

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

Name of Faculty Member: **MARK C. RATILLA**

AUGUST-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%)		4.75	
b. Students (50%)			
Total for Instruction	50%		4.75
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	10%	4.9	0.49
4. Administration	30%	5.00	1.50
5. Production			
TOTAL	100%		4.87

EQUIVALENT NUMERICAL RATING:

4.87

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.87

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARK C. RATILLA

Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO

Dean, CME

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

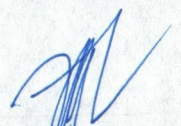
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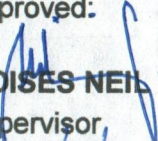
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARK C. RATILLA, a faculty member 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 AUGUST-DECEMBER 2023.


MARK C. RATILLA
 ASSISTANT PROFESSOR III
 Date: 1/10/24

Approved: 
MOISES NEIL V. SERINO
 Supervisor
 Date: 1/29/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	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		9.78	5	4	5	4.67	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students		4	5	5	5	5.00	
		A3. Number of students advised on thesis/special									
		As GAC Chairman		Advises and corrects research outline and							

		AS GAC Member		Advises and corrects research outline and		1	5	5	4	4.67	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty		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		10	5	5	4	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.		10	5	5	4	4.67	
		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							

		<i>A 7 : Number of virtual classroom created and operational</i>		<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	PI 10 . Additional outputs:	<i>A 8. Other outputs implementing the new normal due to covid 19</i>		<i>Designs experiential learning activities and other outputs to</i>							
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		<i>Handles and teaches courses assigned</i>		8.2	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline		2	5	5	4	4.67	
		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		67	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings		2	4	5	5	4.67	
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		4	5	5	4	4.67	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab		20	4	4	4	4.00	

		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required		10	4	4	3	3.67	
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>		130	5	5	4	4.67	
		A17 . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/ correction	Advises, and corrects research outline and							
		As SRC Member	Advising/ correction	Advises and corrects research outline and							
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught,		50	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		<i>Advises student organizations recognized by USOO</i>		1	4	4	4	4.00	
		A20 . Number of Student organizations assisted on student related activities		<i>Assists student organizations in implementing student related activities</i>		2	4	4	4	4.00	
	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 resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		20	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long		2	5	5	5	5.00	
		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							
	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							
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							

[illegible]

	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		30	4	5	5	4.67	
	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		1	5	5	4	4.67	
	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		30	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>									
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>				1	5	5	5	5.00	
	<i>Resource Persons</i>	<i>Resource Persons</i>				2	5	5	5	5.00	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>									
	<i>Consultancy</i>	<i>Consultant</i>									
	<i>Evaluator</i>	<i>Evaluator</i>				1	5	5	5	5.00	
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits		1	5	5	5	5.00	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19		related activities and other outputs to implement new							
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 the QMS 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		1	5.00	5.00	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100%	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
UMFO 6. General Admin. & Support Services											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice							

		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
	Admin Support Services										
		Membership in University committees			1	5	5	5	5.00		
		Membership in College committees			1	5	5	5	5.00		
		Membership in the Department committees			5	5	5	5	5.00		
	Department Head	Number of department meetings presided			4	5	5	5	5.00		
		Number of execom meetings attended			3	5	5	5	5.00		
		Number of UAC mtgs attended									
		Prompt submission of required documents			1.00	5	5	5	5.00		
		Annual Report			1.00	5	5	5	5.00		
		Procurement Plan			1.00	5	5	5	5.00		
		OPCR/ IPCR			18	5	5	5	5.00		
		Number of FacultyMentored			20	5	5	5	5.00		
		Number of admin staff supervised			3	5	5		5.00		
		Number of department activities supervised			5	5	5	5	5.00		
		Number of faculty members for study leave			2	5	5	5	5.00		
		Number of supervisory plans prepared and submitted			1	5	5	5	5.00		
		Number of coaching and mentoring reports			1	5	5	5	5.00		
		Number of class observation conducted			20	5	5	5	5.00		

Total Over-all										
Average Rating (Total Over-all rating divide		193.67								
Additional Points										
FINAL RATING		4.84								
ADJECTIVAL RATING										

Evaluated & Rated by:

MOISES NEIL V. SERIÑO

Supervisor

Date: 1/15/24

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: 1-29-24

Recommendation/Comment:

Well done in terms of publication and admin work

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/29/24

PERFORMANCE MONITORING FORM

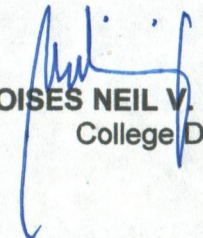
Name of Employee: **MARK C. RATILLA**

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	Spearheads in the implementation of programs and plans/activities of the Department	Very satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
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 administrative function as Department Head.	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:



MOISES NEIL V. SERIÑO
College Dean

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARK C. RATILLA**
Performance Rating: AUGUST DECEMBER 2023

Aim: To empower faculty and students' in conducting research in the accounting, business and management fields.

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

Date: AUGUST 2023

Target Date: DECEMBER 2023

First Step:

Engage faculty members and students in conducting ABM research.

Result:

Conduct seminar-workshop series on business research methods to faculty members and students.

Date: AUGUST 2023

Target Date: DECEMBER 2023

Next Step:

Establish a forum, facilitated through workshop sessions, for faculty members to exchange their ideas and topics related to Accountancy, Business and Management (ABM) research. This platform aims to foster collaborative and substantive discussions, enabling participants to collectively plan and embark on future research endeavors.

Outcome:

Final Step/Recommendation:

Share outputs through paper presentations in conferences, research project proposals or through publications in journals

Prepared by:

MOISES NEIL V. SERIÑO
Immediate Supervisor

Conformed:

MARK C. RATILLA
Ratee

cc: ODA-HRD