SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HADASHA N. BONGAT**

January-June 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Numerical Rating (Rating x%)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.78x100%	4.78	
b. Students (0%)				
Total for Instruction	70%		4.78	3.35
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	25%		4.44	1.11
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	5%		4.67	0.23
5. Production				
TOTAL	100%			4.69

EQUIVALENT NUMERICAL RATING: 4.69

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

HADASHA N. BONGAT   **NILDA T. AMESTOSO**

Name of Faculty   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, **HADASHA N. BONGAT** 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 to June , 2020.**

Approved:

HADASHA N. BONGAT	**NILDA T. AMESTOSO**	**MOISES NEIL V. SERIÑO**
Instructor 1	Department Head	College Dean
Date:	Date:	Date: Oct. 9, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplis hment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
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 Moddle or Google Classroom						
	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						
UMFO 2. HIGHER EDUCATION SERVICES										
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	20.00	19.5	4	4	4	4.00
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1.00	4	5	5	5	5.00
		A 11 . 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	3.00	2	4	4	4	4.00
		A12 . Number of trainings attended related to instruction	Trainings	Attend mandated trainings	1.00	4	5	5	5	5.00
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		4	5	5	4	4.67
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	3.00	14	5	5	5	5.00

		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	3.00	4	4	5	5	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	20.00	106	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/ correction	Advises, and corrects research outline and thesis/SP manuscript	10.00	15	5	5	4	4.67	
	As SRC Member	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript	10.00	34	4	5	5	4.67	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	15.00	89	5	5	5	5.00	
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		1	5	5	5	5.00	
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	1.00	3	5	5	5	5.00	
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2	5	5	5	5.00	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	9	5	5	5	5.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3.00	9	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	1.00	3	5	5	5	5.00	
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1.00	2	5	5	5	5.00	

PI	Activity	Description	Target	Actual				Average	
PI 11. Additional outputs	A 25. 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							
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5.00	2	4	4	4	4.00	
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		3	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES									
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	1.00	19	5	5	5	5.00	
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	1.00	2	5	5	4	4.67	
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							
	In refereed int'l journals		1.00	1	4	4	4	4.00	
	In refereed nat'l/regional journals		1.00						
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 scienfic for a/conferences							
	In int'l fora/conferences			2	5	5	5	5.00	
	In nat'l/regional fora/conferences			4	5	5	5	5.00	
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	1.00	100	4	4	4	4.00	
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
	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	UM preparation	Prepares and submits application for UM of technology generated out of research output	1.00	0				
	A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1.00	4	5	5	5	5.00

UMFO 4. EXTENSION SERVICES

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a	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	10.00	20	4	5	5	4.67
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	30.00	32	5	4	5	4.67
PI 3. Number of extension programs organized and supported consistent with the	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	1.00					
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	90%					
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			1.00	3	5	5	5	5.00
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons			3.00	3	5	4	4	4.33
Convenor/Organizer	Convenor/Organizer				2	5	5	4	4.67
Consultancy	Consultant			1.00	1	4	4	5	4.33
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) *								
	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

	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	A 44. Compliance to all requirements of theQMS 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	zero non-conformity	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	100% compliant	5	5	4	4.67	
		On program accreditations	Pilot Plant								
		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 complaints	Zero complaints	5	5	4	4.67	
	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 performfing 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									170.00	

	Average Rating (Total Over-all rating divided by 4)		4.72
	Additional Points		
	FINAL RATING		4.72
	ADJECTIVAL RATING		O

Comments and Recommendations for Development Purpose:

Must update instructional materials to make them relevant. Must make sure somebody is taking care of the classes when on travel.

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

Approved by

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: <u>Dept. of Business and Management</u>

Head of Office: NILDA T. AMESTOSO
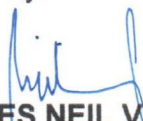
Number of Personnel: <u>HADASHA N. BONGAT</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Checking on her plan for advanced degree	Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching	Developing and managing independent research project	Tips on how to develop teaching guides and for teaching effectively		Encouraging her to take courses within VSU to sharpen her research and teaching skills and competence	Effective and successful

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

Conducted by:

NILDA T. AMESTOSO
Immediate Supervisor

Noted by:

MOISES NEIL V. SERIÑO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Hadasha Navarra Bongat</u>

Performance Rating: <u>January- June 2020</u>

Aim: <u>To acquire knowledge and skills in conducting flexible learning modalities to effectively deliver the educational services to the students during the COVID-19 Pandemic Crisis and develop competence as a project leader of ACIAR-VSU research to implement the research activities of the project effectively.</u>

Date: <u>January 2020</u>   Target Date: <u>June 2020</u>

First Step:

Conveyance of educational services to the students during the COVID-19 Pandemic Crisis:

- Attendance to VSU Moodle Virtual Classroom Management Training, Faculty Onboarding Training, and Google Classroom Training.
- Self-learning about flexible learning through available YOUTUBE videos and other online sources.

Implementation of research projects:

- Attendance to Philippine Agribusiness Master Class (AMC) to equip participants with the skills to identify and evaluate potential interventions that support agrifood value chains in response to COVID-19, other disruptions, and their impacts.
- Conduct Training on Basic Data Gathering for Value Chain on Vegetable Production to take advantage of the pressing challenges that agricultural value chains face in the Philippines in light of COVID-19 impacts.
- Conduct AMC mini-project to develop a good understanding of the impact of large-scale disruptions to agricultural systems; evaluate recovery strategies from multiple perspectives in the value chains, and effectively communicate the results the project study to key stakeholders within their organization.
- Render self-learning about Research Project implementation esp. in the light of the COVID-19 pandemic through available YOUTUBE videos and other online sources.

Results:

- Was able to establish google and Moodle Virtual classroom for online delivery of educational services.
- Developed Learning Guides for AGSC 121, AGSC 117, and MGMT 102 for printed learning modules.
- Able to sustain the implementation of research projects on "Developing vegetable value chains in meeting emerging market needs, and SRA-Small Research Learning Alliance research project."

- Spearheaded the conduct of the AMC Mini project on "Rapid Assessment of the COVID-19 Impact on Vegetable Value Chain in Baybay City."
- Conducted virtual fortnight monthly meetings with research project team members and partners.
- Attended and presented project activities and research results during ACIAR- Annual Project Meeting through recurring online meetings and presentations.
- Initiated and finalized market and production survey on vegetable value chain in Baybay City.
- Submitted proposal to the Department of Foreign Affairs and Trade (DFAT) Australian Embassy and got it approved regarding Vegetable Cultivation among Smallholder Farmers in Barangay Cabintan, Ormoc City worth a 1Million pesos grant. Facilitated the implementation of the approved DFAT Project.

Date: <u>January 2020</u>   Target Date: <u>June 2020</u>

Next Step:

- Continue attending webinars and watching/ reading online sources.
- Share learnings, insights, and experience and knowledge of different research frameworks to colleagues and students, and partner people organization.
- Prepared a journal publication regarding "Rapid Assessment of the COVID-19 Impact on Vegetable Value Chain in Baybay City."

Outcome:

- Enhance faculty competencies in performing academic and research activities
- Acquire different perspectives and insights in conducting research activities and progressing in academic work esp. in the light of emerging "needs and new normal" brought by the COVID-19 pandemic.
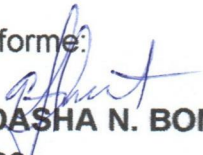- Developed linkages and networks with the experts of the value chain and community development.

Final Step/Recommendation:

- <u>To continue attending seminars/workshops/training to upgrade competency to perform instruction, research, and extension functions.</u>

Prepared by:

NILDA T. AMESTOSO
Head, DBM

Conforme:

HADASHA N. BONGAT
Ratee

cc: ODA-HRD