

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

**Name of Faculty Member: BERT C. PENALOSA**

**JULY - DECEMBER 2020**

Program Involvement	Percentage Weight of	Numerical Rating		Equivalent Numerical
1. Instruction				
a. Head/Dean (100%)		4.60x100%	4.65	
b. Students (0%)				
Total for Instruction	80%		4.65	3.72
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%		4.00	0.20
3. Extension				
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		4.33	0.22
4. Administration	10%		4.75	0.48
5. Production				
TOTAL	100%			4.61

EQUIVALENT NUMERICAL RATING:

4.61

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.61

ADJECTIVAL RATING:

Outstanding

Prepared by:

**BERT C. PEÑALOSA**

Name of Faculty

Reviewed by:

**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, BERT C. PEÑALOSA, 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 July to December 2020.

**BERT C. PEÑALOSA**

Instructor I

Date: December 17, 2020

Approved:

**NILDA T. AMESTOSO**

Department Head

Date:

**MOISES NEIL V. SERIÑO**

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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 Moddle or Google Classroom								
	<u>PI 10</u> . 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>											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	30	58.8	5	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5	5.00	
		<u>A 11</u> . 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	3	9	5	5	5	5	5.00	
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	2	5	5	5	5	5	5.00	
		<u>A13</u> . Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught	8	18	5	5	5	5	5.00	
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	41	5	5	5	5	5.00	











	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								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student										
		<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	<b>A 44.</b> 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 non-conformity	zero non-conformity	5	5	4	4.67		
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	4	4.67		
		On program accreditations	Pilot Plant Manager									
		On institutional accreditations	SSF Rootcrop									
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</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 % complaint	Zero % complaint	4	5	5	4.67		
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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								
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Assisted in procurement-related concerns of the department		100% accomplished	5	5	5	5.00		
	<b>Total Over-all Rating</b>									130.01		

	Average Rating (Total Over-all rating divided by 4)		4.61
	Additional Points		
	FINAL RATING		4.61
	ADJECTIVAL RATING		

Evaluated & Rated by:

*Nilda T. Amestoso*  
**NILDA T. AMESTOSO**  
 Department Head

Date:

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

Recommending Approval

*Moises Neil V. Serino*  
**MOISES NEIL V. SERINO**  
 Dean, College of Mgt. & Economics  
 Date:

Comments and Recommendations for  
 Development Purpose:  
 Must learn to prioritize competing activities.

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 2/1/21



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: BERT C. PENALOSA  
Performance Rating: July-December 2020

**Aim:** To enhance knowledge, and skills in flexible learning modality under COVID-19 pandemic.

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

Date: July 2020

Target Date: December 2020

**First Step:**

Attend webinars and access online resources to enhance capability to manage virtual classrooms and modular approaches in instruction.

**Result:**

Improved capability to undertake flexible learning modality.

**Next Step:**

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

**Outcome:**

Improved capability to undertake flexible mode of instructions. Developed learning modules for Mmgt121n, and created virtual classrooms for subjects to be taught.

**Final Step/Recommendation:**

To continue attending seminars/workshops/trainings to upgrade competency to perform instruction function. Enhance extension and research capabilities.

Prepared by:

  
**NILDA T. AMESTOSO**  
Unit Head

Conforme:

  
**BERT C. PENALOSA**  
Ratee

cc: ODA-HRD