

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DR. GUIRALDO C. FERNANDEZ, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	12.50%	5.00	.625
b. Students (50%)	12.50%	5.00	.625
Total for Instruction	25%	5.00	1.25
2. Research			
3. Extension			
4. Administration	75%	5.00	3.75
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING:

5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.00

ADJECTIVAL RATING:

Outstanding

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Name of Faculty

Reviewed by:


AL FRANJON M. VILLAROYA
Head, DPSS

Approved by:


DANIEL LESLIE S. TAN
OIC President



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OFFICE OF THE BOARD SECRETARY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the **BOR and UNIVERSITY SECRETARY's OFFICE** 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** to **December 2023**.

GUIRALDO C. FERNANDEZ, JR.

BOR & University Secretary

1/24/24

Approved:

DANIEL LESLIE S. TAN

OIC President

1/25/24

Appointment Status	Appoitment / Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES	PI4 Total FTE coordinated, implemented & monitored								
	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1.5	3	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or	2	3	5	5	5	5.00	
	A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with	1	None	-	-	-	-	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long	2	5	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	5 meetings	5 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	40 pages	62 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	26 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	5 Requests	8 Requests	5	5	5	5.00	
	PI14 Number of Meetings Organized for the Search Committee for Presidency (SCP)	Organized SCP Meeting	1 SCP Meeting	3 SCP Meetings	5	5	5	5.00	
	PI15 Number of pages of Completed SCP Reports	Prepared SCP Reports	3 Pages	8 Pages	5	5	5	5.00	
	PI16 Number of Agenda Folders Prepared for SCP Meetings	Prepared Agenda Folders for the SCP	2 Agenda Folders	3 Agenda Folders	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	3 Meetings	4 Meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	40 pages	41 pages	5	5	5	5.00	
	PI6 Number of special /ADHOC Committee Meetings attended	Special meetings attended	2 meetings	2 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied		2 documents	3 documents	5	5	5	5.00	
Total Over-all Rating					90	90	90	90.00	

Average Rating (Total Over-all rating divided by 18)		5.00	Comments & Recommendations for Development Purpose: <i>Great job</i>
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:

Approved by:



DANIEL LESLIE S. TAN

Head of Unit

Date: 1/25/24



DANIEL LESLIE S. TAN

OIC President

Date: 1/25/24

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 10 July 2023 Target Date: 11 August 2023

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: 04 September 2023 Target Date: 13 October 2023

Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


DANIEL LESLIE S. TAN
OIC President

Conforme:


GUIRALDO C. FERNANDEZ, JR.
BOR/University Secretary