

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

Name of Faculty Member: **JULIE BEE M. AGUINALDO**

January-June 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)
1. Instruction			
a. Head/Dean (100%)		4.71x100%	4.71
b. Students (%)			
Total for Instruction	75%		4.71
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	25%		4.89
5. Production			
TOTAL	100%		4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.75


ADJECTIVAL RATING:

Outstanding

Prepared by:


JULIE BEE M. AGUINALDO
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, JULIE BEE M. AGUINALDO, 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.


JULIE BEE M. AGUINALDO
 Instructor I
 Date:

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								
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											
QVPI 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	18.75	4	4	4	4	4.00	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	5	4	4	4	4	4.00	
	A11. 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	10	5	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	2	4	5	4	4	4.33	
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	6	5	4	5	4	4	4.33	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	24	5	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	10	5	4	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	60	5	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	10	11	5	5	4	4.67	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	20	30	5	5	5	5.00	
		<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	35	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							
		<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1						
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : 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	2	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	25	5	5	5	5.00	
		<u>A 23</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							
		<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	

	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	1	1	5	4	5	4.67	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	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	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	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 scienfic 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 and 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							

		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 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 non-conformity	zero non-conformity	5	5	5	5.00		
		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% compliance	100% compliance	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	Zero % complaint	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 *		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									94.67		

Average Rating (Total Over-all rating divided by 4)	4.73
Additional Points	
FINAL RATING	4.73
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:

0

Oct. 9, 2022

Comments and Recommendations for Development Purpose:

Must engage in resesarch for professional growth.

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: JULIE BEE M. AGUINALDO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		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	Showing her how to use a specific program (ex. Excel QM) for use in her classes	How possible 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. SERIO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julie Bee M. Aguinaldo
Performance Rating: January 2020-June 2020

Aim: To enhance capability, knowledge, and skills in strategic teaching.

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

Result:

Attended virtual trainings/workshops on distant learning modality.

Next Step:

Integrate knowledge learned in preparing learning modules for subjects to be taught.


Outcome:

Developed learning module and virtual classrooms for Mgmt 101b and Mgmt 111.


Final Step/Recommendation:

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

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


JULIE BEE M. AGUINALDO
Ratee

cc: ODA-HRD