

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

Name of Faculty Member: DORYN JAN L. AVILA

January-June 2019

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 (50%)		4.78x50%	2.38	
b. Students (50%)		4.33x50%	2.50	
Total for Instruction	80%		4.88	3.90
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
3. Extension				
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%		4.67	0.47
4. Administration	10%		4.67	0.47
5. Production				
TOTAL	100%			4.83

EQUIVALENT NUMERICAL RATING:

4.83

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:


Outstanding

Prepared by:


DORYN JAN L. AVILA

Name of Faculty

Reviewed by:


ANALITA A.S. ALABAO
Head, DBM

Recommending Approval:


ANALITA A. SALABAO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DORYN JAN L. AVILA, Instructor of the Department of Business and Management commite to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2019 to June 2019

[Handwritten signature]

DORYN JAN L. AVILA

Ratee

Approved:

ANALITA A. SALABAO

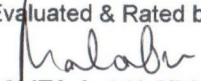
Head, DBM

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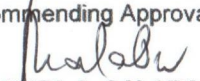
	Number of Outputs Presented in Regional/National/International Fora /Conferences:										
	In International										
	In National										
	In Regional										
	In Local										
	Percentage of Research Projects Conducted and Completed on Schedule										
	Number of scientific fora coordinated/facilitated										
	Number of linkages forged:										
	International										
	National										
	Regional										
Extn Services	Number of person-days trained	Trainor									
	Number of trainings conducted	Resource person	3	400%	12	4	5	5	4.67	4.89	
	Number of beneficiaries served:										
	Groups/ Institutions	Resource person	1	400%	4	5	5	4	4.67	4.56	
	Individuals	Resource person									
	Awards recv (inter, natl, local):										
	Individual										
	Unit (Center, College, Department)										
	Technical/ Expert services										
	Consultancy	Consultant									
	Commodity teams										
	RDE reviewer/ panelist										
	Resource person	Resource person									
	Seminars/symposium/ conference attended										
	International										
	National	Participant	1	300%	3	5	4	5	4.67		
	Local/Regional	Participant	1	100%	1	5	4	5	4.67		

Admin Support Services										
	Number of adm. meetings attended	President PTA	3	200%	6	4	5	5	4.67	
	Membership in University committees	Member	1	200%	2	5	5	4	4.67	
	Membership in College committees	Member	1	100%	1	5	4	5	4.67	
	Membership in the Department committees	Member	2	200%	4	5	5	4	4.67	
	Department Organization	Member								
Department Head										
	Number of department meetings presided									
	Number of execom meetings attended									
	Number of UAC mtgs attended									
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Total Over-all Rating									56.33	

Average Rating (Total overall rating divided by 4)		4.69
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.69
ADJECTIVIAL RATING		O

Evaluated & Rated by:

ANALITA A. SALABAO
 Dept/Unit Head

Date: _____

Recommending Approval:

ANALITA A. SALABAO
 Dean

Date: _____

Comments & Recommendation:

for Development Purpose:

Must involve more research activity.

Must complete thesis ASAP.

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Doryn Jan L. Avila
Performance Rating: January-June 2019

Aim: To develop and enhance knowledge, skills and capabilities in teaching marketing and organization subjects

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

Date: January 2019

Target Date: June 2019

First Step:

Attend seminars/training/workshops related to organization and marketing that will be helpful in instruction. Lay out schedule for conduct of training in relation to marketing.

Result:

Attended seminars/trainings on marketing and organization, and conducted trainings to chosen beneficiaries on marketing.

Date:

Target Date:

Next Step:

Share knowledge to students what have been learned from trainings and seminars attended.

Outcome:

Applied learnings in classroom activities and incorporated materials used in the trainings and seminars in the classroom discussion.


Final Step/Recommendation:

To continue attending seminars/workshops/trainings to acquire more knowledge in marketing and organization.

Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:


DORYN JAN L. AVILA
Ratee
cc: ODA-HRD

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

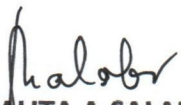
Head of Office: Analita A. Salabao

Number of Personnel: DORYN JAN L. AVILA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Following up with her progress with her MBA degree				Productive discussion
Coaching	Writing a proposal for SP research	How to fast-track the progress her MBA program			Very effective

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

Conducted by:


ANALITA A.SALABAO
Immediate Supervisor

Noted by:


ANALITA A.SALABAO
Dean, CME

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Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:


DORYN JAN L. AVILA
Ratee
cc: ODA-HRD