SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERT C. PENALOSA

JANUARY-JUNE 2021

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction		4.63x100		
a. Head/Dean (100%)			4.63	2.32
b. Students (0%)			4.10	2.05
Total for Instruction	80%			3.50
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	10%		4.00	0.40
4. Administration	10%		5.00	0.50
5. Production				
TOTAL	100%			4.40

EQUIVALENT NUMERICAL RATING: 4.40
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.40
ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: Reviewed by:

BERT C. PEÑALOSA   **ANALITA A. SALABAO**
Name of Faculty   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,BERT C. PEÑALOSA, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT 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 2021 to JUNE 2021.

BERT C. PEÑALOSA
Instructor I
Date: 7/30/21

Approved:

ANALITA A. SALABAO
Department Head
Date: 7/30/21

MOISES NEIL V. SERIÑO
College Dean
Date: 8/4/21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ ctivities / Projects	Tasks Assigned	Target	Actual Accompli shment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation							
		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,							
		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 Moddle 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	31.5	30.64	5	4	4	4.33	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	

		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	1	3	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	4	5	4	4.33	
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	20	50	5	5	5	5.00	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	40	50	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	**A16**. Number of students advised:			*Acts as academic adviser to students*	27	60	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:										
		As SRC Chairman	Advising/corr ection	Advises, and corrects research outline and thesis/SP manuscript	5	9	4	5	5	4.67	
		As SRC Member	Advising/corr ection	Advises and corrects research outline and thesis/SP manuscript	5	16	4	5	4	4.33	
	A18. Number of students entertained for consultation purposes			Entertains students consulting on subject taught, thesis and grades	20	60	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	1	5	5	5	5.00	

PI	Activity / Output		Task Description						
	A20. *Number of Student organizations assisted on student related activities*		*Assists student organizations in implementing student related activities*	1	1	5	4	4	4.33
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		1	5	4	5	4.67
	On-line ready courseware		*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	4	5	4.67
	Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	3	4	5	5	4.67
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	4	5	4.67
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC		Submits the course ware duly reviewed by TRP for editing by MMDC editor	2	2	4	4	5	4.33
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	8	4	4	5	4.33
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						
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU						
	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal		1	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									
	PI 2. Number of research outputs completed within the	**A 28**. Number of research outputs completed within the		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									
		In refereed int'l journals											
		In refereed nat'l/regional journals											
	PI 4. Number of research outputs presented in regional/national/ int'l	**A 30.** Number of research outputs presented in regional/national/ int'l		Prepares, submits and presents research paper in scienfic for a/conferences									
		In int'l fora/conferences											
		In nat'l/regional fora/conferences											
	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											
		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							
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	1	4	4	4	4.00	
	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							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented		Implementes duly approved extension projects	1						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	**A 39**. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and		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							
	Research Mentoring	*Research Mentor*									
	Peer reviewers/Panelists	*Peer reviewers/Panelists*									

	Resource Persons	*Resource Persons*			10	3	5	4	3	4.00	
	Convenor/Organizer	*Convenor/Organizer*									
	Consultancy	*Consultant*									
	Evaluator	*Evaluator*									
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval							
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or									
		A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							

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 theQMS 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	5	5.00	
	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	5	5.00	
	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	
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 performfing 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			111.00							

Average Rating (Total Over-all rating divided by 4)		4.63	
Additional Points			Comment: Need more engagement in research and extension services, and attend more trainings and seminars related to online learning modality.
FINAL RATING		4.63	
ADJECTIVAL RATING		O	

Evaluated & Rated by:

ANALITA A. SALABAO
Department Head
Date: 7/30/21

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 8/6/21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/4/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bert C. Peñalosa
Performance Rating: January-June 2021

Aim: To enhance more engagement in research and extension services necessary for personal development, and to acquire additional knowledge and skills related to online learning modality vital for teaching delivery performance

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

Date: January 2021   Target Date: June 2021

First Step:
Conduct research and extension services for personal development and attend trainings/workshops related to Online Learning Modality.

Result:
Involvement in research and extension activities, and acquire knowledge and skills for strategic teaching tools, necessary for the advanced shift of Distance Education (DE) through the use of Digital Technology (DT).

Date: Jan 15, 2021   Target Date: June 15, 2021

Next Step:
Integrate knowledge and skills learned by conducting trainings and seminars necessary for all recipients, stakeholders and clients.

Outcome:
Final Step/Recommendation:
Acquired new knowledge and enhanced skills for personal competency to perform instruction, research, and extension functions.

Prepared by:

ANALITA A. SALABAO
Immediate Supervisor

Conforme:

BERT C. PEÑALOSA
Ratee

cc: ODA-HRD