

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

Name of Faculty Member: ARGINA M. POMIDA

JULY-DECEMBER 2021

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%)				
b. Students (50 %)		4.50	2.25	
Total for Instruction	50%		4.50	2.25
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	10%		3.93	0.39
4. Administration	40%		4.95	1.98
5. Production				
TOTAL	100%			

EQUIVALENT NUMERICAL RATING:

4.62

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.62

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


ARGINA M. POMIDA
Name of Faculty

Reviewed by:


ANGELITA L. PARADERO
Dept. Head

Recommending Approval:


MOISES NEIL V. SERIO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARGINA M. POMIDA, 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 JULY-DECEMBER 2021.

ARGINA M. POMIDA

Assoc. Professor

Date: 3/15/22

ANGELITA L. PARADERO

Dept. Head

Date: 3/15/22

MOISES NEIL V. SERIÑO

Dean, CME

Date: 3/22/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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	2	8		5	5	4	4.67	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	5		5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research outline and		4		4	4	4	4.00	
		AS GAC Member	Advises and corrects research outline and		13		4	4	4	4.00	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	20		5	5	4	4.67	

	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	2	1		5	4	4	4.33	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	20		5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	10		5	5	4	4.67	
		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	2	2		4	4	4	4.00	
	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		3		5	5	5	5.00	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9: Actual Faculty's FTE	Handles and teaches courses assigned	2							No undergraduate classes
		A10: Number of grade sheets submitted within prescribed	Prepares gradesheet and submits on or before deadline	1							
		A 11 : Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and	1							
		A12: Number of trainings attended related to instruction	Attend mandated trainings								

		A13 . Number of long examinations administered and	Administers and checks long examination for subjects taught	2							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5							
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	27							
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students								
		A17 . Number of students advised on thesis/ field practice/special problem:									
		As Department Head	Advises, and corrects research outline and thesis/SP								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5							
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO								
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1							
	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	1							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1							

[illegible]

	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 scientific fora/conferences									
		<i>In int'l fora/conferences</i>										
		<i>In nat'l/regional</i>										
	PI 5. Percent of research proposals approved *	A 31. Percentage 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	Prepares and submits application for UM of technology generated out of research									
		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	5	5		5	5	5	5.00		

	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	1	2		5	5	4	4.67	
	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								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons		2	0		0	0	0	0.00	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant			1		5	5	5	5.00	
	Evaluator	Evaluator			2		5	5	5	5.00	
	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								
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:	Prepares required documents and complies all requirements as prescribed in the	100% compliant	100% compliant		5	5	5	5.00	
		On program accreditations									
		On institutional accreditations									
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								
	PRGEA MFO1:										
	Efficient & Customer friendly frontline service	0% complaint from client served	IGP Director IGP Staff	Zero complaint	No complaint		5	5	5	5.00	
	Effectively acted administrative & financial documents	Number of contract of lease renewed and signed as witness	IGP Director IGP Staff	15	27		5	5	5	5.00	

		Number of letter request and notices/communications sent	IGP Director, IGP staff	15	36						
	Administrative & management meetings	No. of actively attended administrative and management meetings	IGP Director, IGP BOM	3	6		5	5	5	5.00	
		Number of new proposal submitted/evaluated	IGP Director, IGP BOM	1	1		5	5	5	5.00	
	PRGEA MFO.3: Management and Monitoring services	No. of IGP Monthly Financial Reports received and check	IGP Director IGP Staff	150	322		5	5	5	5.00	
		Actively facilitated the conduct of RF and STF annual review			1		5	5	5	5.00	
		Scheduled regular inventory of IGP projects	IGP Director IGP Staff	1	1		5	5	4	4.67	
	<i>Effective and efficient Income Generation from implemented projects</i>	Improved gross income generated from STF-IGP projects in support to instruction, research and extension	BOM, IGP Director	500k	3.8M		5	5	5	5.00	
		Improved gross income generated from RF-IGP to support university	BOM, IGP Director	500k	5.5M		5	5	5	5.00	
	Best practices and innovations	Regular repair and maintenance of IGP facilities		50%	65%		5	5	4	4.67	
	Total Over-all Rating		129.00								
	Average Rating (Total Over-all rating divided by 4)		4.61								
	Additional Points										
	FINAL RATING		4.61								
	ADJECTIVAL RATING		O								
						Comment: To mentor young faculty members especially on research and extension activities					

Evaluated & Rated by:

ANGELITA L. PARADERO

Department Head

Date: 2/18/22

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics

Date: 2/22/22

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: JULY-DECEMBER 2021

Aim: To acquire knowledge and skills on preparing learning materials for new normal set-up, conducting/ managing online classes and new office management system (under pandemic situation)

Proposed Interventions to Improve Performance and/or Competence and to adapt new normal set-up.

Date: JULY 2021

Target Date: DECEMBER 2021

First Step:

To attend virtual/webinar trainings/seminar workshops on preparations and conduct of classes under new normal set, office management process and improvement /adjustment amidst the pandemic situation.

Result:

Attended virtual training/seminar -workshop on planning processes.

Date: JULY 15, 2021

Target Date: DECEMBER 15, 2021

Next Step:

To acquire and apply new knowledge in the preparation and conduct of classes under new normal set-up to students and to the dept. Stakeholders .shared and cascaded new management activities/system to the staff, clients and stakeholders of the university (under pandemic situation)

Outcome:

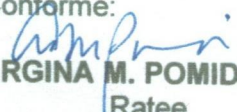
Final Step/Recommendation:

Continually upgrade teaching and managerial skills.

Prepared by:


ANGELITA L. PARADERO
Immediate Supervisor

Conforme:


ARGINA M. POMIDA
Ratee

cc: ODA-HRD