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	1	Equivalent Numerical
1. Instruction				
a. Head/Dean (100%)		4.60×100%	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:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.61

0

4.61

ADJECTIVAL RATING:

Reviewed by:

Outstanding

Prepared by:

Name of Faculty

Momentan 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 <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July to December</u> 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 /	Tasks Assigned	Target	Actual Accompli			Rati	ng	REMARKS (Indicators in percentage should be
			Projects			shment	Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI N	MFO 2. Graduate Student M	anagement Services								100	
	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 *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							

1	1										
-		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>Pl 10</u> . 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 SE	RVICES									
OVPI U	IMFO 3. Higher Education I	Management Services									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	30	58.8	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5.00	
		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	3	9	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	5	5	5	5	5.00	
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	8	18	5	5	5	5.00	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	41	5	5	5	5.00	

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5	i I	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	10	13	4	4	5	4.33	
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviserto students	10	100	5	5	5	5.00	
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/corr ection	Advises, and corrects research outline and thesis/SP manuscript	3	19	4	4	5	4.33	
		As SRC Member	Advising/corr ection	Advises and corrects research outline and thesis/SP manuscript	3	50	4	5	4	4.33	
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	100	5	5	5	5.00	
	PI 9: Number of student organizations advised/	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO		2	5	5	5	5.00	
		A20 . Number of Student organizations assisted on student		Assists student organizations in implementing student related	1	3	5	4	4	4.33	
	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	4	5	5	4.67	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	4	5	4	4.33	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	4	5	5	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	45	5	4	5	4.67	
		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	1		2		3	2.67	
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	9	4	5	5	4.67	
	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	1	2	5	5	4	4.67	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		3	4	5	5	4.67	
	A 26. Other outputs implementing the new normal due to covid 19	Acted as Focal Person on the delivery of learning guides		100% accomplish	5	5	5	5.00	
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							
	In refereed int'l journals								
	In refereed nat'l/regional journals								
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							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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)								

Acts as peer reviewer of journal A 33. Number of journal articles/scientific papers, reviews the articles/scientific paper received and paper received and returns duly reviewed as peer-reviewer reviewed paper A 34. Number of UMs submitted to UM Prepares and submits application for ITSO, VSU preparation UM of technology generated out of research output A 35.Other outputs implementing the Assisted in the preparations of DBM 4 4 4 4.00 research proposal 1 new normal due to covid 19 **UMFO 4. EXTENSION SERVICES** Identifies and links with probable PI 1. Number of active A 36. Number of active partnerships partners for extension activities and with LGUs, industries, NGOs, NGAs, partnerships with LGUs. maintains this active partnership industries, NGOs, NGAs, SMEs, and other stakeholders SMEs, and other facilitated and maintained stakeholders as a result of extension activities Pl 2. Number of trainees A 37. Number of trainees weighted by Conducts trainings among beneficiaries of technologies for the length of training weighted by the length of transfer training Implementes duly approved PI 3. Number of extension A 38. Number of extension extension projects programs organized and programs/projects implemented supported consistent with the SUC's mandated and priority programs A 39. Percentage of beneficiaries who Provides quality and relevant training Pl 4. Percentage of courses and advisory services beneficiaries who rated the rated the training course/s and training course/s and advisory services as satisfactory or higher in terms of quality and advisory services as satisfactory or higher in relevance Pl 5. Number of A 40 . Number of technical/expert Provides the technical and expert services requested by beneficiaries services as/in: technical/expert services Research Mentor Research Mentoring Peer Peer reviewers/Panelists reviewers/Panelists 5 5 4.67 Resource Persons 7 4 14 Resource Persons Convenor/Organizer Convenor/Organizer Consultancy Consultant

Evaluator Evaluator PI 8. Percent of extension proposals approved * PI 11. Additional outputs * PI 11. Additional outputs * A 42. No. of extension-related awards (extn. conducted by faculty or student A 43. Other outputs implementing the new normal due to covid 19 Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Evaluator PI 8. Compliance to all requirements of the QMS core processes of the university are complied with in the performance of his/her functions as faculty member conform.
P1 1. Additional outputs * P1 11. Additional outputs * P1 12. Additional outputs * P1 13. Additional outputs * P1 14. Additional outputs * A 42. No. of extension-related awards (extn. conducted by faculty or student new normal due to covid 19 Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Designs extension related activities and other outputs to implement new normal Ensures that all the QMS core processes of the university are complied with in the performance of bis/lor functions as faculty member.
Cextn. conducted by faculty or student Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities and other outputs to implement new normal Cextn. conducted activities Cextn. conducted activities Cextn. conducted activi
Inew normal due to covid 19 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 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.
OVPI MFO 4. Program and Institutional Accreditation Services PI 8. Compliance to all requirements of requirements thru the established/adequate 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.
PI 8. Compliance to all requirements of requirements thru the established/adequate 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 complied with in the performance of his/her functions as faculty member.
requirements thru the theQMS core processes of the university established/adequate theQMS core processes of the university complied with in the performance of this/her functions as faculty member.
and improvement of the QMS of the core processes of the College/department under ISO
A 45. Compliance to all requirements of the program and institutional accreditations: Minutes Prepares required documents and complia 100% 100% 5 5 4 4.67 4.6
On program accreditations Pilot Plant Manager
On institutional accreditations SSF Rootcrop
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 Provides customer friendly frontline services to clients 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 * Initiates/introduces improvements in performfing functions resulting to best practice
A 48. Other outputs implementing the new normal due to covid 19 Assisted in procurement-related concerns of the department sihed 5 5 5 5.00 100% accompl sihed
Total Over-all Rating 130.01

V 30

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 Department Head

Date:

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics
Date:

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

Approved by:
BEATRIZ S. BEKONIAS

Vice President for Academic Affairs
Date: 212



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Performance Rating:

BERT C. PENALOSA 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:

Unit Head

Conforme:

cc: ODA-HRD

BERT C. PENALOSA

Ratee