SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Bryan R. Gapasin**

January-June 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.69x100%	4.69	
b. Students (0%)				
Total for Instruction	80%		4.69	3.75
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%)	10%		5.00	0.50
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	10%		5.00	0.50
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:

BRYAN R. GAPASIN
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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, __Bryan R. Gapasin__ , 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-June 2020__ .

Approved:

BRYAN R. GAPASIN
Instructor
Date:

NILDA T. AMESTOSO
Department Head
Date:

MOISES NEIL V. SERIÑO
College Dean
Date: Oct. 9, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accompli shment	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							

					Target	Actual					
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course							
		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

					Target	Actual					
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	30	26.55	4	4	4	4.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	8	8	5	5	4	4.67	
		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	2	3	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	2	4	5	4	4.33	
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	2	4	5	5	4.67	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	6	5	4	5	4.67	
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviserto students	18	20	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	11	5	5	5	5.00	

		As SRC Member	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript	15	26	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2	3	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	1	1	4	4	5	4.33	
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	2	4	5	5	4.67	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	4	5	5	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4	5	5	4.67	
		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	4						
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	4	4	5	4	5	4.67	
	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							
		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							
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							
	PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *		Conducts and completes research oroject within the year							
	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									
		In refereed nat'l/regional journals									
	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									
		In nat'l/regional fora/conferences									
	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 w/ 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 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES											

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	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							
	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							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects							
	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							
	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									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons				1	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	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							

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 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 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% compliant	100% compliant	5 5 5	5.00	
	On program accreditations	Pilot Plant						
	On institutional accreditations	SSF Bootcamp						
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 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							90.33	

Average Rating (Total Over-all rating divided by 4)	4.75	
Additional Points		
FINAL RATING	4.75	
ADJECTIVAL RATING	O	

Comments and Recommendations for Development Purpose:

Must learn to prioritize competing activities.

Evaluated & Rated by:

NILDA T. AMESTOSO
Department Head
Date:

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

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: Oct. 9, 2020

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A R
	3rd	T E
	4th	R

QUARTER

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

Head of Office: NILDA T. AMESTOSO

Number of Personnel: <u>BRYAN R. GAPASIN</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Checking on his 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	How to develop teaching guides and tips for teaching effectively		Encouraging him to take courses within VSU to sharpen his research and teaching relevance in agribusiness	Effective and successful

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

Conducted by: Noted by:

NILDA T. AMESTOSO   **MOISES NEIL V. SERIÑO**
Immediate Supervisor   Dean, CME

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRYAN R. GAPASIN
Performance Rating: JANUARY-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 online trainings/workshops related to strategic teaching methods

Result:
Attended webinar in virtual classroom management using Moodle and Google classroom

Date: JANUARY 2020   Target Date: JUNE 2020

Next Step: `
Created virtual classrooms in Moodle and Google
Created online ready modules in Mgmt 145-Project Feasibility Study, and Mgmt 112-Business Planning and Implementation, to be uploaded to Moodle and Google classrooms

Outcome:
Applied the strategy learned from the seminar to Agribusiness students.

Final Step/Recommendation:
To continue attending face to face and online seminars/workshops/trainings to upgrade competency to perform instruction, research, and extension functions.

Prepared by:

NILDA T. AMESTOSO
Unit Head

Conforme:

BRYAN R. GAPASIN
Ratee

cc: ODA-HRD