

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

Name of Faculty Member: ARGINA M. POMIDA

JULY-DECEMBER 2022

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%)		4.67	2.34	
b. Students (50 %)		5.00	2.50	
Total for Instruction	45%		4.84	2.18
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%	4.67		0.23
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%	4.67		0.23
4. Administration	45%	4.83		2.17
5. Production				
TOTAL	100%			4.82


EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

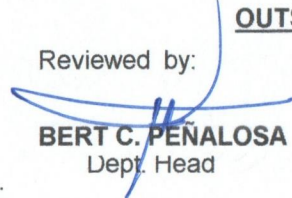
TOTAL NUMERICAL RATING:

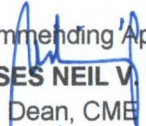
ADJECTIVAL RATING:

Prepared by:


ARGINA M. POMIDA
Name of Faculty

Reviewed by:


BERT C. PEÑALOSA
Dept. Head

Recommending Approval:

MOISES NEIL V. SERIO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

OUTSTANDING

4.82

0

4.82

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 2022.

ARGINA M. POMIDA

Assoc. Professor

Date: 1/17/23

Approved:

BERT C. PEÑALOSA

OIC-Department Head

Date: 1/18/23

MOISÉS NEIL V. SERIÑO

College Dean

Date: 1/18/23

MFO No.		Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target 2022	July-December	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	29.33	5	5	5	5.00	
	PI 8:	Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	6	4	4	4	4.00	
			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		10	5	5	5	5.00	
			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	5	4	4	4	4.00	
			Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	15	5	5	5	5.00	
			Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	16	5	5	5	5.00	
			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 Moodle or Google Classroom	2	6	5	5	4	4.67	

	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>		4						
						5	5	4	4.67		
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>								
		<u>A10</u> . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>								
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with</i>								
		<u>A12</u> . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>								
		<u>A13</u> . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>								
		<u>A14</u> . Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>								
		<u>A15</u> . Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>								
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	<i>Acts as academic adviser to students</i>								
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
		As Department Head	<i>Advises, and corrects research outline and thesis/SP manuscript</i>								
		As SRC Member	<i>Advises and corrects research outline and thesis/SP manuscript</i>								
		<u>A18</u> . Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>								
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>								
		<u>A20</u> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>								
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>								
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>								
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>								
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>								
		<u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>								

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Middle 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							
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication		1	5	5	4	4.67	
		<i>In refereed int'l journals</i>								
		<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 *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</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 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	2	5	5	4	4.67
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	4	5	5	4	4.67
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	Implements duly approved extension projects	1	4	4	4	4.00
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	1	4	5	5	4.67
PI 5. Number of technical/expert services as/in:	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries					
Research Mentoring	Research Mentor		5	5	5	4	4.67
Peer reviewers/Panelists	Peer reviewers/Panelists						
Resource Persons	Resource Persons		5	4	5	5	4.67
Convenor/Organizer	Convenor/Organizer		2	5	5	4	4.67
Consultancy	Consultant		1	5	4	5	4.67
Evaluator	Evaluator		1	4	5	5	4.67
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 (extr. 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	100%	4	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%	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							
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 normal							
PRGEA MFO1:									
Efficient & Customer friendly frontline service	0% complaint from client served	IGP Director, IGP Staff	Zero complaint	Zero 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	54	5	4	5	4.67	
	Number of letter request and notices/communications sent	IGP Director, IGP Staff	10	60	5	5	4	4.67	
Administrative & management meetings	No,of actively attended administrative and management meetings	IGP Director, IGP BOM	2	10	5	5	4	4.67	
	Number of new proposal submitted/evaluated	IGP Director, IGP BOM	1	2	4	4	4	4.00	
PRGEA MFO.3: Management and Monitoring services	Percentage of RF/STF managers complying with thre requirements set by the Board of Management	IGP Director IGP Staff							
	*Efficient monthly financial report		100%	100%	5	5	5	5.00	
	*Scheduled regular inventory and review of IGP projects	IGP Director IGP Staff	100%	100%	5	5	5	5.00	
<i>Effective and efficient Income Generation from Implemented projected</i>	Income generated from STF-IGP projects in support to instruction, research and extension	BOM, IGP Director	500,000.00	1,269,479.90	5	5	5	5.00	
	Income generated from RF-IGP to support university projects	BOM, IGP Director	500,000.00	5.22M	5	5	5	5.00	
Best practices and innovations	Regular repair and maintenance of IGP facilities	IGP Director, IGP Staff	50%	75%	5	5	5	5.00	
Total Over-all Rating								146.00	
Average Rating (Total Over-all rating divided by 4)		4.71	Recommendation & Comments for: <i>Must mentor young Faculty in Research & Extension.</i>						
Additional Points									
FINAL RATING		4.71							
ADJECTIVAL RATING									

Evaluated & Rated by:

BERT C. PENALOSA

OIC-Department Head

Date: *11/8/20*

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: *11/8/20*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: ARGINA M. POMIDA

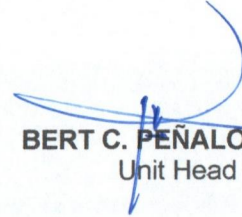
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students during consultation hours, revises course syllabus	Submitted grades within the prescribed period, conducted teaching and related activities.	July 2022 1,	December 31, 2022	December 31, 2022	Impressive	Outstanding	
2	Prepares instructional materials ready for face-to-face classes	Submitted instructional material on time.	July 2022 1,	December 31, 2022	January. 1- December 31, 2022	Impressive	Very satisfactory	
3	Attends virtual meetings and online webinars and performs functions as member of different committees of the department	Attendance in virtual meetings and webinars	July 2022 1,	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	

4	Performs administrative function as Director of IGP	Conducted extension program and other related services	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	
---	---	--	--------------	-------------------	-------------------------------	------------	-------------	--

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


BERT C. PEÑALOSA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: JULY-DECEMBER 2022

Aim: Develop and enhance the capability of the faculty in delivering flexible learning modalities and conducting income generating projects of the university.

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

Date: JULY 2022

Target Date: DECEMBER 2022

First Step:

Attend trainings/webinars related to flexible teaching methods, production/entrepreneurship activities and management and leadership.

Result:

Attended webinars related to management/entrepreneurship, flexible teaching methods and strategies, conducted training workshop on Feasibility Preparations and Business Opportunity Identification
Submitted a research article to a journal, proposal for FS training and workshop.

Date: JULY 15, 2022

Target Date: DECEMBER 15, 2022

Next Step:

Apply the learnings and continue attending webinars related to flexible learning modalities and research.

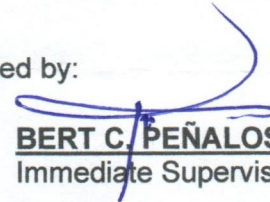
Outcome:

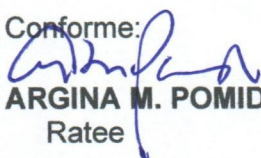
More equipped and capable faculty.

Final Step/Recommendation:

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

Prepared by:


BERT C. PEÑALOSA
Immediate Supervisor

Conforme: 
ARGINA M. POMIDA
Ratee

cc: ODA-HRD