

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

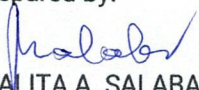
Name of Faculty Member: ANALITA A. SALABAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.90x50%=2.45	
b. Students (50%)		5.00x50%=2.50	
Total for Instruction	85%	4.95	4.21
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	15%	5.00	0.75
5. Production			
TOTAL	100%		4.96


EQUIVALENT NUMERICAL RATING: 4.96  
 Add: Additional Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: OUTSTANDING

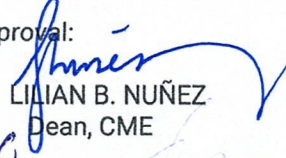
Prepared by:

  
 ANALITA A. SALABAO  
 Name of Faculty

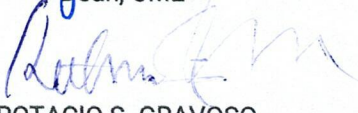
Reviewed by:

  
 MARK C. RATILLA  
 Department Head

Recommending Approval:

  
 LILIAN B. NUÑEZ  
 Dean, CME

Approved:

  
 ROTACIO S. GRAVOSO  
 Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Analita A. Salabao, 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 to June, 2024.

ANALITA A. SALABAO

Ratee

Approved:

MARK C. RATILLA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	1	17.78	5	5	5	5.00	
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	15	5	5	5	5.00	
	A3. Number of students advised on thesis/special problem/dissertation								
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	4	9	5	5	5	5.00	
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	7	9	5	5	5	5.00	
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	8	5	5	5	5.00	
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	1	4	4	4	4.00	



	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	12	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12	5	5	5	5.00	
	A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	2	4	5	5	5	5.00	
PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		2	5.25	5	5	5	5.00	
	<u>A10. Number of grade sheets submitted within prescribed period</u>	Handles and teaches courses assigned	2	5	5	5	5	5.00	
	<u>A 11. Number of INC forms with grade submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	
	<u>A12. Number of trainings attended related to instruction</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	4	5	5	5	5.00	
	<u>A13. Number of long examinations administered and checked</u>	Attend mandated trainings	2	4	5	5	5	5.00	
	<u>A14. Number of quizzes administered and checked</u>	Administers and checks long examination for subjects taught	8	15	5	5	5	5.00	
	<u>A15. Number of lab reports and term papers checked and graded</u>	Prepares and checks quizzes for lec and lab	2	10	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Checks lab reports and term papers submitted as required							



	A17. Number of students advised on thesis/ field practice/special problem:	Acts as academic adviser to students							
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<u>A18. Number of students entertained for consultation purposes</u>	Entertains students consulting on subject taught, thesis and grades							
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	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	1	1	4	4	4	4.00	
	Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	15	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	15	5	5	5	5.00	
	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	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	
<b>PI 11. Additional outputs</b>	<b>A 25. Number of Additional outputs accomplished:</b>								
	Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program/institutional							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
	<b>A 26. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>									
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 year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
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>								
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							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								



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 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							
	<u>A 34. Number of UMs submitted to ITSO, VSU</u>	Prepares and submits application for UM of technology generated out of research output							
	<u>A 35. Other outputs implementing the new normal due to covid 19</u>	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>									
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							
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							
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							



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							
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								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
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 (extn. conducted by faculty or student & faculty) *								
	<u>A 43. Other outputs implementing the new normal due to covid 19</u>	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
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 NC	5	5	5	5.00



	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
	On program accreditations			100%	5	5	5	5.00	
	On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero complaints	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *								
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
<b>Total Over-all Rating</b>			113.00						
<b>Average Rating (Total Over-all rating divided by 4)</b>			4.91		<b>Comments &amp; Recommendations for Development Purpose:</b> Mentor junior faculty members before retirement.				
<b>Additional Points:</b>			0						
<b>Approved Additional points (with copy of approval)</b>			0						
<b>FINAL RATING</b>			4.91						
<b>ADJECTIVAL RATING</b>			Outstanding						

5.00

Evaluated &amp; Rated by:

**MARK C. RATILLA**

Dep./Unit Head

Date: 7/25/24

1 - Quality

2 - Efficiency

Recommending Approval:

**LILIAN B. NUÑEZ**

Dean/Director

Date: 7/26/24

3 - Timeliness

4 - Average

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 7/26/24



## PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Department of Business and Management

**Head of Office:** DR. MARK C. RATILLA

**Number of Personnel:** 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Initial Assessment and Discussion of TPES result with the concerned faculty member who got "satisfactory" rating	The department head conducted one-on-one meeting with the faculty concerned to discuss the evaluation results and understand their perspective on their performance.				Conducted periodic class observation.
<b>Coaching</b> Discussion of strategies to improve teaching performance	Asked the faculty member to conduct a self-assessment of their teaching performance. The faculty was asked to reflect on his teaching practices, identify areas where he feel confident, and areas he believes they need improvement.				In collaboration with the concerned faculty member and the department head, key focus areas for improvement were identified, including pedagogical techniques, student interaction, assessment methods, and content knowledge.

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

Conducted by:

MARK C. RATILLA

Immediate Supervisor

Noted by:

LILIAN B. NUÑEZ

Next Higher Supervisor



### PERFORMANCE MONITORING FORM

Name of Employee: **ANALITA A. SALABAO**

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 during consultation hours, revises course syllabus	Very satisfactory	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	January 1, 2024	June 30, 2024	January 1- June 30, 2024	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	January 1, 2024	June 30, 2024	January 1- June 30, 2024	Impressive	Outstanding	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**MARK C. RATILLA**  
 Unit Head



EXHIBIT L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ANALITA A. SALABAO  
Performance Rating: JANUARY- JUNE 2024

Aim: To mentor young faculty in instruction, research and extension activities

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

Date: JANUARY 2024

Target Date: JUNE 2024

**First Step:**

To assess the needs of the young faculty

**Result:**

Able to have an insight about the areas that young faculty members need to improve on.

Date: JANUARY 2024

Target Date: JUNE 2024

**Next Step:**

Come up with an informal mentorship activity.


**Outcome:**

Conduct an informal mentorship activity.


**Final Step/Recommendation:**

Supportive environment that promotes knowledge sharing.

Prepared by:

  
**MARK C. RATILLA**  
Immediate Supervisor

Conforme:

  
**ANALITA A. SALABAO**  
Ratee

cc: ODA-HRD





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: SALABAO, ANALITA A.

Department: Dept. of Business Management

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
MGMT203	MANAGEMENT SCIENCE	LEC	5.00	Outstanding	100.0%
MGMT213	PROJECT MANAGEMENT AND EVALUATION	LEC	5.00	Outstanding	100.0%
AMGT299	Graduate Seminar	LEC	5.00	Outstanding	100.0%
MGMT215	HUMAN RESOURCE MANAGEMENT	LEC	5.00	Outstanding	100.0%
BMGT299	GRADUATE SEMINAR	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:

SALABAO, ANALITA A.

Name and Signature of Faculty

Date: 5-31-24

Distribution of copies: ODIE, College, Department, Faculty

**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.

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