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 (100%)		4.80	
b. Students		(No TPES conducted during this period due to COVID 19)	
TOTAL INSTRUCTION	60%	4.80	2.88
2. Research	20%	4.67	0.93
3. Extension	5%	5.00	0.25
4. Support Operations	5%	4.78	0.24
5. General Admin. & Support Services	10%	4.67	0.47
TOTAL			4.77

EQUIVALENT NUMERAL RATINGS: 4.77
Add: Additional Points, if ny:
TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MA. SALOME B. BULAYOG
Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Salome B. Bulayog, a faculty member of the DEPARTMENT OF ECONOMICS 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 January-December 2020.

Approved:

MA. SALOME B. BULAYOG
Professor I & Head, DOE
Date: _____

MOISES NEIL V. SERIÑO
College Dean, CME
Date:____10-16-2020____

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	Eficiency	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	2						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	5	5	4	4	4.33	MS LAMP/MS AGEC students
		A3 . Number of students advised on thesis/special								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	4	4	4.33	MS Sociology

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	2	2	5	4	4	4.33	LAMP Module AGEC 213 - OBTL, ppts
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	-					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	
	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	2	1	4	4	4	4.00	LAMP 225
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	LAMP 225 AGEC 213
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	-					

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	15	11.10	5	4	4	4.33	Econ 101, Econ 102, ABMg 105
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	4	4	4.33	
	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	2						
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Webinar in Leaning module prep. Moodle Classroom Google classroom CECON
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	4	4	4	4.00	

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	11	4	4	4	4.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	8	4	4	5	4.33	
PI 8: Number of students advised: *		A16. Number of students advised:	Acts as academic adviserto students	5	27	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							No BSEcon graduating students
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	-					No BSEcon graduating students
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	
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	1	-					
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	1	-					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc	4	10	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	2	2	4	4	4	4.00	Ncon 143 Btech 151
	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	3	3	4	4	4	4.00	RQAT evaluation ISO
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	-					
		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	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	1	2	5	5	5	5.00	PES for Lake Danao, Socio-Economic Study in the Pacific Towns of Southern Leyte
	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	2	5	5	5	5.00	BFAR funded Socio-Economics of Coastal Communities in Pacific Town COVID Coping mechanism
	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		1	2 (NELD's Paper)	5	5	5	5.00	COVID coping mechanism NELD's Paper
		In refereed nat'l/regional journals		1	1	5	4	4	4.33	COVID coping mechanism

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	1						
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	1	1	5	4	4	4.33	
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		1	-					
	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	3	2	5	4	4	4.33	*Factors influencing customers' consumption behavior on Carabao's Choco Milk in Leyte (JEMAD) *Market acceptability of Vacuum Varied ISAW (Grad. School Journal)
	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	-					
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	2	-					
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	Implementes duly approved extension projects							

27.99

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	1							
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	1							
Research Mentoring	Research Mentor		1							
Peer reviewers/Panelists	Peer reviewers/Panelists		1	2	5	5	5	5.00		
Resource Persons	Resource Persons		1							
Convenor/Organizer	Convenor/Organizer									
Consultancy	Consultant									
Evaluator	Evaluator		2							
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	1							
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	1							
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 theQMS 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 non-conformity	zero non- conformity	5	4	4	4.33		

		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% compliant	100% compliant	5	5	5	5.00	
		On program accreditations		100%comp laint	100% compliant	5	5	5	5.00	
		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	5.00	
		No. of coaching sessions among faculty & staff		2	4	5	4	4	4.33	
		No. of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets		1	1	5	4	4	4.33	
		Number of monthly/special faculty & staff meetings conducted	Dept. monthly meeting	10	12	5	5	5	5.00	
	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	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								162.00	
	Average Rating								4.63	
	Adjectival Rating								O	

Comments & Recommendations for Development Purpose:
Encourage./motivate. faculty in the department to engage in extension / research activities

Evaluated & Rated by:

MOISES NEIL V. SERIÑO
Dean, CME
Date: 10-16-2020

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
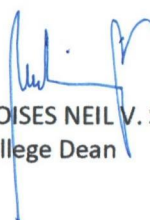Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Ma. Salome B. Bulayog**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall 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 return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	January 2020	Mid-March 16, 2020	March 16, 2020	Very impressive	Outstanding	
2	Prepares instructional module/e-learning materials for online classes	Outstanding	April 2020	June 30, 2020	June 30, 2020	Very Impressive	Very Satisfactory	
3	Attends meetings, online/virtual webinars/google meet and performs functions as chairman/member of different committee of the university, college and of the department	Outstanding	January-June 2020	June 30, 2020	Jan.- 3-June 30, 2020	Impressive	Outstanding	
4	Performs other functions	Outstanding	January-June 2020	June 30, 2020	Jan.- 3-June 30, 2020	Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

MOISES NEIL V. SERIÑO
College Dean

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Salome B. Bulayog
Performance Rating: Outstanding

Aim: To enhance teaching and management/supervisory capabilities

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

Date: January 2020   Target Date: March 2020

First Step:

Required Dr. Bulayog to attend short course training related to handling online classes and module preparation.

Result:

Attended webinar on module preparation, training on google classroom and moodle as flatforms for online classes.

Date: April 2020   Target Date: June 2020

Next Step:

Made virtual classrooms for classes handled during the 1st Semester of SY 2020-2021. Develope module on LAMP 225.
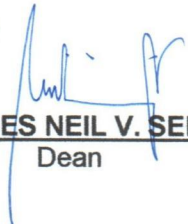
Outcome:

Offered classes for both modular scheme & online classes.

Final Step/Recommendation:

Continue developing modules and virtual classrooms for all courses taught.

Prepared by:

MOISES NEIL V. SERIÑO
Dean

Conforme:

MA. SALOME B. BULAYOG
Ratee