

SUMMARY OF INDIVIDUAL RATINGS OF STAFF MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Staff Member: JAY N. JO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.89	2.45
b. Students (50%)	50%	3.83	1.92
TOTAL for Instruction			4.36
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.36

EQUIVALENT NUMERICAL RATING: 4.36
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.36

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


JAY N. JO
Name of Staff

Reviewed by:


CELSO GUMAOD
Head, DME

Approved by:


EDGARDO E. TULIN
President

I, JAY N. JO, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING 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 1 to June 30, 2017.

JAY N. JO
Rater


CELSO GUIMARD
Head

[illegible]

UMFO 5. Support to Organization										
MFO 3. Faculty Evaluation Services										
	PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attendance and participation to seminar/workshop	Attend as participants to seminar/workshop/training	1	1	5	5	5	5	5.00
UMFO 6. General Admin. & Support Services (GASS)										
MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service	Consultation	Zero percent complaint from clients served	100%	100%	5	5	5	5	5.00
						Total Points				
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Received by:

Calibrated by:

Recommending Approval:

Approved:

TERESITA L. QUINOLA
PRPEO


REMBERT A. PATINDOL
Chairman, PMT


BEATRIZ S. BELONIAS
Vice Pres. for Instruction


EDGARDO E. TULIN
President

Date:

Date:

Date: _____

Date:

Date: _____

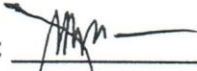
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Mechanical Engineering

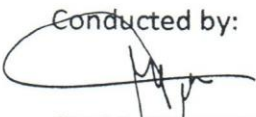
Head of Office: Celso Gumaod

Name of Faculty/Staff: Jay N. Jo Signature:  Date: 28

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The undersigned conducted a one one-on-one talk regarding student discipline during the conduct of classes.	Conducted a meeting at the start of classes or how cleanliness in the workplace be maintained.			Students were aware of the policies once they are inside the classroom and able to clean the classroom after classes.
Coaching	The faculty was advised to consult from time to time students' problems with regards to their studies.	DME faculty members were called in an informed meeting to discuss feedbacks made by the students.			Students are open to share their academic experiences and problems - a tool on how the faculty manages to improve student's performance.

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

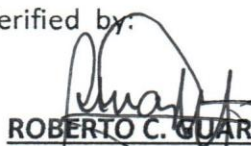
Conducted by:



CELSO GUMAOD

Immediate Supervisor

Verified by:



ROBERTO C. GUARTE

Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO