

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Lemuel S. Preciados**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.25	
b. Students (50%)		2.50	
TOTAL INSTRUCTION	60%	4.75	2.39
2. Research	10%	4.25	0.44
3. Extension	10%	4.20	0.42
4. Support Operations	10%	5.00	0.50
5. Gen. Adm. & Support Services	10%	5.00	0.50
TOTAL			4.25

EQUIVALENT NUMERAL RATINGS:

4.25

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING:


4.25

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

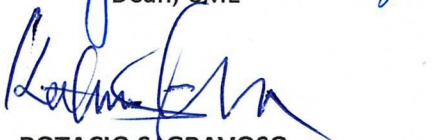

LEMUEL S. PRECIADOS
Name of Faculty


ZYRA MAY H. CENTINO
Department Head

Recommending Approval:


LILIAN B. NUNEZ
Dean, CME

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs



Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEMUEL S. PRECIADOS, a faculty member of the DEPARTMENT OF ECONOMICS commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2024

Ratee:

Approved

LEMUEL S. PRECIADOS

Assoc. Professor IV

ZYRA MAY H. CENTINO

Unit Head

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment (Jan-June 2024)	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 &	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.5	0.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3		3	3	3	3.00	
		A3 . Number of students advised on thesis/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	1	1	5	5	5	5.00	

	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1		3	3	3	3.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1		3	3	3	3.00	
		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	1		3	3	3	3.00	
	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							
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	18	22.8	5	5	5	5.00	
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	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							

	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	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:	<i>Acts as academic adviser to students</i>	3	3	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	<i>As Thesis/Field Practice/Special Problem Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	20	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
PI 10: Number of instructional materials developed *	A21. 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	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 Moodle or Google Classroom							
	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	2	5	5	5	5.00	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>		2	1	4	4	4	4.00	
		<i>In refereed nat'l/regional journals</i>								
	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 *								
		<i>In int'l fora/conferences</i>		3	1	4	4	4	4.00	
		<i>In nat'l/regional fora/conferences</i>								
	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								
		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	2	1	4	4	4	4.00	
		A 34. Number of UMs submitted to ITSO, VSU	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	10	0	3	3	3	3.00	
	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	0	3	3	3	3.00	
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	1	5	5	5	5.00	
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		2	2	5	5	5	5.00	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		1	1	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 (extrn. 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 NC	zero NC	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 accreditation tools	100% compliant	100% complaint	5	5	5	5.00
		On program accreditations							
		On institutional accreditations							
		A.46. Number of seminars/trainings/workshop attended outside the university							
		International							
		National							
		Regional							
		Institutional							
		A.47. Number of meetings attended	Department Meeting	8	8	5	5	5	5.00
		A.48 Number of meeting attended (APB, UAC, etc)							
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A.49. 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.50. 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.51. Number of meetings presided							
		A.52. Number of staff evaluated/monitored							
		A.53. Number of committee membership		2	2	5	5	5	5.00
		A.54. Number of meetings attended outside of the university							

PERFORMANCE MONITORING & COACHING JOURNAL
January-June 2024

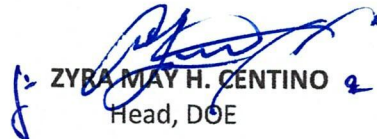
Name of Office : Department of Economics
Head of Office : Ms. Zyra May H. Centino
Number of Personnel : 9 Regular Faculty, 2 Admin Staff, 4 Affiliate Faculty, 1 GTA

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department.		Attendance to activities Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/c ollege memo/no tice of meeting	Attendance certificate	Jan-June 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Jan. & June 2024
Coaching & Mentoring					
Discuss ways to improve classroom management, teaching methods, IMs and syllabus		Teaching performance evaluation results especially the			All faculty members were given a copy of their TPES regarding the

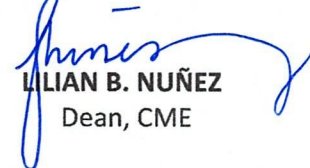
preparation and evaluation reports of staff		negative feedbacks from students were discussed with the concerned faulty			students evaluation (Jan- June 2024)
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ZYRA MAY H. CENTINO
Head, DOE

Noted by:


LILIAN B. NUÑEZ
Dean, CME

PERFORMANCE MONITORING FORM

Name of Employee: Lemuel S. Preciados

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	Jan. 2024	June 2024	Jan. 2024	Very Impressive	Outstanding	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	Jan. 2024	June 2024	June 2024	Very Impressive	Outstanding	Done
3	Attends meetings (face to face/online/virtual webinars/google meet) and performs functions as chairman/member of different committee of the department	Very Satisfactory	Jan. 2024	June 2024	Dec. 2024	Very Impressive	Very satisfactory	Done
4	Performs other functions	Very Satisfactory	Jan. 2024	June 2024	June 2024	Impressive	Very Satisfactory	Done

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:



ZYRA MAY H. CENTINO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Lemuel S. Preciados
Performance Rating : Outstanding

Aim: To improve teaching capability of faculty member.

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

Date: Jan. 2024

Target Date: March 2024

First Step:

Required Prof. Preciados to prepare and update course syllabi and course content and teaching materials relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 2nd semester, A.Y. 2023-20234.

Result:

Updated graduate course syllabi and other teaching materials.

Date: April 2024

Target Date: June 2024

Next Step:


Improved further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Prof. Preciados has prepared and updated instructional materials.

Prepared by:


ZYRA MAY H. CENTINO
Unit Head

Conforme:


LEMUEL S. PRECIADOS
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: PRECIADOS, LEMUEL S.

Department: Dept. of Economics

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Econ 133	ECONOMIC RESEARCH	LEC	5.00	Outstanding	100.0%
Bcon 145	INTERNATIONAL MONETARY ECONOMICS	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 18, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 18, 2024

Received by:

PRECIADOS, LEMUEL S.

Name and Signature of Faculty

Date: May 22, 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JAN-JUNE 2024							
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JAN-JUNE 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133, AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
	Spent Hours For Students Consultations (face to face)	ALL FACULTY	JAN-JUNE 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

	ZYRA MAY H. CENTINO	JAN-JUNE 2024	Gives Assignments, Quizzes, Exams, Etc.										Head, Academic Advisers
	All Faculty	JAN-JUNE 2024		Gives quizzes and long exams as agreed in the class									Midterm and Final Exams were given as scheduled by the university
	All Faculty	JAN-JUNE 2024	Submits Grade Sheets										BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECEC 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECEC 144, ECON 129E,, BCON 146, AGECEC 199-C, ECON 133,AGECEC 151, AGECEC 197, AGECEC 231, AGECEC 213, AGECEC 221, AGECEC 241, APEC 252, ECON 214, AGECEC 235, AGECEC 299, AGECEC 211
	All Faculty	JAN-2024-JUNE 2024	Prepares power point lecture materials										BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147,

										NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133,AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
		Moises Neil V. Serino	Jan. 2023 - Dec. 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia					Ongoing	
			Jan. 2023- Dec. 2024	Impact Assessment of Coastal Resource Management in Southern Camotes Sea and Selected Municipalities of Leyte					Ongoing	
			Jan. 2023- Mar 2024	Impact Assessment of the Phil LiDAR Program					Ongoing	
			Jan. 2022- June 2024	Establish the Regional Agribusiness Hub for the Pre-Commercialization of Technologies through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in Region 8.					Ongoing	
			Jan. 2022- June 2024	RAISE Region 8					Ongoing	
			Jan. 2023 - Dec. 2024	Inclusive Value Chain					Ongoing	
		Karl John A. Galvez	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed	
		Ian Dave B. Custodio	JAN. 2024- DEC. 2024	Strengthening Local Governance and SUC'S Extension Services Through BIDANI Strategy					Ongoing	
			JAN. 2024- DEC. 2024	Coalescing Organizations for Locally-Led Actions to Boost Development (COLLABDEV) for Inopacan Development					Ongoing	
		LSPreciados	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed	
			JAN. 2024- DEC. 2024	Agribusiness-led Development for Small Holder Vegetable Farming Systems in Southern Philippines					On going	
		Jedan A. Cavero	JAN. 2024- JUNE 2024	Regional Agri-Aqua Technology Business Incubator of ViCARP					Completed	
			JAN. 2024-	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected					Completed	

			JUNE 2024	by Typhoon Oddette					
		Israel C. Embayarte	JAN. 2024-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
		Babylun C. Lambert	JULY 2023-JUNE 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia					On going
		Zyra May H. Centino	JAN-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
	Makes appointments	ZYRA MAY H. CENTINO	JAN-JUNE 2023	all research projects					As Department Head
	Submits research progress reports	MNVSERINO	JAN-DEC. 2024						as project leader
		IAN DAVE B. CUSTODIO	JAN-Dec. 2024						As project/ study leader
		KJAGALVEZ	JAN-JUNE 2024						as study leader
		LSPRECIADOS	JAN-JUNE 2024						As study leader
		Jedan A. Cavero	JAN-JUNE 2024						As study leader
		Michelle Aubrey D. Cabase	JAN-JUNE 2024						As study leader
		Zyra May H. Centino	JAN-JUNE 2024						As study leader
		Israel C. Embayarte	JAN-JUNE 2024						As study leader
		Babylun C. Lambert	JAN-JUNE 2024						As study leader
	ATTENDS training, SEMINAR and workshops	ALL FACULTY	JAN-JUNE 2024						As resource persons, participant, and Poster presenter

MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	ZYRA MAY H. CENTINO	JAN-JUNE 2024	As Department Head	as Department Head	As Department Head	As Department Head	As Department Head	As Department Head	
		LEMUEL S. PRECIADOS, ERNESTO F. BULAYOG, ZYRA MAY H. CENTINO	JAN-JUNE 2024	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	
	Attends meetings.	All Faculty	JAN-JUNE 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	JACAVERO	JAN-JUNE 2024							As Department Secretary
	Reviews communications, letters, requests and appointments	ZMHCENTINO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Releases students forms, certifications, permits and other communications.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledge	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports,

	ment letters and other communications.									Vouchers, Purchase Requests/PPMP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments
	Clean offices and surroundings	ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	

Prepared by:


 ZYRHA MAY H. CENTINO
 Unit Head