# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARLON T. ANDRINO

# September-December 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	(Rating x%)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.38x100%	4.38	
b. Students (0%)				
Total for Instruction	80%		4.38	3.51
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	5%		4	0.20
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		4.67	0.23
4. Administration	10%		4.33	0.43
5. Production				
TOTAL	100%			4.37

**EQUIVALENT NUMERICAL RATING:** 

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.37

VS

4.37

ADJECTIVAL RATING:

MARLON T. ANDRINO

Name of Faculty

Very Satisfactory

NILDA'T. AMESTOSO

Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON T. ANDRINO, 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 September 2020 - December 2020.

Success/ Performance Indicators | Program/

MARLON T. ANDRINO

Description of MFO's/PAPs

Date:

MFO

Approved:

NILDA T. AMESTOSO

Department Head

Tasks Assigned

Date:

IOISES NEIL V. SERIÑO

College Dean
Date: 2 1 2

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Target	Actual			Rating		REMARKS (Indicators in
	Accompli	lity	cy	SS	rage	percentage should be supported
	shment	CO.	E .	9	io.	with numerical values in

No.	0 1. ADVANCED EDUCATIO	(PI) N SERVICES	Activities / Projects		raigot	Accompli shment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
OVPI N	IFO 2. Graduate Student Manage	ment Services									
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE									
	PI 8: Number of graduate students advised *	A2. Number of students advised		-							
		A3. Number of students advised on thesis/special problem/dissertation									
	¥	As GAC Chairman									
		AS GAC Member									
		<u>A4</u> . Number of students entertained for consultation purposes									
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review									
		On-line ready courseware									
		Supplemental learning resources									

		T				_					
		Assessment tools								b	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor									
		A 7 : Number of virtual classroom created and operational									
	<u>PI 10</u> . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Help in conceptualizing research proposal		1	4	4	4	4.00	
UMFO	2. HIGHER EDUCATION SERVICE	ES .				~					
OVPI U	IMFO 3. Higher Education Manage	ement Services									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches subjects assigned	20	23.1	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period			8	8	4	4	4	4.00	
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period									
		A12. Number of trainings attended related to instruction	Trainings/ Worksho ps	Attend trainings related to intructions	1	1	4	4	4	4.00	
		<u>A13</u> . Number of long examinations administered and checked	Conduct long exams then checking	Conduct and check long examinations for subjects handled		15	5	5	5	5.00	
		<u>A14</u> . Number of quizzes administered and checked		Formulates and checks quizzes for subjects handled	1	15	5	5	4	4.67	
		<u>A15</u> . Number of lab reports and term papers checked and graded									
-	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	64	64	4	4	4	4.00	
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	A17. Number of students advised on thesis/ field practice/special problem:	Advising	Monitoring of student's field practice updates							
	As SRC Chairman				1	5	4	4	4.00	
	As SRC Member				3	5	5	5		
	A18. Number of students entertained for consultation purposes		Entertaining students' concerns regarding the subjects handled and other related concerns	50	100	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised									
	A20 . Number of Student organizations assisted on 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	1	2	5	5	5	5.00	
	On-line ready courseware		Preparation of students' learning module	1	1	4	4	4	4.00	
	Supplemental learning resources		Preparation of Powerpoint presentations and video recordings supplemental for learning process on the subjects taught	1	2	4	5	5	4.67	
	Assessment tools		Preparation of Assessment tools such as quizzes, learning tasks, and long exams	9	4	3	3	3	3.00	
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	8								
	A 24 : Number of virtual classroom created and operational		Creation and operation of virtual classrooms using an approved online platform (Google Classroom)	8	9	5	4	5	4.67	
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
	Program accreditation/evaluation									
	Agency/firm/Industry linkages									
	A 26. Other outputs		Formulation of learning strategies							
	implementing the new normal		to cope up with the new normal of							
	due to covid 19		learning process							
FO 3 . RESEARCH SERVICES										

4.50

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	PI1. 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 *							
	Pl 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	year							
		In refereed int'l journals							1
		In refereed nat'l/regional							1
	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 *							£6.4
		In nat'l/regional			+	-			4
		fora/conferences							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved							
	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							
		A 34. Number of UMs submitted to ITSO, VSU							1
		A 35.Other outputs implementing the new normal due to covid 19							1
UMFO	4. EXTENSION SERVICES				$\top$				1
	industries, NGOs, NGAs, SMEs, and other stakeholders as a	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained							

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	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		20	4	4	5	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							
	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		70%	5	4	4	4.67	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:							
	Research Mentoring	Research Mentor			-	-			
	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons		1	4	5	5	4.67	
	Convenor/Organizer	Convenor/Organizer			<u> </u>	-	-	4.07	
	Consultancy	Consultant							
	Evaluator	Evaluator							
		A 41. Percent of extension proposals approved *							
		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							
UMF	O 5. SUPPORT TO OPERATION	ONS							
	OVPI MFO 4. Program and Instit	utional Accreditation Services							
	requirements thru the	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*							

A 45. Compliance to all requirements of the program and institutional accreditations:  On program accreditations  On institutional accreditations  Preparation of the required documents prescribed in the accreditation tools  The program and documents prescribed in the accreditation tools  On program accreditations  On institutional accreditations
On institutional accreditations
On institutional accreditations
UMFO 6. General Admin. & Support Services (GASS)
P12. Zero percent complaint from frontline services   Provide of courteous services to   Zero %   Zero %   5   5   4   4.67
clients served frontline services clients complain complaint
PI 3: Additional Outputs A 47 Number of /new initiatives
ATT. Number of Mew littletives
introduced resulting to best
practice
replicated/benchmarked by other
depts/agencies *
A 48. Other outputs implementing
the new normal due to covid 19
Total Over-all Rating 83.68
Comments and Recommendations for
Average Rating (Total Over-all rating divided by 4)  4.37  Development Purpose:
Additional Points  Build up skills in extension services.
FINAL RATING 4.37
ADJECTIVAL RATING VG
Evaluated & Rated by:  Recommending Approval  Approved by:
Manufact W
NILDA T. AMESTOSO MOISES NEIL V. SERIÑO BEATRIZ S/BELONIAS
Department Head  Dean, College of Mgt. & Economics  Vice President for Academic Affairs
Date: Date: Date:
1-Quality 2-Efficiency 3-Timeliness 4-Average

## Exhibit L

## **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee

: MARLON T. ANDRINO

Performance Rating

: July-December 2020

Aim: To enhance knowledge and skill in flexible learning modality under 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 webinars and access online resources to enhance capability to manage virtual classrooms and modular approaches in instruction.

Result:

Improved capability to undertake flexible learning modality.

**Next Step:** 

Integrate knowledge learned in improving learning guides and creating virtual classrooms for subjects to be taught and in the preparation of TOS and OBE Syllabus.

Outcome:

Improved capability to undertake flexible mode of instructions. Developed learning modules for Mgmt 139 and Entr 11 and created virtual classrooms for subjects to be taught.

Final Step/Recommendation:

To continue attending seminars/workshops/trainings/ to upgrade competency to perform instruction function. Enhance extension and research capabilities.

Prepared by:

NILDA T. AMESTOSO

Conforme:

MARLON T. ANDRING

cc: ODA-HRD