SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: WELLA MARIE D. ALACIO

JULY-DECEMBER 2020

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)	
1. Instruction				
a. Head/Dean (100%)		4.471x100%	4.47	
b. Students (0%)				
Total for Instruction	90%		4.47	4.02
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				
4. Administration	10%		5.00	0.50
5. Production				
TOTAL	100%			4.52

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.52

4.52

Outstanding

ADJECTIVAL RATING:

Prepared by:

WELLA MARIE D. ALACIO

Name of Faculty

Reviewed by:

u semutica

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,WELLA MARIE D. ALACIO, a faculty member of the <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July-December 2020</u>

Approved:

WELLA MARIE D. ALACIO

Instructor I

NILDA T. AMESTOSO
Department Head

Date:

MOISES NEIL V. SERIÑO

College Dean

Date:

MFO	Description of MFO's/PAPs	Success/ Performance Indicators	Program/	Tasks Assigned	Target	Actual		R	Rating		REMARKS
No.		(PI)	Activities / Projects			Accomp lishmen t	Quality	Eficiency	Timeliness	Average	(Indicators in percentage should be supported with numerical values in numerators and
UMFO	1. ADVANCED EDUCATION SE	RVICES									
OVPI N	IFO 2. Graduate Student Mana	gement 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 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							
		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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 Moddle or Google Classroom							
<u>PI 10</u> . 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							
2. HIGHER EDUCATION SERVI	CES									
MFO 3. Higher Education Mana	agement Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	30	45.3	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	4	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	3	12	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	5	5	4	4.67	
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		270	5	5	5	5.00	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	15	31	5	5	5	5.00	
	2. HIGHER EDUCATION SERVION MFO 3. Higher Education Mana	Supplemental learning resources Assessment tools A 6: Number of on-line course ware reviewed by TRP & edited by MMDC editor A 7: Number of virtual classroom created and operational PI 10: Additional outputs: A 8: Other outputs implementing the new normal due to covid 19 2. HIGHER EDUCATION SERVICES MFO 3. Higher Education Management Services PI 5: Total FTE, coordinated, implemented and monitored * A10: Number of grade sheets submitted within prescribed period A11: Number of INC forms with grade submitted within prescribed period A12: Number of trainings attended related to instruction A13: Number of long examinations administered and checked	Supplemental learning resources Assessment tools A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor A 7 : Number of virtual classroom created and operational PI 10 : Additional outputs: A 8 : Other outputs implementing the new normal due to covid 19 2. HIGHER EDUCATION SERVICES MFO 3. Higher Education Management Services PI 5: Total FTE, coordinated, implemented and monitored * A 10 : Number of grade sheets submitted within prescribed period A 11 : Number of INC forms with grade submitted within prescribed period A 12 : Number of trainings attended related to instruction A 13 : Number of long examinations attended A 13 : Number of long examinations administered and checked	Supplemental learning resources Supplemental learning resources Supplemental learning resources Assessment tools Assessmented Assessmented Assessmented Assessmented Assessmented Asses	Supplemental learning resources Supplemental learning resources Repaires Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor A 7 : Number of virtual classroom created and operational A 8. Other outputs implementing the new normal due to covid 19 PH 10 : Additional outputs: A 8. Other outputs implementing the new normal due to covid 19 PH 10 : Total FTE, coordinated, implemented and monitored * A 10 : Number of grade sheets submitted within prescribed period A 11 : Number of Irons with grade submitted within prescribed period A 12 : Number of frong examinations administered of quizzes administered A 14 : Number of quizzes administered Prepares and checks quizzes for lec and lab Is submitted witzes for lec and lab	Supplemental learning resources Supplemental learning resources Reparas Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools Assessment tools A 6: Number of on-line course ware reviewed by TRP & edited by MMDC editor A 7: Number of virtual classroom created and operational A 8. Cither outputs implementing the new normal due to covid 19 PH 10: Additional outputs: A 8. Cither outputs implementing the new normal due to covid 19 PH 10: Total FTE, coordinated, implemented and monitored * A 10. Number of grade sheets submitted within prescribed period A 11. Number of INC forms with grade submits completion forms with grade submitted within prescribed period A 12. Number of trainings attended related to instruction A 13. Number of long examinations administered A 14. Number of quizzes administered A 14. Number of quizzes administered Prepares and checks quizzes for lec and lab 15 31	Supplemental learning resources Supplemental learning resources Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools Assessment tools Prepares assessment tools such as long exam, quizzes, problems sets, etc. A 6: Number of on-line course ware reviewed by TRP 8 edited by MMDC editor A 7: Number of virtual classroom created and operational A 7: Number of virtual classroom created and operational A 8. Other outputs implementing the new normal due to covid 19 PL10: Additional outputs: A 8. Other outputs implementing the new normal due to covid 19 PL15: Total FTE, coordinated, implements Services A10: Number of grade sheets submitted within prescribed period A11: Number of INC forms with grade submitted within prescribed period A12: Number of trainings attended related to instruction A13: Number of long examinations administered A14: Number of quizzes administered A14: Number of quizzes administered Prepares and checks quizzes for lec and lab 15 31 5	Supplemental learning resources Supplemental learning resources Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools A5: Number of on-line course ware reviewed by TRP for editing by MMDC editor A7: Number of virtual classroom created and operational A7: Number of virtual classroom created and operational A8: Other outputs implementing the new normal due to covid 19 A8: Other outputs implementing the new normal due to covid 19 A9: Actual Faculty's FTE A10: Number of grade sheets submitted within prescribed period A11: Number of inc forms with grade submitted within prescribed period A12: Number of trainings attended related to instruction A13: Number of long examinations administered and checked uizzes for lec and lab 15 31 5 5	Supplemental learning resources Supplemental learning resources Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools A6: Number of on-line course ware reviewed by TRP edited by MMDC editor editor A7: Number of virtual classroom created and operational A7: Number of virtual classroom created and operational A6: Other outputs implementing the new normal due to covid 19 PH10: Additional outputs: A8: Other outputs implementing the new normal due to covid 19 PH10: Total FTE, coordinated, implement and monitored ** A10: Number of grade sheets submitted within prescribed period A11: Number of trainings attended related to instruction A12: Number of rainings attended related to instruction A13: Number of long examinations administered within presers administered Prepares assessment tools such as long exam, quizzes, problems sets, etc. Prepares assessment tools such as long exam, quizzes, problems este, etc. Prepares assessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares assessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes, problems este, etc. Prepares sassessment tools such as long exam, quizzes for leval deprived within prescribed period within prescrib	Supplemental learning resources Supplemental learning resources Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught Assessment tools Assessment tools curse ware quity reviewed by TRP of cellitor Assessment tools Submits the course ware duly reviewed by TRP for editor Creates virtual classroom using either Moddle or google Classroom Creates virtual classroom using either Moddle or Google Classroom using either Moddle or google Classroom using either Moddle or google Classroom PH10. Additional outputs: Assessment tools Assessment tools such as long exam, quitzes and other outputs in implementing the new normal dule to covid 19 Designs experiential learning activities and other outputs to implement new normal Assessment tools such as long exam. Assessment tools such as long exam. Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Creates virtual classroom using either Moddle or Google Classroom Assessment tools such as long examination or Google Classroom Assessment tools such as long examination or before and submits on or before and submits on or before and submits on or before and submits or or before and submits

	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	10	25	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviserto students	10	30	5	5	5	5.00	
	A17 . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/co rrection	Advises, and corrects research outline and thesis/SP manuscript	3	6	5	5	5	5.00	
	As SRC Member	Advising/co rrection	Advises and corrects research outline and thesis/SP manuscript	3	3	4	4	4	4.00	
	A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	30	4	4	4	4.00	
PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	
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							
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	4	4	4.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	4	4	4	4.00	
	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	1	0	2	2	2	2.00	
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	11	5	5	5	5.00	
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	1	100	5	5	5	5.00	

	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		3	4	5	5	4.67	
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	4	4	4.00	
UMFO 3 . RESEARCH SERVICES	S								
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 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 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							
	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 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				
UMFO 4. EXTENSION SERVICES							
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SME 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				
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				
PI 4. Percentage of beneficiari who rated the training course/s and advisory services as satisfactory or higher in terms quality and relevance	rated the training course/s and advisory services as satisfactory or higher in		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						
Convenor/Organizer	Convenor/Organizer						
Consultancy	Consultant						
Evaluator	Evaluator						

1.00

									,		
	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 (extn. 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							
UMFO	5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Inst	titutional 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	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	1	zero non- conform ity	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	1	100% complia nt	5	5	5	5.00	
		On program accreditations	Pilot Plant								
		On institutional accreditations	SSF								
UMFO	6. General Admin. & Support Se	ervices (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero % complai	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									104.34	
					1	Commer	its an	d Re	comm	endation	s for
	Average Rating (Total Over-all Additional Points	rating divided by 4)		4.52		Development Purpose:					
	FINAL RATING			4.52		Consider pursuing doctoral degree align					
_	ADJECTIVAL RATING	10				stera	degr	ree comp	leted		
Evalua	Evaluated & Rated by: Recommending Approval Approved by:										
	NILDA T. AMESTOSO			MOISES NEIL V. SERIÑO		BEATRI					ee 1
	Department Head			Dean, College of Mgt. & Economics Date: 217		Vice			or Ac	ademic A	mairs
	Date:			Date.				Date	. 2	114	



EMPLOYEE DEVELOPMENT PLAN

Name of Employee:

Wella Marie D. Alacio

Performance Rating:

July-December 2020

Aim: To enhance knowledge, and skills in flexible learning modality under COVID-19 pandemic.

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

Date: July 2020

Target Date: December 2020

First Step:

Attend webinars and access online resources to enhance capability to manage virtual classrooms and modular approaches in instruction.

Result:

Improved capability to undertake flexible learning modality.

Next Step:

Integrate knowledge learned in improving learning guides and creating virtual classrooms for subjects to be taught and in the preparation of TOS and OBE syllabus.

Outcome:

Improved capability to undertake flexible mode of instructions. Developed learning modules for Mmgt121n, and created virtual classrooms for subjects to be taught.

Final Step/Recommendation:

To continue attending seminars/workshops/trainings to upgrade competency to perform instruction function. Enhance extension and research capabilities.

Prepared by:

NILDA T. AMESTOSO
Unit Head

Conforme:

WELLA MARIE D. ALACIO

Ratee

cc: ODA-HRD