

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Rufina F. Capuno


Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.19	
b. Students (50%)		2.50	
TOTAL INSTRUCTION	70%	4.69	3.28
2. Research	20%	4.22	0.84
3. Extension	5%	4.67	0.23
4. Support Operations	5%	5.00	0.25
5. Production			
TOTAL			4.61

EQUIVALENT NUMERAL RATINGS:	4.61
Add: Additional Points, if ny:	
TOTAL NUMERICAL RATING:	4.61

ADJECTIVAL RATING: Outstanding

Prepared by:


red by:


RUFINA F. CAPUNO
Name of Faculty

Reviewed by:


MA. SALOME B. BULAYOG
Department Head

Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RUFINA F. CAPUNO of the Department of Economics 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-June 2019


RUFINA F. CAPUNO
 Ratee

Approved:



MA. SALOME B. BULAYOG
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 1	ADVANCED EDUCATION SERVICES								
	Fulltime Teaching Equivalent for Graduate	Teaching graduate courses							
UMFO 2	HIGHER EDUCATION SERVICES								
	Fulltime Teaching Equivalent Under graduate courses	Teaching Undergrad. courses	16.00	18.60	5	5	5	5.00	Econ 11, Econ 102 (2 sections), AgEc131
	Number of Thesis/Special Problems Advised:								
	Number of Student Research Advised								
	* Approved thesis outline		1	1	5	4	4	4.33	
	* Approved manuscript		1	1	4	4	5	4.33	
	* Approved as SRC Chairman		1	2	4	5	5	4.67	
	* Approved as SRC Member		1	1	5	4	4	4.33	
	Number of student organization advised/DBGF		1	1	4	4	4	4.00	
	Number of Instructional Materials Developed and Revised		1	2	4	5	5	4.67	
	a. OBE-compliant syllabi		1	1	4	4	4	4.00	
	b. Teaching guides/student guides/lab. Manuals								
	c. Complete sets of teacher-developed audio visual materials (powerpoint, videos, computer games, etc.)		1	1	4	4	4	4.00	
	d. On-line interactive learning resources per subject								
		Average Rating						4.37	
UMFO 3	RESEARH SERVICES								
	Number of research proposals submitted		1	1	4	5	5	4.67	
	Number of research proposals approved								
	Number of research studies conducted		1	1	5	4	4	4.33	
	Number of research projects/studies completed within the year		1	1	5	4	4	4.33	

	Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/int'l scientific/professional for a and conferences								
	In int'l fora/conferences								
	In nat'l for a/conferences								
	In reg'l for a/conferences								
	In institutional for a/conferences								
	Number of paper submitted for publication in internationally indexed journals								
	In refereed int'l journals								
	In refereed nat'l journals								
	In institutional journals								
	Number of Patents/Utility Models/copyrights filed and registered								
	Amount of research money generated from external funding (Thousand PHP)								
	Amount of research money generated from institutional funding (Thousand PHP)								
	Number of research outputs in the last three years utilized by the industry or other beneficiaries								
	Number research-related awards (research conducted by faculty or students with faculty)								
		Average Rating						4.44	
UMFO 4	EXTENSION SERVICES								
	Number of trainees weighed by the length of training								
	Number of trainings conducted								
	Number of EIC materials/techno-guides developed/used								
	Number of beneficiaries served								
	Groups								
	Individuals								
	Number of technical/expert services provided/rendered								
	Research Mentoring								
	Per reviewed/Panelists								
	Resource Person								
	Convenor/Organizer								
	Consultancy								

	Evaluator								
	Number of extension projects conducted								
	Number of extension proposals submitted								
	Number of extension proposal approved								
	Amount of extension money generated from external funding (Thousand PHP)								
	Amount of extension money generated from institutional funding (Thousand PHP)								
	Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance								
	Number of extension-related awards (extension conducted by faculty or student and faculty)								
UMFO 5	SUPPORT TO OPERATIONS (STO)								
	Number of seminars/trainings/conventions/ workshops attended outside the university								
	Int'l								
	National								
	Regional								
	Institutional								
	Number of meetings attended (dept. level)		4	6	5	5	5	5.00	
	Average Rating							5.00	
	Total Points								
	Total No. of Entries						13		
	Total Overall Rating						13.81		
	Average Rating						4.60		
	Adjectival Rating								

Calibrated by:


MA. SALOME B. BULAYOG
 Head, DOE

Recommending Approval:


ANALITA A. SALABAO
 Dean, CME

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Comments & Suggestions
for Development Purpose:

**Publish research works in
reputable peer-reviewed
journals.**

PERFORMANCE MONITORING FORMName of Employee: **Rufina F. Capuno**

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 consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	January 2019	June 30, 2019	June 10, 2019	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	
3	Performs other functions	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


MA. SALOME B. BULAYOG
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rufina F. Capuno
Performance Rating: January-June 2019

Aim: Foster better understanding of recent economic development relevant to classroom discussions.

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

Date: January 2, 2019

Target Date: April 30, 2019

First Step:

Orient with recent development including the Rice Ratification Law.

Result:

Attended a seminar-forum about Rice Ratification Bill which can be used in the classroom orientation on Ambisyon Natin hosted by NEDA RFO 8.

Date: May 1, 2019

Target Date: June 30, 2019

Next Step:

Attend seminar series on increasing awareness on gender sensitivity and anti-sexual harassment, violence against women and children in the community.

Outcome:

Apply Rice Tarification Bill in the classroom discussion and conduct gender and development forum among women group.

Final Step/Recommendation:

Spearhead the profiling of faculty for evaluation purposes.

Prepared by:

MA. SALOME B. BULAYOG

Unit Head

Conforme:

RUFINA F. CAPUNO
Ratee

cc: ODA-HRD