

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

Name of Faculty Member: DR. GUIRALDO C. FERNANDEZ, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	25%	5.00	1.00
2. Research			
3. Extension			
4. Administration	75%	5.00	4.00
5. Production			
<b>TOTAL</b>	<b>100%</b>		<b>5.00</b>

EQUIVALENT NUMERICAL RATING:

5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.00

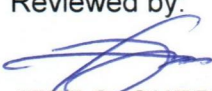
ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Name of Faculty

Reviewed by:

  
**JETT C. QUEBEC**  
Head, DLABS

Approved by:

  
**EDGARDO E. TULIN**  
President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOR & UNIVERSITY SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2021.

GUIRALDO C. FERNANDEZ, JR.

*BOR/University Secretary*

Approved:

EDGARDO E. TULIN

*President*

Appointment Status	Appoitment / Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
<b>Total</b>		<b>3</b>

Rating Equivalents:  
5-Outstanding  
4-Very Satisfactory  
3-Satisfactory  
2-Fair  
1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES</b>	<b>PI4</b> Total FTE coordinated, implemented & monitored								
	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	1.5	3	5	5	5	5.00	
	<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	
	<b>A11.</b> 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	1	none	-	-	-	-	
	<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	



MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	5 meetings	2 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	40 pages	50 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	38 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	5 requests	8 requests	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	3 meetings	10 meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	40 pages	58 pages	5	5	5	5.00	
	PI6 Number of special / ADHOC Committee Meetings attended	Special meetings attended	3 meetings	3 meetings	5	5	5	5.00	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% submitted	100% submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied		3 documents	4 documents	5	5	5	5.00	
Total Over-all Rating					75	75	75	75.00	

<b>Average Rating (Total Over-all rating divided by 15)</b>	<b>5.00</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> <i>good job</i>
<b>Additional Points:</b>		
Punctuality	-	
Approved Additional points (with copy of approval)	-	
<b>FINAL RATING</b>	<b>5.00</b>	
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>	

Evaluated & Rated by:

**EDGARDO E. TULIN**

Head of Unit

Date: \_\_\_\_\_

Approved by:

**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.  
Performance Rating : \_\_\_\_\_

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 05 July 2021 Target Date: 09 August 2021

First Step : Analyze flow (process) of the report preparation.  
\_\_\_\_\_  
\_\_\_\_\_

Result : Factors leading to delay identified.  
\_\_\_\_\_  
\_\_\_\_\_

Date: 06 Sept. 2021 Target Date: 11 October 2021

Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.  
\_\_\_\_\_

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:

  
EDGARDO E. TULIN  
President

Conforme:

  
GUIRALDO C. FERNANDEZ, JR.  
BOR/University Secretary