

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

Name of Faculty Member: VINCE G. LAO

August 2019-December 2019

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 (50%)		4.6667	50%	2.33
b. Students (50%)		4.67	50%	2.33
Total for Instruction	80%			4.67
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%			4.67
4. Administration	10%			4.67
5. Production				
TOTAL	100%			4.67

EQUIVALENT NUMERICAL RATING:

4.67

Add: Additional Points, if any:

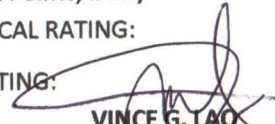
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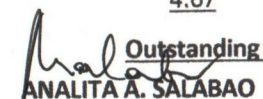
TOTAL NUMERICAL RATING:

4.67

ADJECTIVAL RATING:

Outstanding



VINCE G. LAO
Name of Faculty


ANALITA A. SALABAO
Head, DBM

Recommending Approval:


ANALITA A. SALABAO
Dean/Director

Approved:

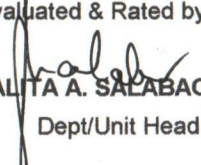

BEATRIZ S. BELONIAS
Vice President

	National		1	100%	1.00	5	5	4	4.67
	Local/Regional	Participant							
Admin Support Services	Number of department mtgs attended		3	233%	7.00	4	5	5	4.67
	Membership in University committees	Member							
	Membership in College committees	Member							
	Membership in the Department committees	Member							
Department Head	Number of department meetings presided								
	Number of execom meetings attended								
	Number of UAC mtgs attended								
	Membership in university committees								
	Prompt submission of required documents								
	Annual Report								
	Procurement Plan								
	Staff Development Plan								
	Number of Faculty+B216 Mentored								
	Number of department activities supervised								
	Number of faculty members for study leave								
Total Over-all Rating									18.67

Average Rating (Total overall rating divided by 4)		4.67
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		0

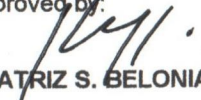
Comments & Recommendations
for Development Purpose:

Must pursue his MM

Evaluated & Rated by:

ANALITA A. SALABAO
 Dept/Unit Head

Recommending Approval:

ANALITA A. SALABAO
 Dean

Approved by:

BEATRIZ S. BELONIAS
 Vice President

Date: _____
 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Date: _____

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

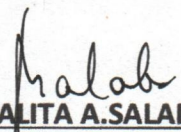
Head of Office: Analita A. Salabao

Number of Personnel: VINCE G. LAO

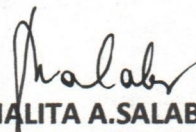
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.			Very productive discussion
Coaching		How to develop teaching guides and tips for teaching effectively			Effective and successful

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

Conducted by:


ANALITA A. SALABAO
 Immediate Supervisor

Noted by:


ANALITA A. SALABAO
 Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VINCE G. LAO
Performance Rating: July-December 2019

Aim: To enhance capability, knowledge, and skills in strategic teaching.

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

Date: July 2019

Target Date: December 2019

First Step:

Attend trainings/workshops related to strategic teaching methods

Result:

Attended in related trainings/workshops

Date:

Target Date:

Next Step:

Share knowledge to students obtained from the seminar.

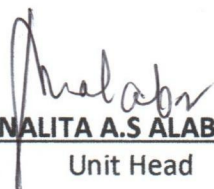
Outcome:

Applied the strategy learned from the seminar to Agribusiness students.

Final Step/Recommendation:

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

Prepared by:


ANALITA A.S ALABAO
Unit Head

Conforme:


VINCE G. LAO

Ratee

cc: ODA-HRD