

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

Name of Faculty Member: MARK C. RATILLA

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|-------------------------------------|---|--|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.82x50%=2.41 | |
| b. Students (50%) | | 5.00x50%=2.50 | |
| Total for Instruction | 50% | 4.91 | 2.46 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | 10% | 3.50 | 0.35 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | 10% | 5.00 | 0.50 |
| 4. Administration | 30% | 4.78 | 1.43 |
| 5. Production | | | |
| TOTAL | 100% | | 4.74 |

EQUIVALENT NUMERICAL RATING: 4.74
 Add: Additional Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARK C. RATILLA
Name of Faculty

Reviewed by:

LILIAN B. NUÑEZ
Dean, CME

Recommending Approval

LILIAN B. NUÑEZ
Dean, CME

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mark C. Ratilla, 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

MARK C. RATILLA

Ratee

Approved

LILIAN B. NUÑEZ

Dean, CME

| 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 | 9.78 | 5.33 | 4 | 4 | 4 | 4.00 | |
| PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | 4 | 4 | 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 | 5 | 5 | 5 | 5.00 | |
| | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 20 | 20 | 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 | 10 | 10 | 5 | 5 | 5 | 5.00 | |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 10 | 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 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 | | 8.2 | 5.25 | 4 | 4 | 4 | 4.00 | |
| | A10. Number of grade sheets submitted within prescribed period | Handles and teaches courses assigned | 2 | 5 | 5 | 5 | 5 | 5.00 | |
| | A 11. Number of INC forms with grade submitted within | Prepares gradesheet and submits on or before deadline | 10 | 0 | 3 | 3 | 3 | 3.00 | |

| | | | | | | | | | |
|---|--|--|----|----|---|---|---|------|--|
| | <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 | 2 | 1 | 5 | 5 | 5 | 5.00 | |
| | <u>A13. Number of long examinations administered and</u> | Attend mandated trainings | 4 | 4 | 5 | 5 | 5 | 5.00 | |
| | <u>A14. Number of quizzes administered and checked</u> | Administers and checks long examination for subjects taught | 20 | 20 | 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 | 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 | 70 | 70 | 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 | | 2 | 5 | 5 | 5 | 5.00 | |
| | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | | | | | | | |
| | <u>A18. Number of students entertained for consultation purposes</u> | Entertains students consulting on subject taught, thesis and grades | 50 | 40 | 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 | 1 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|--|--|--|----|----|---|---|---|------|--|
| | <i>A20. Number of Student organizations assisted on student related activities</i> | <i>Assists student organizations in implementing student related activities</i> | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| 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> | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i> | | | | | | | |
| | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 20 | 10 | 5 | 5 | 5 | 5.00 | |
| | <i>Assessment tools</i> | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 20 | 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 | | | | | | | |
| | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | | | | | | | |
| PI 11. Additional outputs | <u>A 25. Number of Additional outputs</u> | | | | | | | | |
| | 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 | | 20 | 5.00 | 5.00 | 5.00 | 5.00 | |
| | <u>A 26. Other outputs implementing the new normal due to covid 19</u> | 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 | 5 | 1 | 3 | 3 | 3 | 3.00 | |
| | <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 | 1 | 0 | 3 | 3 | 3 | 3.00 | |

| | | | | | | | | | |
|---|--|---|---|---|---|---|---|------|-------------|
| | <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 | 0 | 3 | 3 | 3 | 3.00 | In-progress |
| 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 | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | <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 | | 2 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|---|---|---|----|----|---|---|---|------|--|
| 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 | 30 | 60 | 5 | 5 | 5 | 5.00 | |
| PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority | A 38. Number of extension programs/projects implemented | Implementes duly approved extension projects | 1 | 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 | 30 | 60 | 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 | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| Research Mentoring | Research Mentor | | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| Peer reviewers/Panelists | Peer reviewers/Panelists | | | | | | | | |
| Resource Persons | Resource Persons | | | | | | | | |
| Convenor/Organizer | Convenor/Organizer | | | | | | | | |
| Consultancy | Consultant | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| 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 | | | | | | | | |

| | | | | | | | | | |
|--|---|---|------|-----|---|---|---|------|--|
| | <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 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 | 7 | 1 | 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% | 50% | 4 | 4 | 4 | 4.00 | |
| | On program | | | | | | | | |
| | 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 | | | | | | | |
| 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/management related activities and other outputs to implement new normal | | | | | | | |
| Admin Support Services | | | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | Membership in University committees | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Membership in College committees | | 5 | 5 | 5 | 5 | 5 | 5.00 | |
| | Membership in the Department committees | | 4 | 6 | 5 | 5 | 5 | 5.00 | |
| Department Head | Number of department meetings presided | | 3 | 3 | 5 | 5 | 5 | 5.00 | |
| | Number of execom meetings attended | | | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of UAC mtgs attended | | 1 | 0 | 5 | 5 | 5 | 5.00 | |
| | Prompt submission of required documents | | 1 | 0 | 3 | 3 | 3 | 3.00 | |
| | Annual Report | | 1 | 0 | 3 | 3 | 3 | 3.00 | |
| | Procurement Plan | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Staff Development Plan | | 18 | 18 | 5 | 5 | 5 | 5.00 | |
| | OPCR/ IPCR | | 20 | 20 | 5 | 5 | 5 | 5.00 | |
| | Number of Faculty Mentored | | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of admin staff supervised | | 5 | 5 | 5 | 5 | 5 | 5.00 | |
| | Number of department activities supervised | | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of faculty members for study leave | | 1 | 1 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|-----------------------|--|--|--------|----|---|---|---|------|--|
| | Number of supervisory plans prepared and submitted | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of coaching and mentoring reports | | 20 | 20 | 5 | 5 | 5 | 5.00 | |
| | Number of class observation conducted | | | | | | | | |
| Total Over-all Rating | | | 250.00 | | | | | | |

| | |
|---|------|
| Average Rating (Total Over-all rating divided by 4) | 4.72 |
| Additional Points: | 0 |
| Approved Additional points (with copy of approval) | 0 |
| FINAL RATING | 4.72 |
| ADJECTIVAL RATING | 0 |

Comments & Recommendations for Development Purpose:

Keep up the good work in empowering your faculty & students on ABM research & extension!

Evaluated & Rated by:

Liliana B. Nuñez
LILIAN B. NUÑEZ
 Immediate Supervisor

Date: *7/26/24*

Recommending Approval:

Liliana B. Nuñez
LILIAN B. NUÑEZ
 Dean/Director

Date: *7/26/24*

Approved by:

Rotacio S. Grayoso
ROTACIO S. GRAYOSO
 Vice President for Academic Affairs

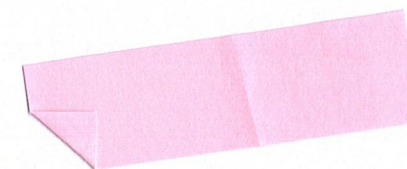
Date: *7/26/24*

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



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: **MARK C. RATILLA**

| 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 | Spearheads in the implementation of programs and plans/activities of the Department | Very satisfactory | January 1, 2024 | June 30, 2024 | June 30, 2024 | Very Impressive | Very Satisfactory | |
| 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 | |
| 4 | Performs administrative function as Department Head. | Very Satisfactory | January 1, 2024 | June 30, 2024 | January 1-June 30, 2024 | Impressive | Very Satisfactory | |

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

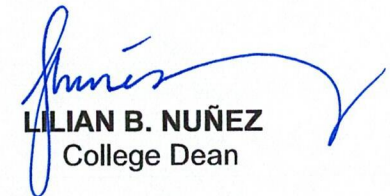

LILIAN B. NUÑEZ
 College Dean

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARK C. RATILLA**
Performance Rating: JANUARY-JUNE 2024

Aim: To empower faculty and students' students in conducting research in the accounting, business and management fields.

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

Date: JANUARY 2024

Target Date: JUNE 2024

First Step:

Engage faculty members and students in conducting ABM research.

Result:

Conduct seminar-workshop series on business research methods to faculty members and students.

Date: JANUARY 2024

Target Date: JUNE 2024

Next Step:

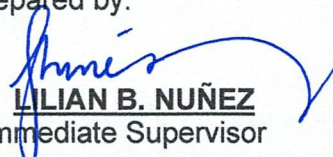
Establish a forum, facilitated through workshop sessions, for faculty members to exchange their ideas and topics related to Accountancy, Business and Management (ABM) research. This platform aims to foster collaborative and substantive discussions, enabling participants to collectively plan and embark on future research endeavors.

Outcome:

Final Step/Recommendation:

Share outputs through paper presentations in conferences, research project proposals or through publications in journals

Prepared by:


LILIAN B. NUÑEZ

Immediate Supervisor

Conforme:


MARK C. RATILLA

Ratee

cc: ODA-HRD



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **RATILLA, MARK C.**

Department: **Dept. of Business Management**

College: **College of Management and Economics**

| Course No. & Descriptive Title | | Lab/ Lec | RATING | | % Evaluation Rating |
|-----------------------------------|--------------------------------|-------------|--------|-------------|------------------------|
| | | | Num. | Adjec. | |
| Mgmt 198n | AGBRIBUSINESS RESEARCH METHODS | LEC | 5.00 | Outstanding | 100.0% |
| Mgmt 198n | AGBRIBUSINESS RESEARCH METHODS | LAB | 5.00 | Outstanding | 100.0% |
| MGMT218 | INTERNATIONAL MARKETING | LEC | 5.00 | Outstanding | 100.0% |
| Average Rating | | | 5.00 | Outstanding | 100.00% |

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:

RATILLA, MARK C.

Name and Signature of Faculty

Date: 5-31-24

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.

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FM-ODI-04

1st23-24sDBM-17