

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

Name of Faculty Member: DORYN JAN L. AVILA

July - December 2019

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 (50%)		4.67	50%	2.33	
b. Students (50%)		5.00	50%	2.50	
Total for Instruction	80%			4.83	3.87
2. Research					
a. Client/Dir. For Research (50%)					
b. Dept. Head/Center Director (50%)					
3. Extension					
a. Client/Dir. for Extension (50%)					
b. Dept. Head/Center Director (50%)					
Total for Extension	10%			4.72	0.47
4. Administration	10%			4.67	0.47
5. Production					
TOTAL	100%				4.81

EQUIVALENT NUMERICAL RATING:

4.81

Add: Additional Points, if any:

0

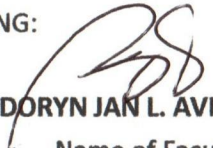
TOTAL NUMERICAL RATING:

4.81

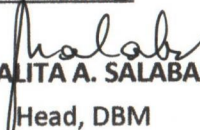
ADJECTIVAL RATING:

Outstanding

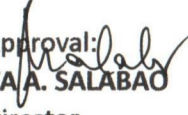
Prepared by:


DORYN JAN L. AVILA
Name of Faculty

Reviewed by:


ANALITA A. SALABAO
Head, DBM

Recommending Approval:



ANALITA A. SALABAO
Dean/Director

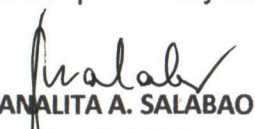
Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DORYN JAN L. AVILA**, Instructor 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 July 2019 to December 2019


DORYN JAN L. AVILA
 Ratee

Approved: 
ANALITA A. SALABAO
 Head, DBM



MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplishment	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	1. Graduate Degree Program Management Services									
	PI2: Total FTE monitored	Teaching								
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
Higher Education Services	Full Time Equivalent (FTE)	Teaching	20	158%	31.50	5	5	4	4.67	
	Teachers leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized	Compiler								
	Revised IM's within the last 3 years		1	100%	1	5	5	4	4.67	
	Number of Student Research and Field Practice Advising									
	Approved case study manuscript	Adviser			2	5	5	4	4.67	
	Approved thesis outline									
	Approved thesis manuscript									
	Student Advising and Consult Services:									

Control No. 038

	National	Participant			1	5	4	5	4.67	
	Local/Regional	Participant	1	200%	2	5	4	5	4.67	
Admin Support Services	Number of department meeting attended		3	167%	5	5	4	5	4.67	
	Membership in University committees	Member	1	100%	1	5	5	4	4.67	
	Membership in College committees	Member	1	100%	1	5	4	5	4.67	
	Membership in the Department committees	Member	3	100%	3	5	5	4	4.67	
	Department Organization	Member								
	ROTC Sponsors	Matron								
Department Head	Number of department meetings presided									
	Number of execom meetings attended									
	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Total Over-all Rating									65.67	

Average Rating (Total overall rating divided by 4)	4.69	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.69	
ADJECTIVAL RATING	O	

Evaluated & Rated by:

Analita A. Salabao
ANALITA A. SALABAO

Dept/Unit Head

Date: _____

Recommending Approval:

Analita A. Salabao
ANALITA A. SALABAO

Dean

Date: _____

Comments & Recommendations

for Development Purpose:

Must involve more research activity.

Must complete thesis ASAP.

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President

Date: _____

1 – Quality 2 - Efficiency 3 - Timeliness 4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

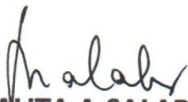
Head of Office: Analita A. Salabao

Number of Personnel: DORYN JAN L. AVILA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Following up with her progress with her MBA degree				Productive discussion
Coaching	Writing a proposal for SP research	How to fast-track the progress her MBA program			Very effective

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ANALITA A.SALABAO
Immediate Supervisor

Noted by:


ANALITA A.SALABAO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Doryn Jan L. Avila
Performance Rating: July - December 2019

Aim: To develop and enhance knowledge, skills and capabilities in teaching marketing and organization subjects

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

Date: July 1, 2019

Target Date: December 2019

First Step:

Attend seminars/training/workshops related to organization and marketing that will be helpful in instruction. Lay out schedule for conduct of training in relation to marketing.

Result:

Attended seminars/trainings on marketing and organization, and conducted trainings to chosen beneficiaries on marketing.

Date:

Target Date:

Next Step:

Share knowledge to students what have been learned from trainings and seminars attended.

Outcome:

Applied learnings in classroom activities and incorporated materials used in the trainings and seminars classroom discussion.

Final Step/Recommendation:

To continue attending seminars/workshops/trainings to acquire more knowledge in marketing and organization.

Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:


DORYN JAN L. AVILA
Ratee

cc: ODA-HRD

EMPLOYEE DEVELOPMENT PLAN

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Performance Rating: July - December 2019

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Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme: 
DORYN JAN L. AVILA
Ratee

cc: ODA-HRD