

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ALLEN GLENNIE P. LAMBERT

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	100.00 50	$4.78 \times 50 = 2.39$	4.78
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.00	$5.00 \times 50 = 2.50$	0.00
Total for Instruction		50%	4.39	2.6246
2.	Administration and Support Services	50%	5.0	2.50
	TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.63

EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

ALLEN GLENNIE P. LAMBERT
Name of Faculty

Reviewed by:

SHALOM GRACE S. VEGA
Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

		PI5: Total FTE, coordinated, implemented and monitored *	FTE	Handles and teaches courses assigned	4.5	10.8	5	5	5	5	Research2 -ABM grade 12 (SHS), & III - ABM grade
			Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	4	4	4.333	
			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	0	0					
			Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5	Omnibus Rules on Appointments and Other Human Resource Actions as amended, Application of
			Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	4	4	4.333	examinations thru oral presentation of the groups work of III - ABM grade 12, Research 2
			Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	4	4	4.333	some quizzes are thru oral participation by
			Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	4	4	4.333	Graduate students ECON214 &
		PI 8: Number of students advised: *	Number of Students advised	Acts as academic adviser to students	1	1	5	4	4	4.33	
			Number of students advised on thesis/ field practice/special problem:								
			As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	
			Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	1	5	4	4	4.33	
		PI 9: Number of student organizations advised/ assisted *	Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		PI 10: Number of instructional materials developed *	Number of on-line course ware developed and submitted :								
			On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination	1	2	5	4	4	4.333	prepared macroeconomics and microeconomics
			Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	8	5	4	4	4.333	power point presentations and video lecture for ECON214&ECON213 & assignment

			Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	4	4	4.333	assessment tools used for Research 2 and III ABM12, & ECON214 & BCON 146
			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	1	1	5	4	4	4.333	
			Number of virtual classroom created and operational		2	2	5	4	4	4.333	
UMFO 3. Research Services											
UMFO 4. Extension Services											
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint from clients	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5	
	GDO MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint from clients	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications drafted and/or pre-reviewed/ screened	1,000	2,192	5	5	5	5	
			No. of documents reviewed, processed & released within the day it is acted by the	Screen documents for Pres./OIC action	14,500	8,698	5	5	5	5	
			No. of reports and correspondence prepared and released	Gather data, drafts and/or reviews reports and correspondence	350	201	5	5	5	5	
			Number of offices under OP and special projects coordinated		10 2 SP	10 2 SP	5	5	5	5	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Screen, package MOAs for President's approval and submits for BOR confirmation	165	151	5	5	5	5	
			Effective and Efficient President's Calendar Management								

		No. of events organized/coordinated/ photodocumented	Coordinate and arrange venue, accommodation, meals, transportation, etc.	25	50%	5	5	5	5	
		100% of meetings and travels convened/presided/ facilitated/photo- documented	Plan and schedule meetings, appointments and travel of Univ. Pres.	100%	100%	5	5	5	5	
		100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5	
		Total Over-all Rating							157.66	

Average Rating (Total Over-all-rating divided by 29)		4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		

Comments and Recommendations for Development Purpose:
① To pursue more on research and extension projects.
② Mentor young faculty of the department.

Evaluated and Rated:

SHALOM GRACE S. VEGA
Unit Head

Date: 02-23-24

Recommending Approval:

BAYRON A. BARREDO
Unit Head

Date: 02-27-24

Approved by:

BEATRIZ S. BELONIA
VP -OVPA

Date: 03-25-24

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Allen Glennie P. Lambert

Performance Rating: Outstanding

Aim: To write research proposal and submit to OVPRE for findings.

Proposed Interventions to Improve Performance:

Date: April 2023

Target Date: December 2023

First Step:

1. Attend relevant seminars and training on Research Proposal Writing and Instruction.
 2. To produce at least one (1) learning guide per subject ready for the new normal instruction.
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Result:

1. Carried out responsibilities efficiently as an instructor and administrator.

Date: August 2023

Target Date: December 2023

Next Step:

Decrease teaching load in order to engage in research and produce new IM's.

Outcome: A better schedule that will allow time for administration, research and instruction.

Final Step/Recommendation:

1. Publish research outputs (dissertation) to reputable journals.
2. Mentor young and less experienced faculty.

Prepared by:


SHALOM GRACE S. VEGA, Ph.D.
Unit Head

Conforme:


ALLEN GLENNIE P. LAMBERT
Name of Ratee Faculty/Staff