

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

Name of Faculty Member: **MARIA ARIES O. POLIQUIT**

**JULY-DECEMBER 2023**

<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%)		4.88	2.44	
b. Students (50%)		4.29	2.15	
Total for Instruction	90%		4.59	4.13
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	10%	5.00		0.50
5. Production				
TOTAL	100%			4.63

EQUIVALENT NUMERICAL RATING:

4.63

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.63

ADJECTIVAL RATING:

**OUTSTANDING**

**MARIA ARIES O. POLIQUIT**

Name of Faculty

Reviewed By:

**MARK C. RATILLA**

Dept. Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ARIES O. POLIQUIT, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2023.

MARIA ARIES O. POLIQUIT

Instructor I

Date: 1/15/24

Approved:

MARK C. RATILLA

Department Head

Date: 1/15/24

MOISES NEIL V. SERIÑO

Dean, CME

Date: 1-24-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	<b>PI 10 . Additional outputs:</b>	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	30	74.1	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	22	5	5	5	5.00	



		<b>A11. Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3	8	4	4	4	4.00	
		<b>A12. Number of trainings attended related to instruction</b>	Attend mandated trainings	3	6	4	4	4	4.00	
		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	20	66	5	5	5	5.00	
		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	40	95	5	5	5	5.00	
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	10	65	5	5	5	5.00	
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>	<i>Acts as academic adviser to students</i>	25	107	5	5	5	5.00	
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	10	26	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	33	5	5	5	5.00	
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and	18	40	5	5	5	5.00	
	<b>PI 9: Number of student organizations advised/ assisted *</b>	<b>A19. Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>		1	5	5	5	5.00	
		<b>A20. Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	



	<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	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	6	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	18	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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 *	Conducts research for possible utilization by industry or 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 *	Conducts and completes research or project 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-referred 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>								
<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 *	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>								
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
<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	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed							



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<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	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	0	0	0	0	0.00	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								







# UMFO 6. General Admin. & Support Services

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	<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	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>				93	Recommendation/Comment: <i>Participate in research at external activities</i>			
	<b>Average Rating</b>				4.65				
	<b>Adjectival Rating</b>				0				

Evaluated & Rated by:

**MARK C. RATILLA**

Department Head

Date: *11/15/24*

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: *1-29-24*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *1-29/24*



## PERFORMANCE MONITORING FORM

Name of Employee: MARIA ARIES O. POLIQUIT

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	Very satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	July 1, 2023	December 31, 2023	July 1-December 31, 2023	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	July 1, 2023	December 31, 2023	July 1-December 31, 2023	Impressive	Very Satisfactory	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**MARK C. RATILLA**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ARIES POLIQUIT  
Performance Rating: JULY-DECEMBER 2023

**Aim:** To create a balanced approach that fosters continuous professional growth, personal well-being, and long-term success in teaching in her field of specialization.

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

Date: JULY 2023

Target Date: DECEMBER 2023

**First Step:**

- Enroll in and successfully complete the trainings in the field of finance and accounting to deepen expertise in global accounting standards.
- Develop and incorporate real-world case studies related to business law and taxation into your teaching materials to provide students with practical insights.
- Participate in workshops and seminars focused on innovative teaching methods, instructional technology, and advancements in accounting, finance, law, and taxation.

**Result:**

Develop and incorporate real-world case studies related to your field into your teaching materials to provide students with practical insights.

Date: JULY 2023

Target Date: DECEMBER 2023

**Next Step:**

Consider obtaining additional professional certifications relevant to business law or taxation, demonstrating a commitment to continuous learning and staying current with industry trends.


**Outcome:**

Continuously update and enhance course materials with the latest developments, case studies, and examples to ensure relevance and effectiveness in teaching.

**Final Step/Recommendation:**

Consider pursuing a postgraduate degree to further specialize in business, finance law or taxation, enhancing academic qualifications.

Prepared by:

  
**MARK C. RATILLA**  
Immediate Supervisor

Conforme:

  
**MARIA ARIES O. POLIQUIT**  
Ratee

cc: ODA-HRD