

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

Name of Faculty Member: **NILDA T. AMESTOSO**

JULY - DECEMBER 2020

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%)		4.57x100%	4.62	
b. Students (0%)	100			
Total for Instruction	45%		4.62	2.08
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%		4.30	0.22
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%		4.02	0.40
4. Administration	40%		4.60	1.84
5. Production				
TOTAL	100%			4.54

EQUIVALENT NUMERICAL RATING:

4.54

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.54

ADJECTIVAL RATING:

Outstanding

Prepared by: 

NILDA T. AMESTOSO

Name of Faculty

Reviewed by:


MOISES NEIL V. SERIÑO

Dean, CME

Recommending Approval:


MOISES NEIL V. SERIÑO

Dean, CME

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NILDA T. AMESTOSO, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commits to deliver and agree to be rate on the attainment of the following targets in accordance with the indicated measures for the period July- December 2020


NILDA T. AMESTOSO

Associate Professor V

Date:


MOISES NEIL V. SERIO

Supervisor

Date:


MOISES NEIL V. SERIO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in
							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	16	32.25	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	25	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	7	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	5	12	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	20	84	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	2	2	4	4	4	4.00	
			Reviews instructional materials	3	29	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	25	4	5	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	4	4	4	4.00	
		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	1		2	2	2	2.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	4	4	4.33	
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	2	9	4	5	5	4.67	
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		<i>Handles and teaches courses assigned</i>	16	16.8	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	
		A11. 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	6	25	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	7	5	5	5	5.00	
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	4	5	4	4	5	4.33	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	40	40	4	4	5	4.33	
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic advisor to students</i>	100	180	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As Department Head	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	100	180	5	5	5	5.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	100	300	5	5	5	5.00	

	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	5	5	4	4.67	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	6	5	5	5	5.00	
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	
			Reviews instructional modules	5	37	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	20	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	10	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	1	1	4	4	4	4.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	152.67
	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	1	2	4	5	5	4.67	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	20	30	5	5	5	5.00	
		A 26. Other outputs implementing the new normal due to covid 19		Drafted an outline for Enterprise Development Project proposal and report to replace the usual internship format	2	2	4	4	4	4.00	
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	1	4	4	4	4.00	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research oroject 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							
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>				1	4	4	4	4.00	

	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	UM preparation	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		Helped in conceptualizing and drafting research proposal for the department		1	4	4	4	4.00	12.00
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	1	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		20	5	4	5	4.00	

	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 non-conformity	90% conformity	4	4	4	4.00	complied
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliance	90% conformity	4	4	4	4.00	complied
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
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	Zero % complaint	Zero % complaint	5	5	5	5.00	complied
	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	Zero % complaint	Zero % complaint	4	4	4	4.00	complied
		A 48. Other outputs implementing the new normal due to covid 19		Facilitated the reproduction, binding and packing of almost 900 learning packets for distribution		100% accomplished	5	5	5	5.00	
	Admin Support										
	Services										
		Membership in University committees	Member		1	3	5	5	5	5.00	

	Membership in College committees	Member	1	1	4	4	4	4.00	
	Membership in the Department comm	Member	5	6	4	5	4	4.33	
Department Head	Number of department meetings presided		10	16	4	5	5	4.67	
	Number of execom meetings attended		6	12	5	4	4	4.33	
	Number of UAC mtgs attended		1	1	4	4	4	4.00	
	Prompt submission of required documents								
	Annual Report		1	3	5	5	5	5.00	
	Procurement Plan		1	5	5	5	5	5.00	
	Staff Development Plan		1	1	4	4	4	5.00	
	OPCR/IPCR		10	17	5	5	5	5.00	
	Number of Faculty Mentored		6	15	5	5	5	5.00	
	Number of Admin. Staff supervised			3	5	5	5	5.00	
	Number of department activities supervised		3	11	5	5	5	5.00	
	Number of faculty members for study leave		2	2	5	4	4	4.33	
	Number of supervisory plans prepared & submitted		2	3	4	4	4	4.00	
	Number of coaching & mentoring reports prepared		5	15	4	5	5	4.67	
	Number of class observation conducted		5	42	5	5	5	5.00	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)	4.54
Additional Points	
FINAL RATING	4.54
ADJECTIVAL RATING	O

Comments and Recommendations for Development Purpose:
Very efficient in her task and may consider in publishign her reserch outputs

MOISES NEIL V. SERIÑO

Supervisor *2/1/21*
Date:

MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics
Date: *2/1/21*

BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date: *2/1/21*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILDA T. AMESTOSO
Performance Rating: July - December 2020

Aim: To help in the implementation of the VSU Quality Management System (QMS) following ISO standards and to provide and timely guidance to the DBM faculty in the implementation of the many changes required for the new normal modality of delivering instruction services while at the same time motivating faculty to engage in research.

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

Date: July 2020

Target Date: December 2020

1. On the VSU Quality Management System (QMS)

First Step:

- To attend webinars/seminars and meetings on ISO guidelines and standards and the VSU Quality Management System (QMS).

Result:

Acquisition of relevant knowledge and skills on the ISO Standards and VSU QMS for cascading to DBM faculty and staff.

Date: July 2020

Target Date: December 2020

Next Step:

Cascaded ISO guidelines and VSU QMS procedures to DBM faculty and staff.

Outcome:

Supervised department's operations more effectively.

2. On the implementation of the New Normal Modality

First step:

- To attend webinars/seminars and meetings on the changes required to implement the New Normal Modality.

Result: Awareness and added skills acquired on the New Normal Modality.

Second Step:

- To conduct series of coaching with DBM faculty and review learning guides produced; to facilitate reproduction and delivery of learning guides.

Result:

- a. More capable faculty
- b. On time delivery of better-quality learning guides

3. On the Faculty Engagement in research activities

Firs Step:

- To coordinate with CME Dean on the conduct of research-related seminars/workshops.

Result: DBM faculty attended the seminar conducted

Second Step:

- To conduct continual coaching on research-related skills enhancement

Result: DBM faculty now writing research proposals

Final Step/Recommendation:

To monitor progress of implementation and recommend required corrective measures

Prepared by:


NILDA T. AMESTOSO
Unit Head

cc: ODA-HRD