

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

Name of Faculty Member: **MOISES NEIL V. SERIÑO**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (100%)		4.74	
b. Students		(No TPES conducted during this period due to COVID 19)	
TOTAL INSTRUCTION	50%	4.74	2.37
2. Research	25%	4.83	1.21
3. Extension	10%	4.60	0.46
4. Support Operations	5%	5.00	0.25
5. General Admin. & Support Services	10%	5.00	0.50
TOTAL			4.79

EQUIVALENT NUMERAL RATINGS:

4.79

Add: Additional Points, if ny:

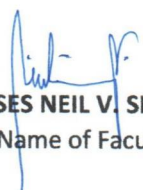
TOTAL NUMERICAL RATING:

4.79


ADJECTIVAL RATING:

OUTSTANDING

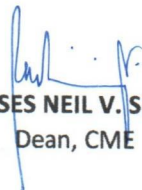
Prepared by:


MOISES NEIL V. SERIÑO
Name of Faculty

Reviewed by:


MA. SALOME B. BULAYOG
Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MOISES NEIL V. SERINO**, a faculty member of the DEPARTMENT OF ECONOMICS commit to the deliver and agree to be rated on the attainment of the following nt of the following targets in accordance with the indicated measures for the period January-December 2020.

MOISES NEIL V. SERINO

Associate Professor

Date:

Approved:

MA. SALOME B. BULAYOG

Department Head

Date:

MOISES NEIL V. SERINO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2020)	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	9	2.44	5	5	4	4.67	AGEC 299, AGECE 211
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	1	5	5	5	5.00	MSAGECON
		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	1	2	5	5	5	5	MM
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	3	5	5	5	5	

	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	1	1	5	4	4	4.93	AGEC 211
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	
		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.	4	4	5	5	5	5	
		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	1	1	5	5	5	5	
	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	1	1	5	5	5	5	Training materials
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	1.5	not yet					
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	-					
		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	Attend mandated trainings	1	2	5	5	5	5	EVFLC, CECON
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	-					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	2	2	5	5	4	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	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	2	2	5	4	4	4.33	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course were developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	-					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	-					
		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.	2	-					
		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	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	1	1	4	4	4	4	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	4	5	4.67	Rec-echo on CME faculty on IM preparation
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	2	2	5	5	5	5	ACIAR , Coconut
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	-					

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	50%	50%	5	4	4	4.33	
	<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 scientific for a/conferences							
	<i>In int'l fora/conferences</i>		1	-					
	<i>In nat'l/regional fora/conferences</i>								
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	50%	-					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
	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	2	3	5	5	5	5	
	A 34. Number of UMs submitted to ITSO, VSU	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	1	1	5	5	5	5	COVID coping mechanism study
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	1	-					

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	20	5	5	5	5	ViSERDAC
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	4	4.67	
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	80%	95%	5	4	4	4.33	
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							
<i>Research Mentoring</i>	<i>Research Mentor</i>		1	1	4	4	4	4	SLSU
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		2	3	5	5	5	5	
<i>Resource Persons</i>	<i>Resource Persons</i>								
<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	-					
<i>Consultancy</i>	<i>Consultant</i>								
<i>Evaluator</i>	<i>Evaluator</i>								
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 or student & faculty) *							
		A 43. Other outputs implementing the new normal due to covid 19	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	zero NC	zero non-conformity	5	5	5	5
		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%	100% compliant	5	5	5	5
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	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	5	5	5
	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	8	6	5	5	5	5
ExeCom Meeting									
Total Over-all Rating								128.67	
Average Rating								4.97	
Adjectival Rating								0	

Evaluated & Rated by:


MA. SALOME B. BULAYOG

Department Head

Date:

Recommending Approval


MOISES NEIL V. SERINO

Dean, CME

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

PERFORMANCE MONITORING FORM

Name of Employee: Moises Neil V. Serino

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, and revises course syllabus.	Very Satisfactory	January 2020	Jan-Mid March, 2020	March 16, 2020	Very Impressive	Outstanding	
2	Prepares instructional modules/e-learning materials for online classes	Outstanding	April 2020	June 2020	June 30, 2020	Very impressive	Outstanding	
3	Attends meetings (online/webinars/google meet) and performs functions as member of different committees of the university, college and of the department	Outstanding	January 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	
4	Spearheads in the implementation of programs/activities of the college	Outstanding	January 2020	June 30, 2020	June 30, 2020	Very impressive	Outstanding	
5	Performs other functions	Outstanding	January 2020	June 30, 2020	June 30, 2020	Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : MOISES NEIL V. SERINO
 Performance Rating : Outstanding

Aim: Enhance responsiveness in delivery of academic services amidst disruptions

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

Date: January 2020

Target Date: June 2020

First Step: Attend webinars on remote delivery of instruction, research and extension services

Result: Attended several webinars on flexible learning modalities

Date: July 2020

Target Date: December 2020

Next Step: Fine tune the implementation of flexible learning

Outcome: Provision of academic / learning continuity amidst pandemic

Final Step/Recommendation:

Conduct evaluation on flexible learning and document reflections coping mechanisms of faculty & staff to provide inputs in further improving service delivery despite disruptions.

Prepared by:

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BEATRIZ S. BELONIAS
 VP, Research and Extension

Conforme:

Moises Neil V. Serino
MOISES NEIL V. SERINO
 Ratee