

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

Name of Faculty Member: GRACIELLE DAWN L. GAMOTIN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.74x50%=2.37	
b. Students (50%)		4.50x50%=2.25	
Total for Instruction	90%	4.62	4.16
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			
4. Administration	10%	5.00	0.50
5. Production			
TOTAL	100%		4.66

EQUIVALENT NUMERICAL RATING: 4.66
 Add: Additional Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.66

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

GRACIELLE DAWN L. GAMOTIN
 Name of Faculty

Reviewed by:

MARC C. RATILLA
 Department Head

Recommending Approval:

LILIAN B. NUÑEZ
 Dean, CME

Approved:

ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Gracielle Dawn L. Gamotin, 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, 2024.

GRACIELLE DAWN L. GAMOTIN

Ratee

Approved:

MARK C. RATILLA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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		18	5	5	5	5.00	
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		18	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							
	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			39.8	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Handles and teaches courses assigned	7	9	5	5	5	5.00	
	A 11. Number of INC forms with grade submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	2	5	5	5	5.00	

	<u>A12. Number of trainings attended related to instruction</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	4	2	3	3	3	3.00	
	<u>A13. Number of long examinations administered and checked</u>	Attend mandated trainings	12	7	4	4	4	4.00	
	<u>A14. Number of quizzes administered and checked</u>	Administers and checks long examination for subjects taught	20	18	5	5	5	5.00	
	<u>A15. Number of lab reports and term papers checked and graded</u>	Prepares and checks quizzes for lec and lab		10	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Checks lab reports and term papers submitted as required	33	33	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:	Acts as academic adviser to students							
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	10	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	15	5	5	5	5.00	
	<u>A18. Number of students entertained for consultation purposes</u>	Entertains students consulting on subject taught, thesis and grades	25	29	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							

	<i>A20. Number of Student organizations assisted on student related activities</i>	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							
	<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	7	10	5	5	5	5.00	
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	11	5	5	5	5.00	
	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	2	1	4	4	4	4.00	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	8	5	5	5	5.00	
<u>PI 11. Additional outputs</u>	<u>A 25. Number of Additional outputs accomplished:</u>								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		5	5	5	5	5.00	

	A 26. 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 *	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 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							
	<u>A 34. Number of UMs submitted to ITSQ, VSU</u>	Prepares and submits application for UM of technology generated out of research output							
	<u>A 35. Other outputs implementing the new normal due to covid 19</u>	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 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	5	5	5	5.00	
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	Implements duly approved extension projects		1	5	5	5	5.00	

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		98	5	5	5	5.00	
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			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 (extn. conducted by faculty or student & faculty) *								
	<u>A 43. Other outputs implementing the new normal due to covid 19</u>	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 NC	Zero NC	5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100%	5	5	5	5.00	
	On program accreditations								
	On institutional accreditations								
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 complaints	Zero complaints	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 *								
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/managemen t related activities and other outputs to implement new normal							
Total Over-all Rating			125.00						

Average Rating (Total Over-all rating divided by 4)		4.81
Additional Points:		0
Approved Additional points (with copy of approval)		0
FINAL RATING		4.81
ADJECTIVAL RATING		0

Evaluated & Rated by:

MARK C. RATILLA

Dept/Unit Head

Date:

7/25/24

1 - Quality

2 - Efficiency

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Date:

7/26/24

3 - Timeliness

4 - Average

Comments & Recommendations for
Development Purpose:

engage in research
activities and publish
research outputs.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

7/26/24

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Department of Business and Management

Head of Office: DR. MARK C. RATILLA

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Initial Assessment and Discussion of TPES result with the concerned faculty member who got "satisfactory" rating	The department head conducted one-on-one meeting with the faculty concerned to discuss the evaluation results and understand their perspective on their performance.				Conducted periodic class observation.
Coaching Discussion of strategies to improve teaching performance	Asked the faculty member to conduct a self-assessment of their teaching performance. The faculty was asked to reflect on his teaching practices, identify areas where he feel confident, and areas he believes they need improvement.				In collaboration with the concerned faculty member and the department head, key focus areas for improvement were identified, including pedagogical techniques, student interaction, assessment methods, and content knowledge.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARK C. RATILLA

Immediate Supervisor

Noted by:

LILIAN B. NUÑEZ

Next Higher Supervisor

PERFORMANCE MONITORING FORM

Name of Employee: **GRACIELLE DAWN L. GAMOTIN**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	January 1, 2024	June 30, 2024	January 1- June 30, 2024	Impressive	Very Satisfactory	
5	Performs other functions	Very satisfactory	January 1, 2024	June 30, 2024	January 1- June 30, 2024	Very Impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


MARK C. RATILLA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GRACIELLE DAWN L. GAMOTIN
Performance Rating: JANUARY- JUNE 2024

Aim: To continue using new normal classroom strategies to engage students as well as balance administrative, research and extension activities.

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

Date: JANUARY 2024

Target Date: JUNE 2024

First Step:

To attend webinars related to instruction, administration, research and extension necessary to update learning and increase knowledge in the said areas.

Result:

Learned skills and was able to gain insights specifically about instruction and research.

Date: JANUARY 2024

Target Date: JUNE 2024

Next Step:

Apply learnings to conduct better asynchronous classes. Integrate learnings and insights gained through research and extension to the classes.

Apply learnings to write better research papers and conduct better trainings for clientele.

Outcome:

Final Step/Recommendation:

Conduct more interactive classes and prepare for blended approach. Also, continue to acquire knowledge and skills necessary for other areas administrative, research and extension function.

Prepared by:


MARK C. RATILLA
Immediate Supervisor

Conforme:


GRACIELLE DAWN L. GAMOTIN
Ratee

cc: ODA-HRD



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GAMOTIN, GRACIELLE DAWN L.

Department: Dept. of Business Management

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Mgmt 121n	INTRODUCTION TO INTERNATIONAL MARKETING	LEC	5.00	Outstanding	100.0%
Mgmt 121n	INTRODUCTION TO INTERNATIONAL MARKETING	LAB	4.00	Very Satisfactory	80.0%
Mgmt 121n	INTRODUCTION TO INTERNATIONAL MARKETING	LEC	4.00	Very Satisfactory	80.0%
Mgmt 121n	INTRODUCTION TO INTERNATIONAL MARKETING	LAB	5.00	Outstanding	100.0%
Entr 11	THE ENTREPRENEURIAL MIND	LEC	5.00	Outstanding	100.0%
Entr 11	THE ENTREPRENEURIAL MIND	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 18, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 18, 2024

Received by:

GAMOTIN, GRACIELLE DAWN L.

Name and Signature of Faculty

Date: 5 - 24 - 24

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.