SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GIDEON NIEL D. TAN

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%)		4.25	2.13	
b. Students (50%)		4.33	2.17	
Total for Instruction	40%		4.29	1.72
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	20%	3.75		0.75
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%	5.00		0.50
4. Administration	30%	5.00		1.50
5. Production				
TOTAL	100%			4.47

EQUIVALENT NUMERICAL RATING: 4.47
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.47
ADJECTIVAL RATING: VERY SATISFACTORY

GIDEON NIEL D. TAN
Name of Faculty

BERT C. PEÑALOSA
Dept Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
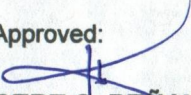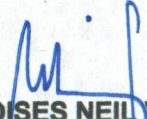Vice President for Academic Affairs

"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 JANUARY-JUNE 2023.

Approved:

GIDEON NIEL D. TAN
Instructor I
Date: 07/25/2023

BERT C. PEÑALOSA
Department Head
Date: 07/25/2023

MOISES NEIL V. SERIÑO
Dean, CME
Date: 07/25/2023

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	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							
	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 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							
	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 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	Handles and teaches courses assigned	25	17.85	5	5	5	5.00	

					Q	E	T	Avg	Remarks
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.00	Mgmt 198 (2), Mgmt 138n (1), ABmg 104 (1), Mgmt 200A.1 (2)
		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	0	3	3	3	3.00	No student complied
		A12. Number of trainings attended related to	Attend mandated trainings	1	0	0	0	0	0.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00	Mgmt 102 (2 sections, 2 exams), Mgmt 124 (lec - 2 exams) Mgmt 124 (lab-2 exams)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	14	5	5	5	5.00	Mgmt 124lec (5 quizzes), Mgmt 124 lab (1 quiz), Mgmt 102 (4 quizzes)
		A15. 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: *	A16. Number of students advised:	*Acts as academic adviserto students*	20	20	4	4	4	4.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	12	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	25	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*							

PI	Activity	Description							Remarks
	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 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		10	5	5	5	5.00	10 lab exercises
	Supplemental learning re	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	5	5.00	powerpoint materials
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	16	5	5	5	5.00	16 quizzes and exams
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google							
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							
	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	A	Description							
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		6	5	5	5	5.00	GAP, IVC, SRA, AGRITOURISM,CITRUS,TOC,
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	Agritourism, Calamansi
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								
	In refereed nat'l/regional journals		1	0	0	0	0	0.00	
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	2	5	5	5	5.00	EEG, inhouse review
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 returns duly reviewed paper									
	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 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									
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 beneficiaries									
Research Mentoring	*Research Mentor*										

	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Developing Marketing Strategies for GAP certified vegetable farmers
	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 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 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 NC	Zero NC	5	5	5	5.00
	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%	5	5	5	5.00

		On program accreditations							
		On institutional accreditations							

UMFO 6. General Admin. & Support

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero complaints	Zero complaints	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 *	Generated reports							
	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				87.00	Comment: Need to improve teaching performance
Average Rating				4.35	
Adjectival Rating				VS	

Evaluated & Rated by:

BERT C. PEÑALOSA
Department Head
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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **GIDEON NIEL D. TAN**

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 during consultation hours, revises course syllabus	Very satisfactory	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
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 other functions	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:

BERT C. PEÑALOSA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GIDEON NIEL D. TAN**
Performance Rating: January-June 2023

Aim: To share knowledge on agribusiness value chains to students for them to develop deeper skills and insights on the field.

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

Date: January 2023   Target Date: June 2023

First Step:
Tap students in conducting research activities.

Result:
Involved as adviser to 2 undergraduate student, student research committee to 10 undergraduate students and graduate advisory committee to 2 graduate students.

Date: January 2023   Target Date: June 2023

Next Step:
Refine student outputs and present in conferences or publish.

Outcome:

Final Step/Recommendation:

Share outputs through conferences and/or publish

Prepared by:

BERT C. PEÑALOSA
Immediate Supervisor

Conforme:

GIDEON NIEL D. TAN
Ratee

cc: ODA-HRD