SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DORYN JAN L. AVILA

January-June 20194 3

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	

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Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

DORYN JAN L. AVILA

Name of Faculty

Recommending Approval:

Reviewed by:

Head, DBM

0 4.83

Outstanding

Dean/Director

Approved:

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

DORYN JAN L. AVILA

Ratee

Approved:

ALITA A. SALABAO

Head, DBM

		Tasked		Percentage of	Actual		Ra	ating		Remarks
MFOs/PAPs	Success Indicators	Assigned	Target	Actual Accomplishment	Accom plishm ent	Q1	E2	Т3	A4	
Higher Education Services	Full Time Equivalent (FTE)	Teaching	12	196%	23.5	5	5	5	5.00	
	Teachers leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized	Compiler								
	Revised IM's within the last 3 years Number of Student Research and Field Practice Advising		1	100%	1	5	5	4	4.67	
	Approved case study manuscript	Adviser	15	147%	22	5	5	4	4.67	
	Approved thesis outline									
	Approved thesis manuscript									
	Student Advising and Consult Services:									
	Number of student org advised	Adviser								
	Student-related activities assisted	Assistant								
	Student advised as academic adviser	Adviser	20	150%	30	5	4	5	4.67	
	Academe/Industry Linkage established:									

	International			 		
	National					
	Local/Regional					
	Awards/Honors received by students/faculty:					
	Awards received by students					
	Number of awards received by faculty					
	Number of Professorial Chair awardee					
	Number of Scholarships availed					
Advanced education services		1 - 2				
	Number of Graduates within prescribed period:					
	Masters					
	Diploma					
	IMs Developed/Revised and Utilized					
	Revised IM's within the last 3 years					
	Number of Student Research Advising					
	Approved special problem manuscript					
	Approved research outline					
	Student Advising and Consult Services:					
	Number of student organizations advised				\vdash	
V	Number of student-related activities assisted			-		
Research Services	Number of Outputs Published in CHED accredited journals/internationally indexed journals:					
	In Ref Interntl Journals					
	In Ref Natl Journals					
	In Institutional Journals					
	International				\vdash	
	Number of papers published in other					
	peer-reviewed publications					
	(proceedings, monographs, etc.)					

	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/facilitat	ed								
	Number of linkages forged:									
	International									
	National									
	Regional					-				
Extn Services	Number of person-days trained	Trainor								
EXIII Selvices	Number of trainings conducted	Resource person	3	400%	12	4	5	5	4.67	4.8
	Number of beneficiaries served:									
	Groups/ Institutions	Resource person	1	400%	4	5	5	4	4.67	4.5
	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/sympos			-			-				
conference attend		D (i i i	1	2000/	1 2	F	4	5	4.67	
	National	Participant	1 1	300%	3	5		-	4.67	
	Local/Regional	Participant	1	100%	1	5	4	5	4.07	

Management of the Control of the Con										
Admin Support Ser	vices									
	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									
otal Over-all Rating									56.33	
Average Rating (Tota	al overall rating divided by 4}		4.69		Commen	ts & Rec	comme	ndation):	
dditional Points:					for Devel	opment	Purpo	se:		
Approved Adidtional poir	nts (with copy of approval)				Must invo	lve more	researc	h activit	ty.	

	Indifficer of faculty members for study leave						
otal Over-all Rating						56.33	
Average Rating (Total	overall rating divided by 4)		4.69	Comments &	Recommenda	tion:	
dditional Points:				for Developm	ent Purpose:		
Approved Adidtional poin	ts (with copy of approval)			Must involve m	ore research ac	ctivity.	
INAL RATING			4.69	Must complete	thesis ASAP.		
DJECTIVIAL RATING			0				
Evaluated & Rated by:		Recommending Approval	:		Approve	d by:	
haloby		lhalala			/	11.	
NALITA A. SALABAO		ANALITA A. SALABAO	1		BEATRI	Z S! BELONIAS	i
Dept/Unit Head		Dean			Vice	esident	

Date_

Date:

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:

Unit Head

Conforme:

Ratee cc: ODA-HRD

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

Head of Office: Analita A. Salabao

Number of Personnel: DORYN JAN L. AVILA

Activity		MECHAN	NISM		
Monitoring	Mee	T	Memo	Others (Pls.	Remarks
	One-on-One	Group		specify)	
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:

NALITA A.SALABAC

Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

Doryn Jan L. Avila

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Prepared by:

Unit Head

Conforme:

Ratee cc: ODA-HRD