

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

Name of Faculty Member: **MARLON T. ANDRINO**

**September-December 2020**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involve-ment (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>	<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction			
a. Head/Dean (100%)		4.38x100%	4.38
b. Students (0%)			
Total for Instruction	80%		4.38
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			
<b>TOTAL</b>	<b>100%</b>		<b>4.37</b>

EQUIVALENT NUMERICAL RATING:

4.37

Add: Additional Points, if any:

VS

TOTAL NUMERICAL RATING:

4.37

ADJECTIVAL RATING:

Very Satisfactory

**MARLON T. ANDRINO**

Name of Faculty

**NILDA T. AMESTOSO**

Dept. Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

**"Exhibit B"**

**MARLON T. ANDRINO**

Approved:

Department Head

MOISES NEIL V. SERIÑO

College Dean

Date: 2/1/21

[illegible]

		Assessment tools									
		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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Help in conceptualizing research proposal		1	4	4	4	4.00	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . 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									
		<u>A12</u> . Number of trainings attended related to instruction	Trainings/ Workshops	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									
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students	64	64	4	4	4	4.00	


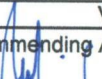



		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Advising	Monitoring of student's field practice updates							
		As SRC Chairman				1	5	4	4	4.00	
		As SRC Member				3	5	5	5		
		<b>A18.</b> Number of students entertained for consultation purposes		Entertaining students' concerns regarding the subjects handled and other related concerns	50	100	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised									
		<b>A20.</b> Number of Student organizations assisted on student related activities									
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor									
		<b>A 24 :</b> 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	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation									
		Agency/firm/Industry linkages									
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Formulation of learning strategies to cope up with the new normal of learning process							
<b>UMFO 3 . RESEARCH SERVICES</b>											

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *											
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *											
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year											
		<i>In refereed int'l journals</i>											
		<i>In refereed nat'l/regional</i>											
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *											
		<i>In int'l fora/conferences</i>											
		<i>In nat'l/regional fora/conferences</i>											
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved											
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)											
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer											
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU											
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19											
<b>UMFO 4. EXTENSION SERVICES</b>													
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained											





		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:		Preparation of the required documents prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4.00									
		On program accreditations																	
		On institutional accreditations																	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>																			
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provide of courteous services to clients	Zero % complaint	Zero % complaint	5	5	4	4.67									
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *																	
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19																	
	<b>Total Over-all Rating</b>									83.68									
<table border="1"> <tr> <td><b>Average Rating (Total Over-all rating divided by 4)</b></td> <td>4.37</td> </tr> <tr> <td><b>Additional Points</b></td> <td></td> </tr> <tr> <td><b>FINAL RATING</b></td> <td>4.37</td> </tr> <tr> <td><b>ADJECTIVAL RATING</b></td> <td>VG</td> </tr> </table>												<b>Average Rating (Total Over-all rating divided by 4)</b>	4.37	<b>Additional Points</b>		<b>FINAL RATING</b>	4.37	<b>ADJECTIVAL RATING</b>	VG
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<b>Additional Points</b>																			
<b>FINAL RATING</b>	4.37																		
<b>ADJECTIVAL RATING</b>	VG																		
Evaluated & Rated by:  <b>NILDA T. AMESTOSO</b> Department Head Date: 1-Quality 2-Efficiency 3 - Timeliness 4 - Average				Recommending Approval  <b>MOISES NEIL Y. SERIÑO</b> Dean, College of Mgt. & Economics Date: 2/1/21				Approved by:  <b>BEATRIZ S. BELONIAS</b> Vice President for Academic Affairs Date:											

Comments and Recommendations for Development Purpose:  
Build up skills in extension services.

## 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**  
Unit Head

Conforme:

  
**MARLON T. ANDRINO**  
Ratee