

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

Name of Faculty Member: **GRACIELLE DAWN L. GAMOTIN**

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%)		4.76x100%	4.76
b. Students (0%)			
Total for Instruction	80%		4.76
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	5%		4.00
3. Extension			
a. Client/Dir for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	5%		4.67
4. Administration	10%		4.67
5. Production			
TOTAL	100%		4.71

EQUIVALENT NUMERICAL RATING:

4.71

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.71

ADJECTIVAL RATING:

GRACIELLE DAWN L. GAMOTIN

Name of Faculty

Outstanding

NILDA T. AMESTOSO

Dept. Head

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, Gracielle Dawn L. Gamotin, 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 2020


GRACIELLE DAWN GAMOTIN

Instructor I

Date:

Approved:


NILDA T. AMESTOSO

Department Head

Date:


MOISES NEIL V. SERINO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI											
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE		Handles subjects/courses assigned							
	PI 8: Number of graduate students	A2. Number of students advised		Acts as academic adviser to graduate							
		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							
	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								
	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								
	PI 10 . Additional outputs:	A 8 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
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	Handles and teaches courses assigned	30	68.85	5	5	5	5.00		
		A10 . Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	5	8	5	5	4	4.67		
		A 11 . 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	5	6	5	4	4	4.33		
		A12 . Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	1	11	5	5	5	5.00		
		A13 . Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught	5	6	5	5	4	4.67		
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	34	5	5	4	4.67		

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation								
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		3	5	5	5	5.00		
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal								
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								
	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	A 29. Percentage of research outputs published in internationally-refereed or CHED		Writes publishable materials out of research outputs and submits for								
		<i>In refereed int'l journals</i>										
		<i>In refereed nat'l/regional journals</i>										
	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 scienfic for a/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 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		Designs research related activities and other outputs to implement new normal		1	4	4	4	4.00	
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	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							
	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	4.67	
	PI 3. Number of extension programs organized and supported	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects							
	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		Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>									
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>									
	<i>Resource Persons</i>	<i>Resource Persons</i>				1	5	4	5	4.67	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>									
	<i>Consultancy</i>	<i>Consultant</i>									
	<i>Evaluator</i>	<i>Evaluator</i>									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							9.34


UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services									
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	zero non-conformity	5	5	4	4.67
	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% compliant	100% compliant	5	5	4	4.67
	On program accreditations	Pilot Plant Manager							
	On institutional accreditations	SSF Rootcrop							

UMFO 6. General Admin. & Support Services (GASS)

				Zero % complai	Zero % complai	5	5	4	4.67
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients						
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						
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal						
Total Over-all Rating									94.01
Average Rating (Total Over-all rating divided by 4)				4.71	Comments and Recommendations for Development Purpose:				
Additional Points					Encouraged to engage in research for professional growth				
FINAL RATING				4.71					
ADJECTIVAL RATING				O					

Evaluated & Rated by:


NILDA T. AMESTOSO

Department Head

Date:

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

Recommending Approval


MOISES NEIL V. SERINO

Dean, College of Mgt. & Economics

Date:

2/1/21

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

2/1/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GRACIELLE DAWN L. GAMOTIN
Performance Rating: July – December 2020

Aim: Develop teaching skills in terms of the adaption of flexible learning strategies to effectively offer quality lessons to cope for the new normal and to enhance research capabilities.

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

Date: July 2020

Target Date: December 2020

First Step:

Attend trainings and webinars to learn more about flexible teaching methods to cope with the new normal.

Result:

Attended webinars for the flexible learning methodologies:

1. Virtual Training on Google Classroom as a Learning Management System (LMS)
2. Virtual training about VSU's Moodle Virtual Classroom training
3. Virtual training conducted by VSU about Understanding Flexible Learning

Able to finalize modules in Mgmt 141 (Intro to Production and Operations Management) and Mgmt 113 (Intro to Managerial Economics).

Able to create virtual classroom for Mgmt 141.

Date: July 2020

Target Date: December 2020

Second Step:

Apply the lessons learned from the trainings and webinars attended.

Continue attending webinars related to flexible learning modalities and for the improvement of teaching.

Outcome:

More equipped and capable faculty.

Third Step:

Attend research-related seminars/workshops.

Outcome: Improved capability to conduct research

Final Step/Recommendation:

To continually attend webinars/seminars/workshops/trainings to upgrade and improve faculty's capacity especially in the management of classes especially during this pandemic to enhance capability to conduct research.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


GRACIELLE DAWN GAMOTIN

Ratee

cc: ODA-HRD