

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

Name of Faculty Member: **ALCUINO, JOE EDWARD M.**

October -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%)		4.39x100%	4.39	
b. Students (0%)				
Total for Instruction	90%		4.39	3.95
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%		4	0.20
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	5%		4.11	0.21
5. Production				
TOTAL	100%			4.36

EQUIVALENT NUMERICAL RATING:

4.36

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.36

ADJECTIVAL RATING:

Very Satisfactory

JOE EDWARD M. ALCUINO

Name of Faculty

NILDA T. AMESTOSO

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, JOE EDWARD M. ALCUINO, 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 October 2020 - December 2020.


JOE EDWARD M. ALCUINO

Sub-Instructor I
Date:

Approved:


NILDA T. AMESTOSO
Department Head
Date:


MOISES NEIL V. SERINO
College Dean
Date: 2/1/21


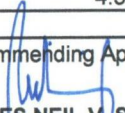

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Project	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
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							
	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 Moodle 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	25	33.75	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline							
	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							
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	1	200	5	5	5	5.00	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	1	50	5	5	5	5.00	
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1	200	5	5	5	5.00	

PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>								
	A17. Number of students advised on thesis/ field practice/special problem:										
	As SRC Chairman	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	3	30	5	5	5	5.00		
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		<i>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</i>								
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	1	1	1	1	1	1.00		
	On-line ready courseware		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	5	4	4	5	4.33		
	Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	7	5	5	5	5.00		
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	6	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 Moodle or Google Classroom	1	10	5	5	5	5.00		
PI 11. Additional outputs	A 25. 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								
		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 or project 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</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 scientific 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 research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation		1	4	4	4	4.00		
	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								

[illegible]

	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	4	3	4	3.67									
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Prepared	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	4	4	4.33									
		On program accreditations	Pilot Plant Manager																
		On institutional accreditations	SSRF Rootcr op																
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	4	4	4.33									
	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 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															
	Total Over-all Rating									64.67									
<table border="1"> <tr> <td>Average Rating (Total Over-all rating divided by 4)</td> <td>4.36</td> </tr> <tr> <td>Additional Points</td> <td>VS</td> </tr> <tr> <td>FINAL RATING</td> <td>4.36</td> </tr> <tr> <td>ADJECTIVAL RATING</td> <td></td> </tr> </table>												Average Rating (Total Over-all rating divided by 4)	4.36	Additional Points	VS	FINAL RATING	4.36	ADJECTIVAL RATING	
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ADJECTIVAL RATING																			
Evaluated & Rated by:  NILDA T. AMESTOSO Department Head Date:				Recommending Approval  MOISES NEIL V. SERIO Dean, College of Mgt. & Economics Date: 2/1/21				Approved by:  BEATRIZ S. BELONIAS Vice President for Academic Affairs Date: 2/1/21											
Comments and Recommendations for Development Purpose: Must involve in research activities.																			

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOE EDWARD M. ALCUINO
Performance Rating: OCTOBER-DECEMBER 2020

Aim: To enhance knowledge and skills in flexible learning modality under the new normal.

Proposed Interventions to Improve Performance:

Date: OCTOBER 2020 Target Date: DECEMBER 2020

First Step:

Attend online seminars and trainings to enhance knowledge and skills in crafting learning guides, managing virtual classrooms, and other modular approaches in instruction.

Result:

Enhanced capability to undertake flexible learning modality.

Next Step:

Integrate knowledge learned in improving learning guides and creating virtual classrooms for subjects to be taught in the preparation of TOS and OBE Syllabus for each subject.


Outcome:

Enhanced capabilities to undertake flexible mode of instructions. Developed learning modules for Mgmt 143 and Mgmt 101b and created virtual classrooms for subjects to be taught.


Final Step/Recommendation:

To continue participating in seminars, workshops, and trainings to enhance competency to perform instruction function. Acquire extension and research capabilities.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


JOE EDWARD M. ALCUINO
Name of Ratee Faculty/Staff