

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

Name of Faculty Member: GIDEON NIEL D. TAN

JULY-DECEMBER 2021

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%)				
b. Students (50%)		3.75	1.86	
Total for Instruction	60%		4.37	2.62
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	25%		4.75	1.19
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		5.00	0.25
4. Administration	10%		5.00	0.50
5. Production				
TOTAL	100%			

EQUIVALENT NUMERICAL RATING:

4.56

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.56

ADJECTIVAL RATING:

GIDEON NIEL D. TAN

Name of Faculty

OUTSTANDING

ANGELITA L. PARADERO

Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

"Exhibit B"

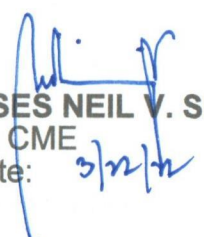
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GIDEON NIEL D. TAN, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2021.


GIDEON NIEL D. TAN
Instructor I
Date: 3/10/2022

Approved:

ANGELITA L. PARADERO
Department Head
Date: 3/24/2022


MOISES NEIL V. SERINO
Dean, CME
Date: 3/24/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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	5						No MM classes
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2						
		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	3						
	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						
		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	1						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1						
		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						
	PI 10 . 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							
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	<i>Handles and teaches courses assigned</i>	31.5	41.25	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	3	4	4	4	4.00	pending 103, 198, 197
		A11. 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	1	16	5	5	5	5.00	Mgmt 103 (9), Mgmt 151 (7)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	14	6	4	4	4	4.00	3 sections for Mgmt 198, 3 sections for Mgmt 103
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	28	7	5	4	4	4.33	mgmt 103 (5), Mgmt 198 (2)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		6	5	5	5	5.00	Mgmt 198
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	30	31	5	5	4	4.67	from the 85 students, 54 had graduated, 31 students ongoing
		A17. Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	6	5	5	5	5.00	189 (1), 189.1 (5), 190.1 (1)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	4	4.67	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	14	31	5	5	4	4.67	from the 85 students, 54 had graduated, 31 students ongoing

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		0					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	0	0	0	0	0.00	
	PI 10: Number of instructional materials developed *	A21 : 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	1	2	4	4	5	4.33	Mgmt 103, Mgmt 198 lessons
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	4	4	4.33	Mgmt 103 and 198 learning materials
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	2	11	5	5	5	5.00	Mgmt 103 (11 assessment tasks in total), Mgmt 198 (3 assessment tasks)
		A23 : 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	0					
		A24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	4	4	5	4.33	Mgmt 103, Mgmt 198
	PI 11. Additional outputs	A25. 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		2	5	5	5	5.00	MM, BSAB

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		1	5	5	5	5.00	Agroville (Industry Immersion)
		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	5	3	4	5	4	4.33	DTI-RAPID (cacao), DA-8 Rapid Market Assessment (swine), DA-8 Rapid Market Assessment
	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		4	4	5	5	4.67	HORT 2016-188 outputs: Gender assessment Baseline study RMA covid 19 Social network mapping
	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>		1	0					Tan, G. N. D. (2021). A Business-Model Approach on Strategic Flexibility of Firms in a Shifting Value Chain: The Case of Coffee Processors in Amadeo and Silang, Cavite, Philippines. Global Journal of Flexible Systems Management, 22(1), 17-28.

		<i>In refereed nat'l/regional journals</i>		1	0						Tan, GND; Bongat, HNB, Amor, A; Escala, N, (article in press) A qualitative assessment of COVID 19 shock to smallholder vegetable growers in Ormoc City, Philippines, Review of Socio-Economic Research and Development Studies (ReSERDS)
	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								
		<i>In int'l fora/conferences</i>		1	2	5	5	5	5.00	1. Impact of COVID-19 on the Vegetable Value Cain in Baybay City, Leyte: A Rapid Assessment (3rd GAME Conference, Nov18-19, 2021) 2. Is there a market for GAP certified vegetables? Evidence from Cagayan de Oro City (ISSAAS, Dec 16-17, 2021)	
		<i>In nat'l/regional fora/conferences</i>			1	5	5	5	5.00	BEST RDE Poster: Developing Vegetable Value Chain to Meet Evolving Market Expectations in the Philippines	
	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								
	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		0					RESERDS
		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							
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							
	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	15	32	5	5	5	5.00	
	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	1	1	5	5	5	5.00	
	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	50%						
	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		1						
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	BIPSU benchmarking
	Convenor/Organizer	Convenor/Organizer		1	0					
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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 (extrn. 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		5	5	5	5.00	

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GIDEON NIEL D. TAN**
Performance Rating: JULY- DECEMBER 2021

Aim: To make sure there is consistent delivery of instruction to learners despite having administrative meetings and travels related to research activities.

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

Date: JULY 2021

Target Date: DECEMBER 2021

First Step:

Enhance the employee's skills in asynchronous learning delivery through attendance to webinars that enhance knowledge and gather updated references related to the subject/course being handled to develop the instructional materials.

Result:

Acquired knowledge and skills on developing IMs, creation of virtual classrooms, and utilization of widely available software to enhance the delivery of instructions.

Date: JULY 15, 2021

Target Date: DECEMBER 15, 2021

Next Step:

Apply learnings to develop IMs, create virtual classrooms to facilitate asynchronous classes, and utilize OBS and other software for pre-recorded video presentations.

Outcome:

Final Step/Recommendation:

Acquired and shared new knowledge and skills will be applied in teaching and research activities.

Prepared by:

Conforme:

GIDEON NIEL D. TAN
Ratee

cc: ODA-HRD


ANGELITA L. PARADERO
Immediate Supervisor