SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GIDEON NIEL D. TAN

JULY - DECEMBER 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%)		4.87 x100%	4.87	
b. Students (0%)				
Total for Instruction	40%		4.87	1.95
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	25%			
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	30%		4.33	2.38
4. Administration	5%		4.89	0.24
5. Production				
TOTAL	100%			4.58

EQUIVALENT NUMERICAL RATING: 4.58
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: **Outstanding**

GIDEON NIEL D. TAN   **NILDA T. AMESTOSO**
Name of Faculty   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, GIDEON NIEL D. TAN, 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 2020.

Approved:

GIDEON NIEL D.TAN
Instructor I
Date:

NILDA T. AMESTOSO
Department Head
Date:

MOISES NEIL V. SERIÑO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should
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	5.75						
	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							
		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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Designs experiential learning activities and other outputs to implement new normal							

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	20	31.95	5	4	5	4.67	
		_A10_. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	8	5	5	5	5.00	
		_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 period	1	49	5	5	5	5.00	
		_A12_. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	4	5	4.67	

		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught						
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	3.00	30	5	5	5	5.00	
		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 adviser to students*	10.00	108	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advising /correcti on	Advises, and corrects research outline and thesis/SP manuscript	10	14	4	5	5	4.67	
		As SRC Member	Advising /correcti on	Advises and corrects research outline and thesis/SP manuscript	12	31	4	5	5	4.67	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades		60	4	5	5	4.67	
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*						
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*		6	5	5	5	5.00	
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*		28	5	5	5	5.00	

		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.		38	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom		5	5	5	5	5.00	
	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 accreditation and/or evaluation							
		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		1	1	4	4	4	4.00	
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		1	1	4	4	4	4.00	
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							

	PI	Activity		Task	Target	Actual	Q	E	T	Avg	
		In refereed int'l journals				1	5	5	5	5.00	
		In refereed nat'l/regional journals			1	0	2	2	2	2.00	
	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				1	5	5	5	5.00	
		In nat'l/regional fora/conferences			1	0	5	5	5	5.00	
	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)				1	5	5	5	5.00	
		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	3	4	4	4	4	4.00	
	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	10	38	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						
	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	70%	70%	5	4	4	4.33
	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*								
	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						
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 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	4	5	5	4.67	
	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	5	5	5	5.00	
	On program accreditations	Pilot								
	On institutional accreditations	SSF								

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			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									121.33	

Average Rating (Total Over-all rating divided by 4)		4.58	
Additional Points			
FINAL RATING		4.58	
ADJECTIVAL RATING		O	

Comments and Recommendations for Development Purpose:
Must make sure somebody is taking care of assigned classes when on travel.

Evaluated & Rated by:

NILDA T. AMESTOSO
Department Head
Date:

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

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, College of Mgt. & Economics
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Aff
Date:

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GIDEON NIEL D. TAN
Performance Rating: July – December 2020

Aim: To enhance capability, knowledge, and skills in strategic teaching in the light of COVID-19 pandemic.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020   Target Date: December 2020

First Step:
Attend trainings/workshops related to strategic teaching methods
Result:
- Attendance to VSU Moodle Virtual Classroom Management Training, Faculty Onboarding Training, and Google Classroom Training.
- Self-learning about flexible learning through available YOUTUBE videos and other online sources.
- Attendance to Philippine Agribusiness Master Class (AMC) which equipped the faculty with the skills to identify and evaluate potential interventions that support agrifood value chains in response to COVID-19, other disruptions, and their impacts.
- Able to draft and finalize learning guides for Mgmt 103, Mmgt 143, Mgmt 151, Mgmt 102, and ABMG 104 for students who opted printed learning modules
- Sustain research activities

Date: July 2020   Target Date: December 2020

Next Step:
Share knowledge to students and faculty obtained from the seminar by conducting a re-echo seminar.
Outcome:
- Enhance faculty competencies in performing academic and research activities
- Acquire different perspectives and insights in conducting research activities and progressing in academic work esp. in the light of emerging "needs and new normal" brought by the COVID-19 pandemic.

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

Prepared by:

NILDA T. AMESTOSO
Unit Head

Conforme:

GIDEON NIEL D. TAN
Ratee