

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

Name of Faculty Member: ELVIRA E. ONGY

**JANUARY-JUNE 2023**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involvement (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>		<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction				
a. Head/Dean (100%)		4.17	2.09	
b. Students ( 50%)		4.58	2.29	
Total for Instruction	80%		4.38	3.50
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%	5.00		0.50
4. Administration	10%	5.00		0.50
5. Production				
<b>TOTAL</b>	<b>100%</b>			<b>4.50</b>

EQUIVALENT NUMERICAL RATING:

4.50

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.50

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**ELVIRA E. ONGY**  
Name of Faculty

Reviewed by:

**BERT C. PEÑALOSA**  
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, ELVIRA E. ONGY, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023.

**ELVIRA E. ONGY**  
Associate Professor II  
Date: July 25, 2023

Approved:  
**BERT C. PEÑALOSA**  
Department Head  
Date: 07/25/2023

**MOISES NEIL V. SERIÑO**  
Dean, CME  
Date: 07/25/2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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		13.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	6	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							



		<u>A4</u> : Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	15	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> : 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	2	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		5	5	5	5	5.00	
		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	1	1	5	5	5	5.00	
	<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	20	11.85	5	5	5	5.00	



		<b>A10. Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	5		0	0	0	0.00	
		<b>A11. Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		<b>A12. Number of trainings attended</b>	Attend mandated trainings							
		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	
		<b>A14. Number of quizzes administered and</b>	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	2	50	5	5	5	5.00	
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>	Acts as academic adviser to students	11	11	4	4	4	4.00	
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		<b>As SRC Chairman</b>	Advises, and corrects research outline and thesis/SP manuscript	5	3	4	4	4	4.00	
		<b>As SRC Member</b>	Advises and corrects research outline and thesis/SP manuscript	5	25	5	5	5	5.00	
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	50	50	4	4	4	4.00	
	<b>PI 9: Number of student organizations advised/ assisted *</b>	<b>A19. Number of Student organizations advised</b>	Advises student organizations recognized by USOO							



		<b>A20</b> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : 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							
		Supplemental learning	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10		5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes,							
		<b>A 23</b> : 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							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2		5	5	5	5.00	
	<b>PI 11</b> . Additional outputs	<b>A 25</b> . Number of Additional outputs								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1		5	5	5	5.00	



		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								



		in nat'l/regional fora/conferences								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1		0	0	0	0.00	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	1	1	5	5	5	5.00	



<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	30	5	5	5	5.00	
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	90%	95%	5	5	5	5.00	
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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	3	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							



	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>								
	<b>PI 8.</b> 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*	<b>A 44.</b> 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 NC, Zero CAR	Zero NC, Zero CAR	5	5	5	5.00
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00
		On program							
		On institutional							
<b>UMFO 6. General Admin. &amp; Support</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaints	Zero complaints				



	<b>PI 3: Additional Outputs</b>	<b>A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *</b>							
		<b>A 48. Other outputs implementing the new normal due to covid 19</b>	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>				117.00	<b>Comment:</b> Must pursue doctoral studies.			
	<b>Average Rating</b>				4.50				
	<b>Adjectival Rating</b>				0				

Evaluated & Rated by:

**BERT C. PENALOSA**

Department Head

Date: 07/25/2023

Recommending Approval

**MOISES NEIL V. SERINO**

Dean, CME

Date: 07/25/2023

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 07/26/2023



## PERFORMANCE MONITORING FORM

Name of Employee: ELVIRA E. ONGY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All 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 returns to students one week after, submits grades sheets within prescribed period, makes herself available for students during consultation hours, revises course syllabus	Very satisfactory	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	Jan. 1, 2023	Jan. 1, 2023	June 30, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

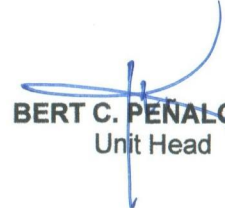

  
BERT C. PEÑALOZA
   
Unit Head



EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELVIRA E. ONGY  
Performance Rating: JANUARY-JUNE 2023

Aim: To enhance the knowledge on operations research/ management to effectively deliver quality educational services to undergraduate and graduate students of the Department of Business and Management

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

Date: JANUARY 2023

Target Date: JUNE 2023

**First Step:**

Attend relevant conferences, training, and seminars to enhance the knowledge and skill and enhance possible network linkages. The faculty is also advised to pursue a higher degree relevant to our field.

**Result:**

Increased knowledge in her field of specialization.

Date: JANUARY 2023

Target Date: JUNE 2023

**Next Step:**

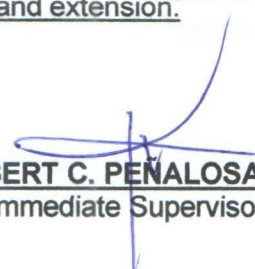
Process application for PhD program (PhD in Business or DBA, or PhD in Business Administration)

**Outcome:**

Final Step/Recommendation:

The faculty is recommended to attend relevant trainings and seminars to be updated and adept with the latest techniques and tools especially in her field (OM and OR). In this way, the department will have more competent faculty handling specialized fields such as operations management and research. The faculty is recommended to pursue a Doctoral degree specifically Ph.D. in Business, DBA, or PhD in Business Administration. It aims to strengthen the pool of competent faculty in the department in terms of instruction, research, and extension.

Prepared by:

  
**BERT C. PENALOSA**  
Immediate Supervisor

Conforme:

  
**ELVIRA E. ONGY**  
Ratee

cc: ODA-HRD