

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DORYN JAN L. AVILA

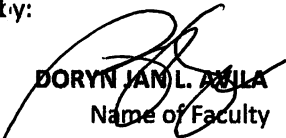
January-June 2018

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%)		4.78x50%	2.39	
b. Students (50%)		4.33x50%	2.17	
Total for Instruction	80%		4.56	3.64
2. Research	10%		5.00	0.50
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	5%		4.83	0.24
4. Administration	5%		4.83	0.24
5. Production				
TOTAL	100%			4.63


EQUIVALENT NUMERICAL RATING: 4.63  
Add: Additional Points, if any: 0  
TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: Outstanding

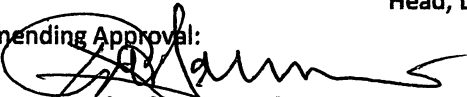
Prepared by:

  
DORYN JAN L. AVILA  
Name of Faculty


Reviewed by:

  
ANTONIO P. ABAMO  
Head, DBM

Recommending Approval:

  
ANTONIO P. ABAMO  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President

SUMMARY OF INDIVIDUAL RATES OF FACULTY MEMBERS WITH MULTIPLE POSITIONS

Name of Faculty Member: ROBERT J. ALLEN

January 1, 1973

Program in which employed	Percentage of total salary	Number of hours (1972-73)	Equivalent position (1972-73)
1. Instruction			
a. Professor (70%)	4.78%	1.30	
b. Assistant (30%)	1.37%	1.17	
Total for instruction	6.15%	2.47	
2. Research			
a. Assistant for Research (50%)			
b. Dept. Head/Center Director (50%)			
3. Extension			
a. Assistant for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	2.50%	1.83	0.34
4. Administration			
5. Production			
TOTAL	100%		4.63

EQUIVALENT NUMERICAL RATIO:  
Add. Additional Ratio: 0  
TOTAL NUMERICAL RATIO: 4.63

ADJECTIVAL RATING:

Reviewed by: \_\_\_\_\_

Prepared by: \_\_\_\_\_

ROBERT J. ALLEN  
Dept. of Economics

ROBERT J. ALLEN  
Name of Faculty

Recommendation: \_\_\_\_\_

Approved: \_\_\_\_\_  
Dean, Division

Approved: \_\_\_\_\_  
President, University

## 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 January 2018 to June 2018

DORYN JAN L AVILA  
Ratee

Approved:

ANTONIO P. ABAMO  
Head, DBM

[illegible]

[illegible]

	In National									
	In Regional									
	In Local		1	100%	1	5	5	5	5.00	
	<b>Percentage of Research Projects Conducted and Completed on Schedule</b>									
	<b>Number of scientific fora coordinated/facilitated</b>									
	<b>Number of linkages forged:</b>									
	International									
	National									
	Regional									
<b>Extn Services</b>	<b>Number of person-days trained</b>	<b>Trainer</b>	3	100%	3	5	5	5	5.00	
	<b>Number of trainings conducted</b>	<b>Resource person</b>	5	60%	3	5	5	5	5.00	
	<b>Number of beneficiaries served:</b>									
	Groups/ Institutions	<b>Resource person</b>	6	167%	10	5	5	4	4.67	
	Individuals	<b>Resource person</b>	50	240%	120	4	5	5	4.67	
	<b>Awards recv (inter, natl, local):</b>									
	Individual									
	Unit (Center, College, Department)									
	<b>Technical/ Expert services</b>									
	Consultancy	Consultant	1	100%	1	5	5	5	5.00	
	Commodity teams									
	RDE reviewer/ panelist									
	Resource person	Resource person								
<b>Seminars/symposium/ conference attended</b>										
	International									
	National	Participant								
	Local/Regional	Participant	1	100%	1	5	4	5	4.67	
<b>Admin Support Services</b>										
	Number of adm. meetings attended	President	3	133%	4	5	5	5	5.00	
	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	1	300%	3	5	5	5	5.00	
	Department Organization	Member								
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									67.67	

Average Rating (Total overall rating divided by 4)		4.83
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVIAL RATING		0

Evaluated & Rated by:

ANTONIO P. ABAMO

Dept/Unit Head

Date: \_\_\_\_\_

Recommending Approval:

ANTONIO P. ABAMO

Dean

Date: \_\_\_\_\_

Comments & Recommendations

for Development Purpose:

*Must involve more research activity. Must complete thesis a.s. & p.*

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: \_\_\_\_\_

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
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	3 <sup>rd</sup>	
	4th	

Name of Office: Dept. of Business and Management


Head of Office: Antonio P. Abamo

Number of Personnel: DORYN JAN L. AVILA

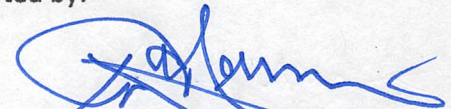
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	About her progress with her MBA degree	Faculty meeting and department committee meeting			Productive discussion
Coaching	Writing a proposal for SP research	How to progress her MBA program better.			Very attentive

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

Conducted by:

  
ANTONIO P. ABAMO  
 Immediate Supervisor

Noted by:

  
ANTONIO P. ABAMO  
 Dean, CME



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Officer: Dept. of Business and Management

Head of Office: Antonio P. Adams

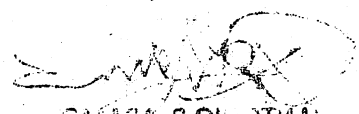
Number of Personnel: 100, MAN, LANA

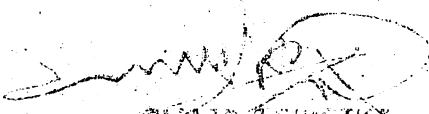
Activity	MECHANISM			Remarks
	One-on-One	Meeting	Memo	
Monitoring	About her progress with her MBA degree	Faculty meeting and department committee meeting		Productive discussion
Coaching	Writing a proposal for SP research	How to progress her MBA program better		Very attentive

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

Conducted by:

Noted by:

  
ANTONIO P. ADAMS  
Immediate Supervisor

  
ANTONIO P. ADAMS  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Doryn Jan L. Avila  
Performance Rating: January – June 2018

**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: February 1, 2018

Target Date: June, 2018

**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:**

Shared 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:

  
ANTONIO P. ABAMO

Unit Head

cc: ODA-HRD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: \_\_\_\_\_  
Performance Period: \_\_\_\_\_  
Period: July - June 2018

Area for development and training: Marketing knowledge, skills and competencies in relation to marketing and sales

Proposed interventions to improve performance: Self-competence and confidence in assuming responsibility

Target Date: February 2018 Target Date: June 2018

Activities and training: Attended seminars/workshops related to marketing that will be held in the afternoon. Day and schedule for training in relation to marketing

Results: Attended seminars/workshops in marketing and confidence in marketing

Target Area:

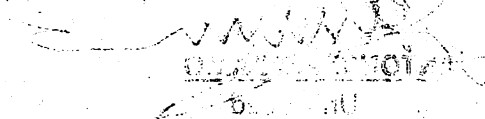
Next Step:

Area: Knowledge to market what have been reviewed from seminars/workshops

Output: Applied knowledge of seminar, courses and seminars. The work is used in the business and seminars discussion

Final action/evaluation: To continue a seminar/workshops to acquire more knowledge in marketing and organization

Prepared by:

  
Signature of the employee

Signature of the supervisor