

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

Name of Faculty Member: ELVIRA E. ONGY

January-June 2019

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)				
b. Students (50%)				
Total for Instruction		4.87X50%	2.43	
2. Research	20%	4.25X50%	2.13	
a. Client/Dir. For Research (50%)			4.56	0.91
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension	8%		4.83	0.39
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration				
5. Production	12%		4.89	3.52
TOTAL	100%			4.82

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:


Prepared by:


ELVIRA E. ONGY
Name of Faculty


Recommending Approval:


ANALITA A. SALABAO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Reviewed by:


ANALITA A. SALABAO
Head, DBM

4.82

0

4.82

Outstanding

I, ELVIRA E. ONGY, Instructor 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 2019 to June 2019.

Ratee

Approved:

Head, DBM

[illegible]

[illegible]

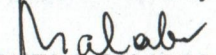
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	RDE reviewer/ panelist									
	Resource person	RP	1	200%	2	5	5	4	4.67	
Seminars/symposium/ conference attendee	International									
	National									
	Local/Regional	Participant								
Admin Support	Number of adm meetings attended		5	200%	10	5	5	5	5.00	
Services	Number of department mtgs attended		1	200%	2	4	5	5	4.67	
	Membership in University committees	Member								
	Membership in College committees	Member								
	Membership in the Department committees	Member	4	175%	7	5	5	5	5.00	
Department Head	Number of department meetings presided									
	Number of execom meetings attended		3							
	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty+B216 Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Total Over-all Rating									92.33	

Average Rating (Total overall rating divided by 4)		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		0

Comments & Recommendations
for Development Purpose:
Highly productive researcher
thus must pursue his PhD

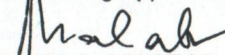
Evaluated & Rated by:


ANALITA A. SALABAO
Dept/Unit Head

Date: _____

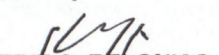
1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Recommending Approval:


ANALITA A. SALABAO
Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

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: Analita A. Salabao

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:


ANALITA A.SALABAO
Immediate Supervisor

Noted by:


ANALITA A.SALABAO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elvira E. Ongy
Performance Rating: January-June 2019

Aim: To finish her Masters in Engineering major in Industrial Eng'g at DLSU-M.

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

Date: January 2019 Target Date: June 2019

First Step:
Drafted her systems study manuscript.

Result:
Was able to submit initial draft of her manuscript.

Date: _____ Target Date: _____


Next Step:
Continue working of her systems study manuscript and schedule her defense.

Outcome:

Final Step/Recommendation:
Request for deloading to finish her systems study write up.

Prepared by:


ANALITA A.S ALABAO
Unit Head

Conforme:

ELVIRA E. ONGY
Ratee

cc: ODA-HRD