

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LILIAN B. NUÑEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.62x50%= 2.31	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	35%	4.81	1.68
2. Research	15%	4.20	0.63
3. Extension	20%	4.45	0.89
4. Administration	30%	4.69	1.41
5. Production	N/A	N/A	N/A
TOTAL			4.61

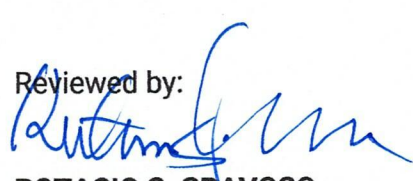
EQUIVALENT NUMERICAL RATING: 4.61
 Add: Additional Points, if any: N/A
 TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding


Prepared by:


LILIAN B. NUÑEZ
 Name of Faculty

Reviewed by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Recommending Approval:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

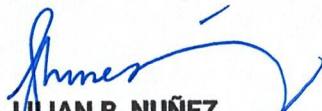
Approved:


PROSE IVY G. YEPES
 President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LILIAN B. NUÑEZ**, a faculty member of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES**, commit to the delivery of and agree to be rated on the following targets in accordance with the indicated measures for the period **JANUARY-JUNE 2024**.


LILIAN B. NUÑEZ
 Associate Professor V
 Date: 7-12-24

Approved:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 8/12/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										4.40
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	0	2	2	2	2	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	5	5	5	5	5	
		A3. Number of students advised on thesis/special problem/ dissertation								
		As GAC Chairperson	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	4	5	5	5	5	
		AS GAC Member	Advises and corrects research outline and thesis/SP/ dissertation manuscript	3	1	5	5	5	5	

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	12	15	5	5	5	5	
	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	2	0					DSOC 205 & DSOC 208
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	0					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	0					
		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	Revises virtual classroom using either Moodle or Google Classroom							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to Covid 19	Revises course syllabus	2	0					
UMFO 2. HIGHER EDUCATION SERVICES										4.846
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	9.6	5	5	5	5	Soci11n: 2nd sem 2024-25

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5	Soci11n 2nd sem: Midterm & Final gradesheets
		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 period	3	3	5	5	5	5	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	2	4	4	4	4	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught (<u>Term exams</u>)	4	4	5	5	5	5	2nd sem: Midterm & Final exams
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab (<u>Assessments</u>)	20	64	5	5	5	5	2nd sem: Long quiz
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required (<u>Learning Tasks</u>)	100	384	5	5	5	5	6 learning tasks x 64 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	NA						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairperson	Advises, and corrects research outline and thesis/SP manuscript	0	4	5	5	5	5	SHS students
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	BSAB student
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	64	5	5	5	5	Soci11n students: 2nd sem 2023

	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advises student organizations recognized by USSO							
		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 resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	6	4	4	4	4	
		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	Updates existing virtual classroom using Moodle	1	1	5	5	5	5	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
UMFO 3. RESEARCH SERVICES										4.20
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	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	1	3	5	5	5	5	KTP, IVC, GAP

PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *	Conducts and completes research outputs within the year	2	3	5	5	5	5	KTP, IVC, GAP
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							
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5	Co-authorship (BIDANI)
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 fora/conferences							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>		1	0	3	3	3	3	
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	1	0	3	3	3	3	
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							
	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										4.455
	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	5	8	5	5	5	5	
	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	0	2	2	2	2	Rescheduled to 3rd-4th quarters
	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	Implements duly approved extension projects	2	2	5	5	5	5	* COLLABDev Project * BIDANI Program
	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	95	98	5	5	5	5	*BIDANI: LGU-Baybay, LGU-Inopacan, LGU-Hilongos *COLLABDev: LGU-Inopacan
	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	Research Mentor		3	3	5	5	5	5	
	Peer reviewers/ Panelists	Peer reviewers/Panelists			5	5	5	5	5	Research proposals
	Resource Persons	Resource Persons		3	3	5	5	5	5	GBEST, GST, ABAKA

	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5	Co-convenor, FGDs on Good University
	Consultancy	Consultant								
	Evaluator	Evaluator		2	0	2	2	2	2	
	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	1	2	5	5	5	5	* COLLABDev * BIDANI
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			1	5	5	5	5	COLLABDev
		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										5.0
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	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	90%	100%	5	5	5	5	
	The College/department under ISO 9001:2015*	A 45. Compliance to all requirements of the program and institutional accreditations:								
		On program accreditations (AACUP Level 2)	Prepares required documents and complies all requirements as prescribed in the accreditation tools	3	6	5	5	5	5	Area 3: Compliance Report, PPP, Supporting Documents for MSLAM & MLAM
		On institutional accreditations								

UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

4.385


	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services							
		Perform supervisory activities (ISRDS)	Monthly staff meetings	12	5	4	4	4	4
			Coaching sessions	6	3	4	4	4	4
			Virtual classrooms evaluated	6	8	5	5	5	5
			Virtual classrooms monitored	6	8	5	5	5	5
			Course syllabi evaluated	6	15	5	5	5	5
									DSOC: 5 VCs LAM: 3 VCs
			Personnel concerns	5	10	5	5	5	5
			Orientation with graduate students	1	2	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 *	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						
	PI 4. Perform college supervisory functions (May 22 - December 31, 2024)								
		PI 1. Submission of College PPMP for the following year within deadline as prescribed by BAC		1	1	5	5	5	5
		PI 2. Zero percent complaint from clients served		100%	100%	5	5	5	5

		PI 3. Number of coaching sessions among department heads		2	2	5	5	5	5	DBM, DEcon
		P1 3A. Number of class observations conducted		3	3	5	5	5	5	Department heads
		PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department targets ***		1	1	5	5	5	5	For July-December
		PI 5. Number of regular executive committee meetings conducted ***		5	0	2	2	2	2	August-December
		PI 6: Response to NCs and CARs issuances								
		Percentage of NCs received and acted		0%	100%	5	5	5	5	
		Percentage of CARs received and acted		0%	100%	5	5	5	5	
		PI 7. Number of external institutions/agencies conducting benchmarking activities served		1	0	2	2	2	2	
		PI 8. Number of departments/institutes/offices supervised		5	5	5	5	5	5	DBM, DEcon, DTHM, ViSERDAC, ISRDS
		PI 9. Number of committee meetings conducted		3	1	3	3	3	3	Personnel Committee
		PI 10. Number of routinary documents acted		100	400	5	5	5	5	Forms of staff & graduating students
		PI 11. Number of requests acted		5	2	3	3	3	3	
		PI 12. Number of memoranda prepared		5	0	2	2	2	2	
		PI 13. Percentage of IFWs submitted to OVPAA September 30		100%	100%	5	5	5	5	For 1st Sem 2024-2025

	PI 14. Percentage of "Report of Actual Teaching Load" submitted to OVPAA 30 days after the start of classes		100%						For 1st Sem 2024-2025
	PI 15. Percentage of faculty and staff submitted a DTR every month		100%	90%	4	4	4	4	
	PI 16. Percentage of complaints, if any, addressed on time		100%	No complaints	5	5	5	5	
	PI 17. Percentage of action plans implemented and monitored as scheduled		100%	100%	5	5	5	5	
	PI 18. Monthly accomplishment report submitted on time.		100%	100%	5	5	5	5	
	Total Over-all Rating		27.285						


Average Rating (Total Over-all rating divided by 4)	4.548	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.548	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:


ROTACIO S. GRAVOSO
 VP-Academic Affairs
 Date: 08/12/24

Comments & Recommendations for Development Purpose:
 Write/Produce 1 publication,
 conduct college supervisory
 activities often.

Approved by:


PROSE IVY G. YEPES
 President
 Date: 9/6/24



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: NUÑEZ, LILIAN B.

Department: Institute of Strategic Research and Devt. Studies

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 18, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 18, 2024

Received by:

NUÑEZ, LILIAN B.

Name and Signature of Faculty

Date: 5-24-24

Distribution of copies: ODIE, College, Department, Faculty



TEACHING PERFORMANCE EVALUATION
Summary by Department


Department: Institute of Strategic Research and Devt. Studies

Semester and Academic Year: First Semester 2023-2024

College: College of Management and Economics

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
LILIAN BANDOLA NUÑEZ	1	5.00	100.00 %	Outstanding
MARIA AURORA TERESITA WARQUE TABADA	2	4.50	90.00 %	Outstanding
MERRY JEAN ABANDONADO CAPARAS	4	5.00	100.00 %	Outstanding
GINA A. DELIMA	1	4.00	80.00 %	Very Satisfactory
Department Mean		4.63	92.50%	Outstanding

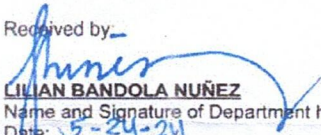
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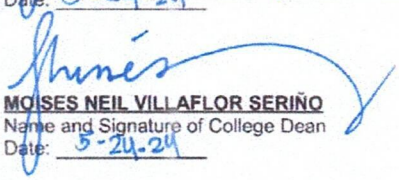

VANESSA W. NAZAL
TPES in-Charge
Date: April 18, 2024

Attested by:


MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 18, 2024

Received by:


LILIAN BANDOLA NUÑEZ
Name and Signature of Department head
Date: 5-24-24


MOISES NEIL VILLAFLORES SERINO
Name and Signature of College Dean
Date: 5-24-24

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

January-June 2024

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

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty, 2 Science Research Specialists, 3 Administrative Aides

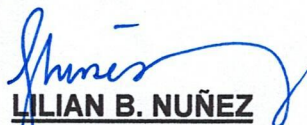
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -January 5 -March 8 -April 8 -April 17 -April 29 -May 21 Faculty meetings: -January 9 -June 11			Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Preparation for the AACCUP accreditation of LAM programs on July 8-12, 2024	On updates per area: -Jan-June	Status of preparation -January 11 -Feb. 12 & 21		Visit to each Area in google drive and discussion with Area incharge	
Daily attendance	On staff's habitual absences: -June 20 On faculty member's student's absences: -Feb. 22			Checking of logbook randomly Checking of DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Conduct of classes	Classroom observation			Submission of Class Observation reports for 1 st sem 2023-2024	Some FPES reports have yet to be submitted.
Virtual classrooms (VCs)	On faculty member's incomplete VC -June 16			Checking of 9 VCs -June 16-24	Twice per sem; random checking

Course syllabi	Revision of 3 course syllabi: -February 19			Inventory of course syllabi: -February 19-20	Reminders were sent through Messenger gc.
Attendance at conferences, seminars, and meetings	Discussions with participants on complying with necessary documents -as need arises				
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Leaves (SL, VL, CDO, etc.)				Approval of application for leave forms	
Submission of grades				Reminders through chat group	100% submitted on time
Request for additional faculty				Letters to APB: -February 12 -March 21 -April 15	Replacement of resigning faculty (June 1, 2024)
Request for Utility Person	Discussion with Atty. RC Guinocor and with Dr. MC Ratilla: -June 10				Dr. MC Ratilla sent a written request to NAPB for hiring of utility person to be charged against department funds.
Coaching					
Completing masteral studies	On staff's conduct of data gathering and analysis -February -April				
Options for resigning faculty	Discussions with resigning faculty member: -February 21 -March 15				
Faculty Development	Discussions with faculty member's application				Faculty member to defer study leave to 2025

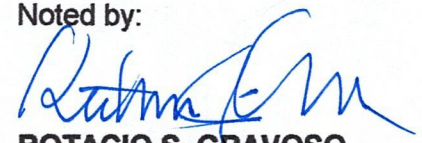
	for PhD scholarship abroad -April -May Discussions with faculty member's sabbatical leave application: -February 20 -May				
Classroom management and teaching methods		Faculty meeting: -January 9			
Improvement of filing system	Discussion with dDRCs -as the need arises (monthly)				

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

Conducted by:


LILIAN B. NUÑEZ
Director, ISRDS

Noted by:


ROTACIO S. GRAVOSO
VP-Academic Affairs

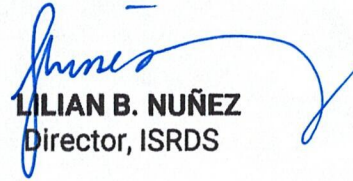
TRACKING TOOL FOR MONITORING TARGETS

JANUARY – JUNE 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS
				Jan	Feb	Mar	Apr	May	June	
MFO 1: ADVANCED EDUCATION & MFO 2: HIGHER EDUCATION SERVICES	Teaching	All faculty	Jan-June 2024	Accomplished						LAMP229; LAMP298; DSOC 205, DSOC 206, DSOC 208, DSOC 241, DSOC 242, DSOC 247, DSOC 252, Soci11n, Scio11
	Instructional Materials development, updating, and utilization	All faculty	Jan-June 2024	Accomplished						As Academic advisers, GACs, & other committees involving student consultations
	Allocate time for student consultations	All faculty	Jan – June 2024	Accomplished						2 nd Sem 2023-2024
	Give learning tasks, quizzes, exams, etc.	All faculty	Jan – June 2024	Accomplished: January 15 to May 10				Final Exam (May 20-24)		DSOC courses
	Submit grade sheets	All faculty	June 2024						100%	
MFO 3. RESEARCH SERVICES	Conduct research and submit research progress reports and outputs	GA Delima	Jan-Dec 2024	Accomplished for 1 project						GAD
		MJA Caparas	Jan-May 2024	Accomplished for 2 projects						Transferred to DABE & ISRDS
		LB Nunez	Jan-Dec 2024	Accomplished for 2 projects; 1 project terminated						KTP, IVC, GAP
		MATW Tabada	Jan-Dec 2024	Accomplished for 2 projects						GAD & CCARPH
		AMM Ajoc	Jan-Nov 2024	Accomplished for 1 project						KTP
MFO 4: EXTENSION SERVICES	Implement extension projects and conduct extension activities	MJA Caparas	Jan–May 2024	Accomplished for 3 projects						MAGPANGUAPA, BIDANI, COLLABDev
		GA Delima	Jan-Dec 2024	Accomplished for 2 projects						BDC & RLGU

		LB Nunez	Jan-Dec 2024	Accomplished for 2 projects						BIDANI & COLLABDev
		MATW Tabada	Jan-Dec 2024	Accomplished for 1 project						RLGU
		SB Gisulga	Jan-Dec 2024	Accomplished for 2 project components						BIDANI-BIDA & BMIS
		MP Edullantes	Jan-Dec 2024	Accomplished for 1 project component						BIDANI-PNEA
	Attendance at conferences, seminars, training	All staff	Jan-June 2024	Various conferences and seminars attended by faculty and staff						As resource persons or participants
MFO 5. SUPPORT TO OPERATIONS	Prepare required documents and comply with all requirements as prescribed in the accreditation tools	All staff	Jan - June 2024	20%	30%	50%	70 %	80%	95%	Level 2 AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	EA Gonzaga, RA Fernandez-Dayondon	Jan - June 2024	Accomplished						Continuous process
MFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	Jan-June 2024	100% Appointments	100% IFWs; Actual teaching Load, etc.		100% Requests and other documents			As Institute Director
	Attend meetings	All faculty & staff	Jan-June 2024			100%		100%		Department, college, and university meetings
	Prepare minutes of meetings	MJA Caparas	Jan-June 2024			100%		100%		Regular staff meetings
	Review communications, letters, requests and appointments	LB Nuñez	Jan-June 2024	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima; MJA Caparas	Jan-June 2024	Accomplished						For DevSoc and LAM, respectively
	Prepare and facilitate the signing of documents; filing of documents	EA Gonzaga, RA Fernandez-Dayondon	Jan-June 2024	Accomplished						Continuous process
	Deliver documents	MB Cerna	Jan-June 2024	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process; Serving several departments as messenger

Prepared by:



LILIAN B. NUÑEZ
Director, ISRDS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LILIAN B. NUÑEZ

Performance Rating: _____

Aim: Publish one paper in Scopus-indexed journal.

Proposed Interventions to Improve Performance:

Date: July 15, 2024

Target Date: August 15, 2024

First Step:

Review old draft and improve.

Result:

Draft ready for submission

Date: August 16, 2024

Target Date: September 7, 2024

Next Step:


Submit the article to Scopus-indexed journal.

Outcome: Paper submitted

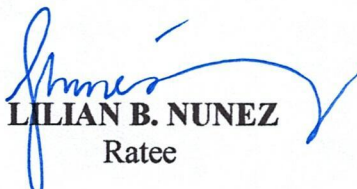
Final Step/Recommendation:

Make necessary edits as suggested by evaluators.

Prepared by:


ROTACIO S. GRAVOSO
Immediate Supervisor

Conforme:


LILIAN B. NUNEZ
Ratee