

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

Name of Faculty Member: **BERT C. PENALOSA**

January-June 2020

Program Involvement	Percentage Weight of	Numerical		Equivalent Numerical
1. Instruction				
a. Head/Dean (100%)		4.60x100%	4.60	
b. Students (0%)				
Total for Instruction	80%		4.60	3.68
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	20%		4.67	0.93
5. Production				
TOTAL	100%			4.62

EQUIVALENT NUMERICAL RATING:

4.62

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.62

ADJECTIVAL RATING:

Outstanding

Prepared by:

BERT C. PEÑALOSA
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, BERT C. PEÑALOSA, 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 2020 to JUNE 2020.

BERT C. PEÑA

Instructor I

Date: May 13, 2020

Approved:

NILDA T. AMESTOSO

Department Head

Date:

MOISES NEIL V. SERIÑO

College Dean

Date: Oct. 7, 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							
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		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							
	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								
Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
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 Moodle or Google Classroom								
	<u>PI 10</u> . 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											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	30	28.35	5	4	4	4.33		
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5.00		
		<u>A 11</u> . 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	6	5	5	5	5.00		
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	2	2	4	4	4	4.00		
		<u>A13</u> . Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught	6	8	5	5	5	5.00		
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	16	5	5	4	4.67		
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	5	4	4	5	4.33		
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> : Number of students advised:	Acts as academic adviser to students	10	40	5	5	5	5.00		

	<u>A17</u> . Number of students advised on thesis/ field practice/special problem: As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	8	8	4	4	5	4.33	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	20	20	4	5	4	4.33	
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	40	5	5	5	5.00	
<u>PI 9</u> : Number of student organizations advised/ assisted	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO		1	5	5	5	5.00	
	<u>A20</u> . Number of Student organizations assisted on student		Assists student organizations in implementing student related	1	1	5	4	4	4.33	
<u>PI 10</u> : Number of instructional materials developed *	<u>A21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel		1	5	5	5	5.00	
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination	1	1	4	5	4	4.33	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	1	1	4	5	5	4.67	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	4	5	4.67	
	<u>A23</u> : 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	1	4	4	5	4.33	
	<u>A24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	5	4.33	
<u>PI 11</u> . Additional outputs	<u>A25</u> . Number of Additional outputs accomplished:									
	Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	4	4.67	
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
	<u>A26</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	4	5	4	4.33	
UMFO 3 . RESEARCH SERVICES										

[illegible]

[illegible]

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	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	1	5	5	4	4.67
	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	1	5	5	4	4.67
	On program accreditations	Pilot Plant Manager							
	On institutional accreditations	SSF Rootcrop							

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 % complaint					
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									106.00

Average Rating (Total Over-all rating divided by 4)	4.61
Additional Points	
FINAL RATING	
ADJECTIVAL RATING	

Evaluated & Rated by:

NILDA T. AMESTOSO

Department Head

Date:

1-Quality 2 -Efficiency 3 - Timeliness 4 - Average

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics

Date:

Oct - 9, 2020

Comments and Recommendations for Development Purpose:

Must learn to prioritize competing activities.

Approved by:

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: BERT C. PENALOSA


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Observing him in the classroom and providing feedback	Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.		Following up the progress of extension involvement of DBM	Very productive discussion
Coaching		How to develop teaching guides and tips for teaching effectively			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. SERINO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bert C. Penalosa
Performance Rating: January 2020-June 2020

Aim: To enhance capability vital for strategic teaching, to acquire relevant knowledge and skills necessary for personal development.

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

Date: January 2020

Target Date: June 2020

First Step:

Attend trainings/workshops related to strategic teaching methods and personal development.

Result:

Attended virtual trainings/workshops on distant learning modality, and on-air flexible learning.

Next Step:

Integrate knowledge and skills learned in preparing learning modules and online flexible learning for subjects to be taught.


Outcome:

Developed learning modules and virtual classrooms for Entr 11 and Mgmt 122.

Final Step/Recommendation:

To continue attending seminars/workshops/trainings to upgrade personal competency to perform instruction, research, and extension functions.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


BERT C. PENALOSA
Ratee

cc: ODA-HRD