

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

Name of Faculty Member: Ma. Salome B. Bulayog

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.48	
b. Students (50%)		2.00	
<b>TOTAL INSTRUCTION</b>	60%	4.48	2.69
2. Research	20%	4.81	0.96
3. Extension	10%	4.72	0.47
4. Support Operations	10%	4.89	0.49
5. Production			
<b>TOTAL</b>			4.61

EQUIVALENT NUMERAL RATINGS:	4.61
Add: Additional Points, if ny:	
TOTAL NUMERICAL RATING:	4.61

ADJECTIVAL RATING: Outstanding

Prepared by:

**MA. SALOME B. BULAYOG**  
Name of Faculty

Reviewed by:


**ANALITA A. SALABAO**  
College Dean

Approved:


**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MA. SALOME B. BULAYOG** of the Department of Economics 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-June 2019**.

  
**MA. SALOME B. BULAYOG**  
 Ratee

Approved:

  
**ANALITA A. SALABAO**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
<b>UMFO 1</b>	<b>ADVANCED EDUCATION SERVICES</b>								
	<b>Graduate Degree Program Management Services</b>								
	Number of graduate degree specializations offered & monitored		2	2	5	5	5	5	
	Fulltime Teaching Equivalent for Graduate	Teaching graduate courses	1.00	1.67	5	5	5	5.00	MGMT 209
	Percentage of students who graduated within the prescribed period								
	<b>Graduate Student Management Services</b>								
	Percentage of students awarded with honors/distinction								
	Percentage of graduate students advised who rated the adviser/GAC at least very satisfactory								
	Percentage of graduate school faculty engaged in research work applied in any of the following:								
	Pursuing advanced research degree program								
	Actively pursuing in the last three years (investigative research, basic and applied scientific)								
	Whose research work resulted in an extension								
		Average Rating						5.00	
<b>UMFO 2</b>	<b>HIGHER EDUCATION SERVICES</b>								
	Fulltime Teaching Equivalent Under graduate courses	Teaching Undergrad. courses	1.20	1.35	5	4	5	4.67	Econ 116
	Number of Thesis/Special Problems Advised:								
	Number of Student Research Advised								
	* Approved thesis outline		16	17	5	5	5	5.00	
	* Approved manuscript		16	17	5	5	5	5.00	
	* Approved as SRC Chairman		2	2	5	5	5	5.00	
	* Approved as SRC Member		1	4	5	5	5	5.00	


	Number of Patents/Utility Models/copyrights filed and registered								
	Amount of research money generated from external funding (Thousand PHP)								
	Amount of research money generated from institutional funding (Thousand PHP)								
	Number of research outputs in the last three years utilized by the industry or other beneficiaries		1	1	5	4	5	4.67	
	Number research-related awards (research conducted by faculty or students with faculty)		1	2	5	5	5	5.00	
		Average Rating						4.81	
<b>UMFO 4</b>	<b>EXTENSION SERVICES</b>								
	Number of trainees weighed by the length of training								
	Number of trainings conducted		1	2	5	4	5	4.67	
	Number of EIC materials/techno-guides developed/used		1	1	5	4	5	4.67	
	Number of beneficiaries served								
	Groups		1	1	5	5	5	5.00	
	Individuals								
	Number of technical/expert services provided/rendered								
	Research Mentoring		1	1	4	4	5	4.33	
	Per reviewed/Panelists		2	4	5	5	5	5.00	
	Resource Person		1	5	5	5	5	5.00	
	Convenor/Organizer		1	1	4	5	5	4.67	
	Consultancy		1	1	5	4	4	4.33	
	Evaluator		2	2	5	4	5	4.67	
	Number of extension projects conducted		1	1	5	5	4	4.67	
	Number of extension proposals submitted		1	1	5	4	5	4.67	
	Number of extension proposal approved		1	1	5	5	5	5.00	
	Amount of extension money generated from external funding (Thousand PHP)								
	Amount of extension money generated from institutional funding (Thousand PHP)								
	Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance								

	Number of student organization advised		2	2	5	4	5	4.67	
	Number of Instructional Materials Developed and Revised								
	a. OBE-compliant syllabi		2	5	5	5	5	5.00	
	b. Teaching guides/student guides/lab. Manuals		1	1	5	5	4	4.67	
	c. Complete sets of teacher-developed audio visual materials (powerpoint, videos, computer games, etc.)		1	4	5	5	5	5.00	
	d. On-line interactive learning resources per subject		1	2	5	5	5	5.00	
	Number of instruction-related awards								
	Periodic revision of OBE syllabi								
	Submission of Student Performance Based on Course Outcomes (CQI Form 6)		1	2	5	5	5	5.00	
	Group consultation of Student Advisees by their academic adviser		2	8	5	5	5	5.00	
	Number of National Student Awards		2	2	5	5	5	5.00	
	Number of honor graduates		4	7	5	5	5	5.00	
		Average Rating						4.95	
<b>UMFO 3</b>	<b>RESEARH SERVICES</b>								
	Number of research proposals submitted		1	2	4	5	5	4.67	
	Number of research proposals approved		1	2	4	5	5	4.67	
	Number of research studies conducted		2	5	5	5	5	5.00	
	Number of research projects/studies completed within the year		2	2	5	4	5	4.67	
	Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/int'l scientific/professional for a and conferences								
	In int'l fora/conferences		1	3	5	5	5	5.00	
	In nat'l for a/conferences		1	2	4	5	5	4.67	
	In reg'l for a/conferences		1	3	5	5	5	5.00	
	In institutional for a/conferences								
	Number of paper submitted for publication in internationally indexed journals								
	Number of published papers in peer-reviewed journals								
	In refereed int'l journals								
	In refereed nat'l journals								
	In institutional journals								

	Number of extension-related awards (extension conducted by faculty or student and faculty)								
		Average Rating						4.72	
<b>UMFO 5</b>	<b>SUPPORT TO OPERATIONS (STO)</b>								
	<b>Faculty Development Services</b>								
	Number of faculty pursuing advanced degree programs		1	2	5	5	5	5.00	
	<b>Faculty Recruiting/Hiring Services</b>								
	Number of faculty recruited/aligned with university RSP & competency- based HRM		1	2	5	5	5	5.00	
	<b>Faculty Evaluation Services</b>								
	Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university		1	1	5	5	5	5.00	
	Number of seminars/trainings/conventions/ workshops attended outside the university		8	8	5	5	5	5.00	
	Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated		100%	100%	5	5	5	5.00	
	Number of college/department-level seminars/trainings/workshops/reviews conducted/attended/facilitated		2	2	4	5	5	4.67	
	<b>Program &amp; Institutional Accreditation Services</b>								
	Number of degree programs which passed accreditation/evaluation at least level 1		1	1	4	4	5	4.33	
	Degree program compliant with CHED requirements		1	1	4	4	5	4.33	
	<b>General Administration and Support Services</b>								
	Number of risk identified		10	11	5	5	5	5.00	
	Number of risks addressed/minimized		10	10	5	5	5	5.00	
	Number of legitimate complaints received								
	Percentage of complaints indicated in P1 4, if any addressed within the prescribed period.								
	No. of dept. meetings conducted and presided		3	6	5	5	5	5.00	
	No. of execom meetings attended		3	3	5	5	5	5.00	

	No. of faculty members mentored		1	2	5	5	5	5.00	
	No. of faculty members recommended for study leave		1	1	5	5	5	5.00	
	No. of required documents prepared & submitted (annual, staff devt. Plan, program status report, procurement plan, ISO, etc.		5	10	5	5	5	5.00	
		Average Rating						4.89	
	<b>P1 6. ADDITIONAL OUTPUTS*</b> (In instruction, research, extension								
	production, and/or administration not found in the original commitment								
Total No. of Entries					37				
Total Overall Rating					23.92				
Average Rating					4.78				
Adjectival Rating					Outstanding				

Calibrated by:

  
**ANALITA A. SALABAO**  
 Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Comments & Suggestions  
for Development Purpose:

**Enhance research and  
extension projects**

# **PERFORMANCE MONITORING FORM**

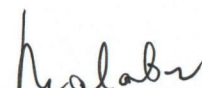
Name of Employee: **MA. SALOME B. BULAYOG**

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 consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	January 2019	June 30, 2019	June 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as chairman and member of different committees in the college and department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	
3	Performs other administrative function as department head	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ANALITA A. SALABAO**  
 College Dean

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Salome B. Bulayog  
Performance Rating: January-June 2019

Aim: Deliver efficient administrative services, quality teaching and enhanced capacity to conduct research.

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

Date: January 2, 2019 Target Date: June 30, 2019

First Step:

Attended ISO Orientation Workshop, What is ISO all about and how to make process manuals for ISO accreditation.

Result:

Re-echoed to faculty members the learnings from the ISO workshop attended.

Date: April 2019 Target Date: June 30, 2019

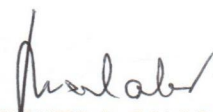
Next Step:

Submitted processed manuals to Quality Assurance Center and developed obedized syllabus for the following courses: Econ 101, AgSci 12 and Econ 142.

Final Step/Recommendation:

Foster linkage with regional, national and international agencies for better collaborative work in academic research activities.

Prepared by:

  
**ANALITA A. SALABAO**  
Dean, CME

Conforme:

  
**MA. SALOME B. BULAYOG**  
Ratee

cc: ODA-HRD