

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

Name of Faculty Member: **GRACIELLE DAWN GAMOTIN**

January-June 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)
1. Instruction			
a. Head/Dean (100%)		4.67x100%	4.67
b. Students (0%)			
Total for Instruction	80%		4.67
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	20%		4.67
5. Production			
TOTAL	100%		4.67

EQUIVALENT NUMERICAL RATING:

4.67

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.67

ADJECTIVAL RATING:

GRACIELLE DAWN GAMOTIN

Name of Faculty

Outstanding

NILDA T. AMESTOSO

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, Gracielle Dawn L. Gamotin, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2020


GRACIELLE DAWN GAMOTIN

Instructor I

Date:

Approved:


NILDA T. AMESTOSO

Department Head

Date:


MOISES NEIL V. SERINO

College Dean

Date: Oct. 9, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and
							Quality	Efficiency	Timeliness	Average	
UMFO											
OVPI											
	PI 4: Total FTE coordinated,	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							
		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, 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 Moodle 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	30	30.9	4	5	4	4.33		
		A10 . Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	5	8	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	5	1	4	4	4	4.00		
		A12 . Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	1	2	5	5	5	5.00		
		A13 . Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught	5	6	5	5	5	5.00		
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	17	4	4	4	4.00		

		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	0	5	5	5	5	5	
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
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 year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or	A 29. Percentage of research outputs published in internationally-refereed or		Writes publishable materials out of research outputs and submits for							
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	PI 5. Percent of research proposals approved *	A 31. Percentage 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, SMEs, and other stakeholders	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	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects								
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		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								
	<i>Research Mentoring</i>	<i>Research Mentor</i>										
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>										
	<i>Resource Persons</i>	<i>Resource Persons</i>										
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>										
	<i>Consultancy</i>	<i>Consultant</i>										
	<i>Evaluator</i>	<i>Evaluator</i>										
	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 (extrn. conducted by faculty or student & faculty) *										
		A 43. Other outputs implementing the new normal due to covid 19		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 the QMS 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	4	4.67		
	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	4	4.67		
	On program accreditations	Pilot Plant Manager									
	On institutional accreditations	SSF Rootcrop									
UMFO 6. General Admin. & Support Services (GASS)				Zero % complaint	Zero % complaint	5	5	4	4.67		
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients								
PI 3. Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice		initiates/introduces improvements in performing 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									70.00		
Average Rating (Total Over-all rating divided by 4)											
Additional Points											
FINAL RATING											
ADJECTIVAL RATING											

Evaluated & Rated by:

Nilda T. Amestoso
NILDA T. AMESTOSO

Department Head

Date:

1-Quality 2-Efficiency 3 - Timeliness 4 - Average

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERINO

Dean, College of Mgt. & Economics

Date:

Oct. 9, 2020

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Comments and Recommendations for Development Purpose:
Must learn multi tasking.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management

Head of Office: **NILDA T. AMESTOSO**

Number of Personnel: GRACIELLE DAWN GAMOTIN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.			Very productive discussion
Coaching		How to develop teaching guides and tips for teaching effectively			Effective and successful

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

Conducted by:

Nilda T. Amestoso
NILDA T. AMESTOSO
 Immediate Supervisor

Noted by:

Moises Neil V. Serino
MOISES NEIL V. SERINO
 Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GRACIELLE DAWN L. GAMOTIN
Performance Rating: JANUARY-JUNE 2020

Aim: Develop the faculty's teaching skills in terms of the adaption of flexible learning strategies to effectively offer quality lessons to cope for the new Normal.

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

Date: JANUARY 2020

Target Date: JUNE 2020

First Step:

Attend trainings and webinars to learn more about flexible teaching methods to cope with the new normal.

Result:

Attended webinars for the flexible learning methodologies:

1. Virtual Training on Google Classroom as a Learning Management System (LMS)
2. Virtual training about VSU's Moodle Virtual Classroom training
3. Virtual training conducted by VSU about Understanding Flexible Learning

Able to finalize modules in Mgmt 141 (Intro to Production and Operations Management) and Mgmt 113 (Intro to Managerial Economics).

Able to create virtual classroom for Mgmt 141.

Date: JANUARY 2020

Target Date: JUNE 2020

Next Step:

Apply the lessons learned from the trainings and webinars attended.

Continue attending webinars related to flexible learning modalities and for the improvement of teaching.

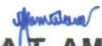
Outcome:

More equipped and capable faculty.

Final Step/Recommendation:

To continuously attend webinars/seminars/workshops/trainings to upgrade improve faculty capacity especially in the management of classes especially during this pandemic.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


GRACIELLE DAWN GAMOTIN
Ratee

+cc: ODA-HRD