

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

Name of Faculty Member: WELLA MARIE D. ALACIO

July - December 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%)		4.6667	50%	2.33
b. Students (50%)		5.00	50%	2.50
Total for Instruction	80%			4.83
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension	10%			4.67
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	10%			4.67
5. Production				
TOTAL	100%			4.80

EQUIVALENT NUMERICAL RATING:

4.80

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.80

ADJECTIVAL RATING:

Outstanding

Prepared by:

WELLA MARIE D. ALACIO

Name of Faculty

Reviewed by:

ANALITA A. SALABAO

Head, DBM

Recommending Approval:

ANALITA A. SALABAO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

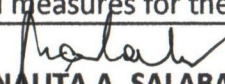
Vice President

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)**

I, WELLA MARIE D. ALACIO, 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 July 2019 - December 2019

**WELLA MARIE D. ALACIO**

Ratee

Approved: 

**ANALITA A. SALABAO**

Head, DBM

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplish	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
<b>Advanced Education Services</b>	<b>1. Graduate Degree Program Management Services</b>									
	PI1: Number of graduate degree specializations offered and monitored									
	PI2: Total FTE monitored	Teaching			1.50	5	5	4	4.67	
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
<b>Higher Education Services</b>	<b>Full Time Equivalent (FTE)</b>	Teaching	25.00	167%	41.70	5	4	5	4.67	
	Vacation/Sick Leave									
	<b>Number of Graduates:</b>									
	Baccalaureate									
	<b>Number of IMs Dev/Rev &amp; Utilized</b>	Compiler								
	Revised IM's within the last 3 years		1	200%	2	5	4	5	4.67	
	<b>Advising</b>									
	Approved case study manuscript	Adviser								
	Approved thesis outline									
	Approved thesis manuscript									
	<b>Student Advising and Consult Services:</b>									
	Number of student org advised	Adviser								



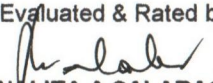


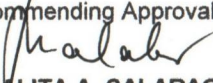
	(proceedings, monographs, etc.)									
	Number of Outputs Presented in Regional/National/International Fora /Conferences:									
	In International									
	In National									
	In Regional									
	In Local									
	Percentage of Research Projects Conducted and Completed on Schedule									
	Number of scientific fora coordinated/facilitated									
	Number of linkages forged:									
	International									
	National									
	Regional									
Extn Services	Number of person-days trained	Trainor			1	5	4	5	4.67	
	Number of trainings conducted	RP	1	100%	1	5	5	4	4.67	
	Number of beneficiaries served:									
	Groups/ Institutions	RP								
	Individuals	RP								
	Awards recv (inter, natl, local):									
	Individual									
	Unit (Center, College, Department)									
	Technical/ Expert services									
	Consultancy	Consultant								
	Commodity teams									
	RDE reviewer/ panelist									
	Resource person	Resource person								
Seminars/symposium/ conference attended	International		1	100%	1	5	4	5	4.67	
	National									
	Local/Regional	Participant								
Admin Support Services	Number of department mtgs attended		3	233%	7	5	4	5	4.67	



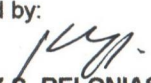
	Membership in University committees	Member								
	Membership in College committees	Member								
	Membership in the Department committees	Member			2	5	4	5	4.67	
Department Head	Number of department meetings presided									
	Number of execom meetings attended									
	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Total Over-all Rating									42.00	

Average Rating (Total overall rating divided by 4)		4.67
Additional Points:		
Approved Additional points (with copy of approval)		0
FINAL RATING		4.67
ADJECTIVIAL RATING		

Evaluated & Rated by:  
  
**ANALITA A. SALABAO**  
 Dept/Unit Head

Recommending Approval:  
  
**ANALITA A. SALABAO**  
 Dean

Comments & Recommendations  
 for Development Purpose:  
*Objective-oriented Instructor, involve more research in research in agribusiness*

Approved by:  
  
**BEATRIZ S. BELONIAS**  
 Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

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: Antonio P. Abamo

Number of Personnel: WELLA MARIE D. ALACIO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Observing him in the classroom and providing feedback	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 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:

  
**ANALITA A.SALABAO**  
Immediate Supervisor

Noted by:

  
**ANALITA A.SALABAO**  
Dean, CME

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: WELLA MARIE D. ALACIO  
Performance Rating: JULY-DECEMBER 2019

Aim: To enhance skills in research, extension and instruction functions.

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

Date: July 2019

Target Date: December 2019

### First Step:

To attend seminars, training/workshops that will enhance extension and instruction services, as well as improve knowledge in statistical tools for data analysis.

### Result:

Attended in related seminars and workshops.

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

### Next Step:

Participated and conducted seminar for extension services.

New information from trainings and seminars were used and included in the instructional materials and were discussed in class.

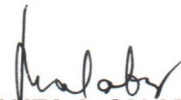
### Outcome:

Improved capability to undertake research, extension and instruction.

### Final Step/Recommendation:

To continue attending retooling activities to upgrade competency to perform instruction, research and extension functions.

Prepared by:

  
ANALITA A. SALABAO  
Unit Head

Conforme:

  
WELLA MARIE D. ALACIO

Ratee

cc: ODA-HRD