SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ELVIRA E. ONGY**

JULY-DECEMBER 2023

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.89	2.45	
b. Students (50%)		4.00	2.00	
Total for Instruction	75%		4.45	3.33
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	5%	5.00		0.25
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%	5.00		0.50
4. Administration	10%	5.00		0.50
5. Production				
TOTAL	100%			4.58

EQUIVALENT NUMERICAL RATING: 4.58

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ELVIRA E. ONGY
Name of Faculty

Reviewed by:

MARK C. RATILLA
Dept. Head

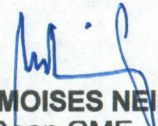Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA E. ONGY, a faculty member of the <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> 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 JULY-DECEMBER 2023.

Approved:

ELVIRA E. ONGY
Associate Professor II
Date: 1/15/24

MARK C. RATILLA
Department Head
Date: 1/15/24

MOISES NEIL V. SERIÑO
Dean,CME
Date: 1-29-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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		13.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	19	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation			5	5	5	5	5.00	
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	7	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		3	5	5	5	5.00	

	A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	20	5	5	5	5.00
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	2	8	4	4	4	4.00
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		5	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						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	4	4	4	4.00
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	20	45.45	5	5	5	5.00

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5					
		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						
		A12. Number of trainings attended	Attend mandated trainings						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00
		A14. Number of quizzes administered and	Prepares and checks quizzes for lec and lab	4	12	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	56	5	5	5	5.00
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		25	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	150	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*							
	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*							
		Supplemental learning	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*		10	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes,							
		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	5	5	5	5.00	
	PI 11. Additional outputs	**A 25**. Number of Additional outputs								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		1	5	5	5	5.00	

		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 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						
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year						
	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							
	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								
	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							
	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		3	5	5	5	5.00	
		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	1	3	5	5	5	5.00	

PI	A	Task			Q	E	T	Ave	Remarks
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	1	80	5	5	5	5.00	
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	90%	93%	5	5	5	5.00	
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*			1	5	5	5	5.00	
Peer reviewers/Panelists	*Peer reviewers/Panelists*								
Resource Persons	*Resource Persons*		1	6	5	5	5	5.00	
Convenor/Organizer	*Convenor/Organizer*								
Consultancy	*Consultant*			2	5	5	5	5.00	
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 CAR	Zero NC, Zero CAR	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% compliant	100% compliant	5	5	5	5.00	
	On program								
	On institutional								

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	

PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *									
	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				143.00	Recommendation/Comment:					
Average Rating				4.93	Publish research outputs in					
Adjectival Rating				O	Scopus / WOS indexed journals					

Evaluated & Rated by:

MARK C. BATILLA
Department Head
Date: 1/15/24

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1-29-24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/29/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ELVIRA E. ONGY**

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	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	July 1, 2023	December 31, 2023	July 1- December 31, 2023	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	July 1, 2023	December 31, 2023	July 1- December 31, 2023	Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

MARK C. RATILLA
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ELVIRA E. ONGY**
Performance Rating: <u>JULY- DECEMBER 2023</u>

Aim: <u>To enhance the knowledge on business management to effectively deliver quality educational services to undergraduate and graduate students of the Department of Business and Management</u>

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

Date: <u>JULY 2023</u>   Target Date: <u>DECEMBER 2023</u>

First Step:
<u>Attend relevant conferences, training, and seminars to enhance the knowledge and skill and enhance possible network linkages. The faculty is also advised to pursue a higher degree relevant to our field.</u>

Result:
<u>Increased knowledge in her field of specialization.</u>

Date: <u>JULY 2023</u>   Target Date: <u>DECEMBER 2023</u>

Next Step:
<u>Process application for PhD program (PhD in Business or DBA, or PhD in Business Administration)</u>

Outcome:
Final Step/Recommendation:
<u>The faculty is recommended to attend relevant trainings and seminars to be updated and adept with the latest techniques and tool on business management. In this way, the department will have more competent faculty. The faculty is recommended to pursue a Doctoral degree specifically Ph.D. in Business, DBA, or PhD in Business Administration. It aims to strengthen the pool of competent faculty in the department in terms of instruction, research, and extension.</u>

Prepared by:

MARK C. RATILLA
Immediate Supervisor

Conforme:

ELVIRA E. ONGY
Ratee
cc: ODA-HRD