Head/Dean (50%)		4.87	50%	2.43
b. Students (50%)		4.25	50%	2.13
Total for Instruction	20%			4.56
2. Research AND				
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	8%			4.94
4. Administration	12%			4.92
5. Production				
TOTAL	100%			4.85

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.85

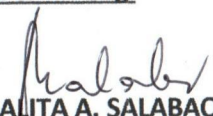
ADJECTIVAL RATING:

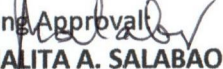
Outstanding

Prepared by:


ELVIRA E. ONGY
Name of Faculty

Reviewed by:


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, ELVIRA E. ONGY, Instructor 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-December 2019

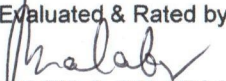
ELVIRA E. ONGY
Ratee

Approved: 
ANALITA A. SALABAO
Head, DBM

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplish ment	Actual Accomplishm ent	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	1. Graduate Degree Program Management Services									
	PI2: Total FTE monitored	Teaching								
	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)	Teaching	8.00	150%	12.00	5	5	4	4.67	
	Vacation/Sick Leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized									
	Revised IM's within the last 3 years	Compiler			2	5	4	5	4.67	
	Number of Student Research and Field Practice Advising									
	Approved case study manuscript	Adviser								
	Approved thesis outline									
	Approved thesis manuscript									
	Student Advising and Consult Services:									
	Number of student org advised	Adviser								

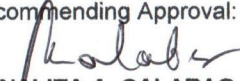
	peer-reviewed publications									
	(proceedings, monographs, etc.)									
	Number of Outputs Presented in Regional/National/International Fora /Conferences:									
	In International				1	5	5	5	5.00	
	In National									
	In Regional									
	In Local									
	Percentage of Research Projects Conducted and Completed on Schedule				100%	5	5	5	5.00	
	Number of scientific fora coordinated/facilitated									
	Number of linkages forged:									
	International									
	National									
	Regional				15	5	5	5	5.00	
Extn Services	Number of person-days trained	Trainor	5	300%	15	5	5	5	5.00	
	Number of trainings conducted	RP	2	150%	3	4	5	5	4.67	
	Number of beneficiaries served:									
	Groups/ Institutions		2	750%	15	5	5	5	5.00	
	Individuals		50	500%	250	5	5	5	5.00	
	Awards recv (inter, natl, local):									
	Individual									
	Unit (Center, College, Department)									
	Technical/ Expert services									
	Consultancy	Consultant	1	400%	4	5	5	5	5.00	
	Commodity teams									
	RDE reviewer/ panelist									
	Resource person	RP	1	400%	4	5	5	5	5.00	
	Seminars/symposium/ conference attendee									
	International									
	National									
	Local/Regional	Participant								
Admin Support	Number of adm meetings attended				10	5	5	5	5.00	
Services	Number of department mtgs attended		3	100%	3	4	5	5	4.67	

	Membership in University committees	Member			3	5	5	5	5.00	
	Membership in College committees	Member								
	Membership in the Department committees	Member	3	233%	7	5	5	5	5.00	
Department Head	Number of department meetings presided									
	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									
Total Over-all Rating										
										88.67
Average Rating (Total overall rating divided by 4)					4.93	Comments & Recommendations for Development Purpose: Highly productive researcher thus must pursue his PhD				
Additional Points:										
Approved Additional points (with copy of approval)										
FINAL RATING				4.93						
ADJECTIVIAL RATING				0						

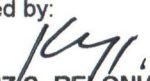
Evaluated & Rated by:

ANALITA A. SALABAO
Dept/Unit Head

Date: _____

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

Recommending Approval:

ANALITA A. SALABAO
Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President

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: Analita A. Salabao

Number of Personnel: ELVIRA E. ONGY

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring				Following up the progress of her second MS degree with CHED	Very productive discussion
Coaching	How to negotiate for research project funds				Effective and successful

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: Elvira E. Ongy
Performance Rating: July-December 2019

Aim: To finish her Masters in Engineering major in Industrial Eng'g at DLSU-M.

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

Date: July 2019 Target Date: December 2019

First Step:
Drafted her systems study manuscript.

Result:
Was able to submit initial draft of her manuscript.

Date: _____ Target Date: _____


Next Step:
Continue working of her systems study manuscript and schedule her defense.

Outcome:

Final Step/Recommendation:
Request for deloading to finish her systems study write up.

Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:

ELVIRA E. ONGY
Ratee

cc: ODA-HRD