

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

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

JANUARY-JUNE 2023

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.67	2.34	
b. Students (50%)		4.90	2.45	
Total for Instruction	50%		4.79	2.39
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%	5.00		0.50
4. Administration	40%	4.88		1.95
5. Production				
TOTAL	100%			4.84

EQUIVALENT NUMERICAL RATING:

4.84

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.84

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

BERT C. PEÑALOSA

Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO

Dean, CME

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. PENALOSA, 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 JANUARY-JUNE 2023.

BERT C. PENALOSA

Instructor I

Date: 07/25/2023

Approved:

MOISES NEIL V. SERIÑO

Supervisor

Date: 07/25/2023

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/course s 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									
		As GAC Chairman		Advises and corrects research outline							

		AS GAC Member		Advises and corrects research outline								
		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							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities							
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	30	12.45	5	4	5	4.67	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	10	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	4	2	5	4	5	4.67	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	1	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	20	10	5	5	4	4.67	
		<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	40	20	5	5	5	5.00	
		<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students	50	30	5	5	5	5.00	
		<u>A17</u> . Number of students advised on thesis/ field practice/special									
		As SRC Chairman	Advising/ correction	Advises, and corrects research outline	10	10	5	5	5	5.00	
		As SRC Member	Advising/ correction	Advises and corrects research outline	5	5	5	5	5	5.00	
		<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught,	50	60	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO	1	1	5	5	5	5.00	

		A20 : Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam,	2	2	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 Moddle or Google Classroom	1	1	5	4	4	4.33	
	PI 11. Additional outputs	A 25. Number of Additional outputs									
		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							
		A 26. Other outputs implementing the new normal due to covid 19		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 project 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							
		<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 fora/conferences							
		<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							

	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							
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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							
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	3	20	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							
	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		Implements duly approved extension projects							
	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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons			2	2	5	5	5	5.00	

	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19		extension related activities and other							
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							

		A 45. 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							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
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							
	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/man agement related activities and other outputs to implement new normal							
	Admin Support Services										
		Membership in University committees			1	5	5	5	5	5.00	
		Membership in College committees		1	1	4	5	4	4	4.33	

		Membership in the Department committees		5	5	5	5	5	5.00	
	Department Head	Number of department meetings presided		3	8	5	5	5	5.00	
		Number of execom meetings attended		3	7	5	4	5	4.67	
		Number of UAC mtgs attended			1	5	5	5	5.00	
		Prompt submission of required documents			1	5	5	5	5.00	
		Annual Report		1	1	5	5	5	5.00	
		Procurement Plan		1	1	5	5	5	5.00	
		OPCR/ IPCR		30	18	5	5	5	5.00	
		Number of Faculty Mentored		8	4	5	4	4	4.33	
		Number of admin staff supervised		3	2	5	5	5	5.00	
		Number of department activities supervised		3	4	5	5	5	5.00	
		Number of faculty members for study leave		2	2	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		2	1	5	5	5	5.00	
		Number of class observation conducted		10	17	5	5	4	4.67	
	Total Over-all									
	Average Rating (Total Over-all rating divide			171.33						
	Additional Points									
	FINAL RATING			4.90						
	ADJECTIVAL RATING			O						
										Comment: Must pursue doctoral studies.

Evaluated & Rated by:

MOISES NEIL V. SERIÑO

Supervisor

Date: 07/25/2023

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: 07/25/2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 07/25/2023

PERFORMANCE MONITORING FORM

Name of Employee: **BERT C. PEÑALOSA**

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	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	Jan. 1, 2023	Jan. 1, 2023	June 30, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	
4	Performs administrative function as Department Head.	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

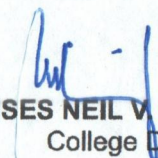

MOISES NEIL V. SERINO
 College Dean

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BERT C. PEÑALOSA**
Performance Rating: January- June 2023

Aim: To enhance capacity-building skills necessary for the effective and efficient implementation of the VSU Quality Procedures.

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

Date: January 2023

Target Date: June 2023

First Step:

To attend webinars/seminars and workshops, study VSU Quality Procedures for cascading to all faculty and staff in the Department of Business and Management (DBM)

Result:

Attendance in related webinars/seminars and workshops

Date: January 2023

Target Date: June 2023

Next Step:

Plan and organize meetings and seminars to cascade the latest guidelines and VSU Quality Procedures to DBM faculty and staff for the improvements of the department's day-to-day operations

Outcome:

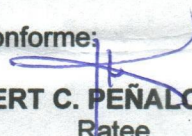
Final Step/Recommendation:

Improved capability to supervise and manage the overall performance and operations of the department.

Prepared by:


MOISES NEIL V. SERIO
Immediate Supervisor

Conforme:


BERT C. PEÑALOSA
Ratee

cc: ODA-HRD