

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DR. GUIRALDO C. FERNANDEZ, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	25%	5.00	1.00
2. Research			
3. Extension			
4. Administration	75%	5.00	4.00
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: **5.00**

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


GUIRALDO C. FERNANDEZ, JR.

Name of Faculty

Reviewed by:


JETT C. QUEBEC

Head, DLABS

Approved by:


EDGARDO E. TULIN

 President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOR & UNIVERSITY SECRETARY 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 to June 2021.

GUIRALDO C. FERNANDEZ, JR.

BOR/University Secretary

Approved:

EDGARDO E. TULIN

President

Appointment Status	Appoitment / Status	No.	Rating Equivalents: 5-Outstanding 4-Very Satisfactory 3-Satisfactory 2-Fair 1-Poor
Head	Board Secretary	1	
Admin./Regular	Admin. Officer III	1	
Admin/Casual	Admin. Aide III	1	
Total		3	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES	P14 Total FTE coordinated, implemented & monitored								
	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1.5	3	5	5	5	5.00	ScSc 13n, IPHP 002, Envi 200
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	ScSc 13n, IPHP 002, Envi 201
	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	none	-	-	-	-	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Midterm and Final Exam
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	5 meetings	8 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	40 pages	74 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	25 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	5 requests	-	-	-	-	-	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	3 meetings	9 meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	40 pages	52 pages	5	5	5	5.00	
	PI6 Number of special / ADHOC Committee Meetings attended	Special meetings attended	3 meetings	5 meetings	5	5	5	5.00	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% submitted	100% submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied		3 documents	5 documents	5	5	5	5.00	
Total Over-all Rating					70	70	70	70.00	

Average Rating (Total Over-all rating divided by 14)		5.00	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:

EDGARDO E. TULIN

Head of Unit

Date: _____

Approved by:

EDGARDO E. TULIN

President

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 08 February 2021 Target Date: 08 March 2021

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: 12 April 2021 Target Date: 14 May 2021

Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


EDGARDO E. TULIN
President

Conforme:


GUIRALDO C. FERNANDEZ, JR.
BOR/University Secretary