SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARGINA M. POMIDA

IIII V DECEMBED 2024

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			1	
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research			1	
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:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

ARGINA M. POMIDA Name of Faculty 4.62 0

4.62

OUTSTANDING

Reviewed by:

ANGELITA L. PARADERO Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO

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 <u>JULY DECEMBER 2021.</u>

ARGINA M. POMIDA

Assc. Professor

Date: 3/18/22

ANGELITA L. PARADERO

Dept. Head

Date: 3/18/22

MOISES NEIL V. SERIÑO

Dean, CME,

Date: 3 nm

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned			T		Ra	ating	1	REMARKS (Indicators in percentage should
				Target	Actual Accomplis hment		Quality	Eficiency	Timeliness	Average	be supported with numerical values in numerators and denominators)
UMFO 1.	ADVANCED EDUCATION	SERVICES				\neg	1				
OVPI MFO 2	2. Graduate Student Manager	nent Services					7				
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	8	1	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	1	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	

1	level or a second of	I am an								
+	. PI 9: Number of instructional	A5 . Number of on-line ready	Converts the existing					1		
	materials developed *	coursewares developed and	instructional materials into							
-		submitted for review	flexible learning systems							
			Prepares Instructional			5	4	4	4.33	
		On-line ready courseware	module/laboratory	2	1					
			guide/workbook or a	\ -						
			combination thereof				-	1	4.07	
			Prepares Power Point			5	5	4	4.67	
		Supplemental learning	presentation, video clips, movie	1	20					
		resources	clips, reading assignments	1	20					
			depending on course taught							
			Prepares assessment tools			5	5	4	4.67	
		Assessment tools	such as long exam, quizzes,	1	10					
			problems sets, etc.							
		A 6 : Number of on-line course	Submits the course ware duly							
		ware reviewed by TRP & edited	reviewed by TRP for editing by							
		by MMDC editor	MMDC editor							
		A 7 : Number of virtual classroom	Creates virtual classroom using	0		4	4	4	4.00	
		created and operational	either Moddle or Google Classroom	2	2					
		A C Other enter to involve and in	Designs experiential learning			5	5	5	5.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	activities and other outputs to		3					
		the new normal due to covid 19	implement new normal							
UMFO 2	. HIGHER EDUCATION SERVICES									
OVPI UI	MFO 3. Higher Education Manager	ment Services								
	DIE TALIETE AND IN CO.	A9. Actual Faculty's FTE	Handles and teaches courses							No undergraduate classe
	PI 5: Total FTE, coordinated,		assigned	2						
	implemented and monitored *			-						
		A10 . Number of grade sheets	Prepares gradesheet and							
		submitted within prescribed	submits on or before deadline	1						
		A 11 . Number of INC forms with	Facilitates students in their	1						
		grade submitted within prescribed	completion of the subject and	1						
		A12 . Number of trainings	Attend mandated trainings							
		attended related to instruction								

T						
	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 adviserto 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				1
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1			
		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1			

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st. •		Assessment tools	Prepares assessment tools such as long exam, quizzes,	2			
		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	1			
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1			
	PI 11. Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation				
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT				
		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 . RI	ESEARCH SERVICES						
	outputs in the last three (3) years utilized by the industry or by other beneficiaries *	beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries				
	outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year				
	outputs published in internationally-referred or	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					+		+	
	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							
		to ITSO, VSU	Prepares and submits application for UM of technology generated out of research							
		the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4.	EXTENSION SERVICES									
	<u>PI 1</u> . Number of active partnerships with LGUs, industries, NGOs, NGAs,	partnerships with LGUs,	Identifies and links with probable partners for extension activities							
		and other stakeholders facilitated and maintained	and maintains this active partnership							
	activities									
	Pl 2. Number of trainees	A 37. Number of trainees	Conducts trainings among			5	5	5	5.00	
	weighted by the length of training	weighted by the length of training	beneficiaries of technologies for transfer	5	5					

P13. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs P14. Percentage of beneficiaries who rated the training course/s and advisory services as self-safe or or higher in terms of quality and relevance relevance P15. Number of stension projects and advisory services as self-safe or or higher in terms of quality and relevance relevance P15. Number of stensiolaty and relevance relevance P16. Number of stensiolaty and relevance reviewers/Panelists Research Mentoring Peer reviewers/Panelists Resource Persons Convenor/Organizer Consultancy Consultant Evaluator P11. Additional outputs* A 42. No. of extension proposals approved * P111. Additional outputs* A 42. No. of extension-related awards (extn. conducted by proposals approved * P111. Additional outputs* A 42. No. of extension-related awards (extn. conducted by fine ewn normal the new normal the new normal the new normal methods and conducted by fine ewn normal methods and conducted by representation of the proposal selection of extension proposal approved of minemental proposal selection of extension proposal											
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SUC's mandated and priority programs PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance relevance PI 5. Number of technical/expert services as satisfactory or higher in terms of quality and relevance relevance PI 5. Number of technical/expert services as/in: Research Mentoring Peer reviewers/Panelists Resource Persons Convenor/Organizer Consultancy Consultancy Consultant Prepares extension proposals approved * 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 IFO 5. SUPPORT TO OPERATIONS		1.	programs/projects implemented	extension projects							
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PI 8. Percent of extension proposals approved * 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 TO 5. SUPPORT TO OPERATIONS A 41. Percent of extension proposals, submits and follow up its approval for immediate implementation Designs extension related activities and other outputs to implement new normal		Evaluator	Evaluator			2	5	5	5	5.00	
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 implement new normal TO 5. SUPPORT TO OPERATIONS Designs extension related activities and other outputs to implement new normal				proposals, submits and follow up its approval for immediate							
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				implement new normal							
OVPI MFO 4. Program and Institutional Accreditation Services	O 5. S	SUPPORT TO OPERATION	NS							_	
The state of the s		OVPI MFO 4. Program and Inc	stitutional Accreditation Services				-				
		OVELWICO 4. Program and Ins	sututional Accreditation Services								

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,	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*		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 (GASS)	. General Admin. & S	Support Services								
	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	
			Initiates/introduces improvements in performfing functions resulting to best practice							
		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	
		Number of contract of lease renewed and signed as witness	IGP Director IGP Staff	15	27	5	5	5	5.00	

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•	,	Number of leter 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	
	Effective and efficient income Generation from Implemented projected	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		101							
		rating divided by 4)	4.61		-					
	Additional Points									
	FINAL RATING		4.61					facult	ty memb	ers especially on research
	ADJECTIVAL RATING		0		and extension acitivities					

Evaluated & Rated by:

ANGELITA L.PARADERO
Department Head
Date: 3 1/8/34

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, College of Mat. & Economics

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: <u>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)</u>

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

Conforme:

ARGINA M. POMIDA

Ratee

cc: ODA-HRD