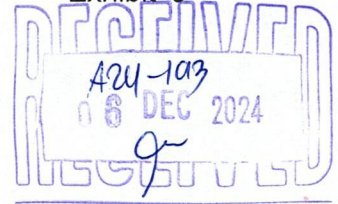


Exhibit J

SUMMARY LIST OF INDIVIDUAL RATINGS



Name of Office: Office of the Vice President for Academic Affairs (OVPA)

Performance Assessment: January – June 2024

Name of Employee	Numerical Rating	Adjectival Rating
1. Rotacio S. Gravoso	- IPR @ DDC	-
2. Erlinda S. Valenzona	4.98	Outstanding
3. Victor S. Neri	4.89	Outstanding
4. Nelsie F. Mondal	4.92	Outstanding
5. Alfredo D. Florendo	4.81	Outstanding

Prepared by:

ROTACIO S. GRAVOSO

VP for Academic Affairs/Office Head

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ROTACIO S. GRAVOSO**, Vice President for Academic Affairs commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2024.

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Approved:

PROSE IVY G. YEPES

President

Appointment/Status	Position Title	Number
Permanent	Administrative Assistant III	1
Permanent	Administrative Aide IV	1
Permanent	Administrative Aide II	1
Temporary Regular	Administrative Assistant V	1
Job Order	Administrative Aide I	1
TOTAL		5

Rating Equivalents:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor



MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO	1: Advanced Education Services									
	OVPAA MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	OVPAA, OGS, College, Department		28	31	5	5	5	5.00	Currently, there are 34 Graduate Programs being monitored and 33 being offered. MS CHEM currently not offered but applied for COPC. MS APEC, MS PBRE has been submitted for COPC, PHD FTEC, PHD SOILS and MSLTNG still has to submit their Docs for COPC
	PI 2: Total FTE monitored	OVPAA		180	309.40	5	5	5	5.00	
	PI 3: Percentage increase on the number of graduate students enrolled	OVPAA, OGS		5.00%	57%	5	5	5	5.00	1ST SEM 23-24= 477/2ND SEM 23-24= 450 a downward trend of enrollment is inherently observed during the 2nd semester of each academic year
	PI 4: Number of new international graduate students including exchange students	OVPAA, OGS		2	5	5	5	5	5.00	
	OVPAA MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	OVPAA, OGS		20	20	5	5	5	5.00	
	PI 2: Percentage increase on the number of graduate students awarded with scholarship/ assistantship who graduated within prescribed period	OVPAA, OGS, OPO		5.00%	33%	5	5	5	5.00	

MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services										
OVPAA MFO 1. Curriculum Program Management Services										
	PI 1: Total FTE monitored	OVPAA	250	11,656.62	5	5	5	5.00	83 undergraduates and 37 graduate curricular proposals were reviewed.	
	PI 2: Number of curricular proposals reviewed, approved and offered	OVPAA, Department, Univ. Curriculum Committee	1	120	5	5	5	5.00		
	PI 3: Number of existing curricula subjected to RQAT evaluation/CHED assessment and monitoring and issued COPC	OVPAA, Department, University Curriculum Committee	1	–	–	–	–	0.00		
	PI 4: Percentage overall passing of students in licensure board examinations	OVPAA, Department	43%	76.45%	5	5	5	5.00		
OVPAA MFO 2. Student Management Services										
	PI 1: Number of graduating students awarded with honors/distinction	OVPAA, Registrar, Honors and Awards Committee	–	–	–	–	–	–	Graduating students with honors/ distinction will be awarded in the second half of the year.	
UMFO 5. Support to Operations (STO)										
OVPAA MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	OVPAA, ODAHRD, SFAC, Department	10	12	5	5	5	5.00	Five (5) faculties are pursuing advanced research programs (PhD) locally and seven (7) abroad.	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	OVPAA, ODAHRD, SFAC, Department	10	4	5	5	5	5.00	One (1) faculty is pursuing local advanced research program (MS), and three (3) are pursuing MS abroad.	
	PI 1.2 Number of faculty who finished advanced degree programs	OVPAA, ODAHRD, SFAC, Department	1	5	5	5	5	5.00	Two (2) faculties finished PhD, while three (3) finished MS.	
	PI 2: Number of faculty granted with external scholarships	OVPAA, ODAHRD, SFAC	8	28	5	5	5	5.00	Twenty-two (22) faculties are currently pursuing PhD, and six (6) for MS.	
	PI 3 Number of faculty granted with internal fellowship grants	OVPAA, ODAHRD, SFAC	20	15	5	5	5	5.00		
	PI 4. Number of faculty granted with sabbatical leave	OVPAA, ODAHRD, SFAC	1	17	5	5	5	5.00		
	PI 5: Number of faculty sent for trainings, seminars, conferences	OVPAA, ODAHRD, SFAC, Department	70	385	5	5	5	5.00		
	PI 6: Number of VSFC-AS meetings conducted	OVPAA, ODAHRD, SFAC	10	15	5	5	5	5.00		
	PI 7: Number of minutes of scholarship meetings reviewed and acted	OVPAA, ODAHRD	10	15	5	5	5	5.00		
OVPAA MFO 2. Faculty Recruitment/Hiring Services										
	PI 1: Number of faculty recruited/hired with at least master's degree	OVPAA, ODAHRD, APB, Department	30	9	5	5	5	5.00	Most hiring for the faculty will start in the second half of the year.	
	PI 2: Number of APB meetings conducted	OVPAA, ODAHRD, SFAC,	16	14	5	5	5	5.00		
	PI 3: Number of minutes of APB meetings reviewed and acted	OVPAA, ODAHRD	16	14	5	5	5	5.00		

MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OVPI MFO 3. Faculty Evaluation Services										
	PI 1: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		OVPAA, ODIE, Department	60%	96.13%	5	5	5	5.00	
OVPA MFO 4. Registration Services										
	PI 1: Percentage increase in number of undergraduate students enrolled in CHED-identified and RDC-identified priority programs		OVPAA, Registrar, College, Department	70.66%	95.11%	5	5	5	5.00	
	PI 2: Percentage passing of first time takers in licensure exams		OVPA, Department	60.60%	87.89%	5	5	5	5.00	
	PI 3: Percentage of graduates (2 years prior) who are employed		OVPA, Department	82.08%	85.97%	5	5	5	5.00	
	PI 4: Percentage of students enrolled and validated within scheduled regular registration period		OVPA, Registrar's Office	94.00%	95.29%	5	5	5	5.00	
OVPA MFO 7. Distance Education Services										
	PI 1: Percentage increase in the number of extramural students enrolled		OVPA, OGS, OPO, Registrar,	2%	114.81%	5	5	5	5.00	
	PI 2: Number of extramural students who graduated		OVPA, OGS, OPO, Registrar,	1	8	5	5	5	5.00	
OVPA MFO 9. Development Broadcasting & Communication Services										
	PI 1: Number of radio programs developed and aired		OVPA, DYDC	110	3,454	5	5	5	5.00	
	PI 2: Number of beneficiaries/clientele served		OVPA, DYDC	175	1,061,527	5	5	5	5.00	
UMFO 6. General Administration and Support Services (GASS)										
OVPA MFO 1. Administrative and Facilitative Services										
	PI 1: Number of colleges, departments & support units supervised, monitored		OVPA, College, Department	40	46	5	5	5	5.00	
	PI 2: Number of management meetings conducted		OVPA, College, Department	50	38	5	5	5	5.00	
	PI 3: Number of documents acted		OVPA, College, Department	1100	5,575	5	5	5	5.00	
	PI 4: Number of memoranda prepared		OVPA, OP	12	7	5	5	5	5.00	
	PI 5: Number of memoranda issued		OVPA	12	32	5	5	5	5.00	
	PI 4: Number of university committees/ boards/council chaired & coordinated		OVPA	4	6	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR		OVPA, ODAHRD, PRPEO, College, Department	1	—	—	—	—	0.00	The review and endorsement of personnel policies to UADCO and the approval by the BOR will happen in the second half of the year.
	PI 6: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR		OVPA, College, Department	1	3	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously		OVPA, College, Department, Units	10	120	5	5	5	5.00	83 undergraduates and 37 graduate curricular proposals were reviewed.
OVPA MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service		Zero percent of complaints not acted	0	0	5	5	5	5.00	
Best practices/new initiatives										
Total Over-all Rating						195.00	195.00	195.00	195.00	
Average Rating						3.05	3.05	3.05	3.05	

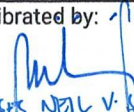
MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Adjectival Rating						Outstanding				

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: SEP 06 2024

Calibrated by:


MOISES NEIL V. SORIANO
 Chairman, PMT

Date: Sept. 26, 2024

Approved by:


PROSE IVY G. YEPES
 University President

Date: Sept. 26, 2024

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Vice President for Academic Affairs (OVPA)

Head of Office: Dr. ROTACIO S. GRAVOSO

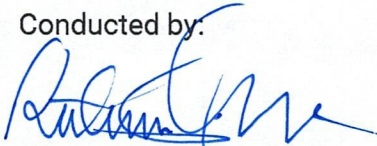
Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		/			January-June 2024
Office Attendance				Office log-book, DTR's, Biometrics and personal presence in the office	OVPA Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	Attended
Compliance of University Memos			University memos		Complied
Leaves (SL, VL, EDQ , etc.				Application for Leave Form	Filed

Coaching					
1. Coaching and monitoring the OVPAA staff performing their duties and responsibilities at the office.				From time-to-time	January-June 2024

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

Conducted by:



ROTACIO S. GRAVOSO
Immediate Supervisor *NPAA*