

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

Name of Faculty Member: ELVIRA E. ONGY

January-June 2020

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%)		4.97x100%	4.56
b. Students (0%)			
Total for Instruction	20%		4.56
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%		4.67
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration	60%		4.78
5. Production			
TOTAL	100%		4.71

EQUIVALENT NUMERICAL RATING:

4.71

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.71

ADJECTIVAL RATING:

Outstanding

Prepared by:

ELVIRA E. ONGY
Name of Faculty

Reviewed by:

NILDA T. AMESTOSO
Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA E. ONGY, 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 January - June 2020.

ELVIRA E. ONGY

Assistant Professor III

Date: 10/7/2020

Approved:

NILDA T. AMESTOSO

Department Head

Date:

MOISÉS NEIL SERIÑO

College Dean

Date: Oct. 9, 2020

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	3.00	6.25	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	1.00	1	4	5	4	4.33	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	3.00	2	4	4	4	4.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	25.00	25	4	4	4	4.00	
	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	1.00	(on-going, 40%)	4	4	4	4.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2.00	2	4	4	4	4.00	

	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	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	1.00	IM will only be reviewed by DIMRC	5	5	4	4.67	
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1.00	to be done	4	4	5	4.33	
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	2.00	3	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	1.00	1	4	5	4	4.33	
		A11. 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	3.00	3	4	4	4	4.00	
		A12. Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	1.00	1	4	4	4	4.00	
		A13. Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3.00	3	5	4	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	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	Advising/correction Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advising/correction Advises and corrects research outline and thesis/SP manuscript							

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	A 28. Number of research outputs completed within the year *		Conducts and completes research or project within the year								
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication								
	In refereed int'l journals			2.00							
	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 scientific 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										
	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								
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	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	38.00	38	5	5	4	4.67		

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	76.00	76	5	4	4	4.33
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	1.00	1	5	4	5	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	90%	95%	5	5	4	4.67
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		1.00	1	4	5	4	4.33
Peer reviewers/Panelists	Peer reviewers/Panelists							
Resource Persons	Resource Persons		3.00	3	5	5	4	4.67
Convenor/Organizer	Convenor/Organizer							
Consultancy	Consultant		1.00	1	4	5	5	4.67
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 (extrn. 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 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	zero non-conformity	The Unit needs to deliberate on this part (refer to issuance of CARs, OFIs and NCs detected during audits & Customer Feedback Reports)	5	5	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% compliant	No Accreditation activity was conducted	4	5	5	4.67	
	On program accreditations	Pilot								
	On institutional accreditations	SSF								
UMFO 6. General Admin. & Support Services (GASS)										
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaints	The Unit needs to deliberate on this part (refer to issuance of CARs, OFIs and NCs detected during audits & Customer Feedback Reports)	5	5	4	4.67	
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							
Total Over-all Rating									142.00	

Average Rating (Total Over-all rating divided by 4)	4.58
Additional Points	
FINAL RATING	4.58
ADJECTIVAL RATING	O

Evaluated & Rated by:

Nilda T. Amestoso
NILDA T. AMESTOSO

Department Head

Date:

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERINO

Dean, College of Mgt. & Economics

Date: *Oct 9, 2020*

Comments and Recommendations for Development Purpose:

Must finish her Masters of Engineering major in Industrial Engineering at DLSU Manila

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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: **NILDA T. AMESTOSO**


Number of Personnel: ELVIRA E. ONGY


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring				Following up the progress of her second MS degree with CHED	Very productive discussion
Coaching	How to negotiate for research project funds				Effective and successful

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

Conducted by:

Noted by:


NILDA T. AMESTOSO
 Immediate Supervisor


MOISES NEIL V. SERIO
 Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elvira E. Ongy
Performance Rating: January-June 2020

Aim: Capacitate the faculty in her preparation for the flexible learning modalities to effectively deliver the educational services to the students during the COVID-19 Pandemic Crisis and develop her competence as a member of the ISO Core Team to effectively implement the QMS of the University.

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

Date: January 2020

Target Date: June 2020

First Step:

Delivery of educational services to the students during the COVID-19 Pandemic Crisis:

- Attendance in Webinars on Flexible Learning
- Self-learning about flexible learning through available YouTube videos and other online sources

Implementation of the QMS of the University:

- Attendance in webinars re QMS implementation (esp. in the light of the COVID-19 pandemic crisis)
- Self-learning about QMS implementation esp. in the light of the COVID-19 pandemic crisis through available YouTube videos and other online sources

Result:

- Was able to draft and finalize two Learning Guides (MGMT 138 & MGMT 203) for offline mode of delivery of educational services to students in this time of COVID-19 pandemic crisis
- Was able to sustain the implementation of activities in line with the QMS of the University to ensure that the organization conforms to the requirements of ISO 9001:2015 Standard and organization's standards and policies (prepared the documents for the 2nd IQA, reviewed and drafted documented procedures and guidelines, reviewed Stage 2 Certification Audit findings and helped in formulating action plans, and assisted the QMR in the implementation of activities to effectively implement/sustain the QMS of the University)

Date: January 2020

Target Date: June 2020

Next Step:

Continue attending webinars and watching/reading online sources.

Outcome:

Competent faculty

Final Step/Recommendation:

Request for relevant webinars (subject to availability of funds).

Prepared by:

Conforme:

ELVIRA E. ONGY

Ratee

cc: ODHRM
QAC


NILDA T. AMESTOSO
Unit Head