

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

Name of Faculty Member: **Bryan R. Gapasin**

JULY - DECEMBER 2020

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 (100%)		4.85x100%	4.85	
b. Students (0%)				
Total for Instruction	80%		4.85	3.88
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%		4.70	3.88
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%			
4. Administration	10%		4.90	0.48
5. Production				
TOTAL	100%			4.60

EQUIVALENT NUMERICAL RATING:

4.60

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.60

ADJECTIVAL RATING:

Outstanding

Prepared by:


BRYAN R. GAPASIN

Name of Faculty

Reviewed by:


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)

"Exhibit B"

I, Bryan R. Gapasin, 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 July- December 2020.

BRYAN R. GAPASIN

Instructor

Date:

Approved:

NILDA T. AMESTOSO

Department Head

Date:

MOISES NEIL V. SERIÑO

College Dean

Date:

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 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		4	5	5	5	5.00	
	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		16	5	5	5	5.00	
	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								
		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								
	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	33.9	5	5	5	5.00		
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	8	8	4	4	4	4.00		
		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	2	4	5	5	4	4.67		
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	5	5	5	5	5.00		
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	12	4	5	5	4.67		
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	12	5	5	5	5.00		
		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 advisor to students	18	39	5	5	5	5.00		
		A17. Number of students advised on thesis/ field practice/special problem:										
		As SRC Chairman	Advising/ correction	Advises, and corrects research outline and thesis/SP manuscript	10	15	5	5	4	4.67		

[illegible]

	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	4	5	4	4.33	
	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	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			9	5	5	5	5.00	
	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 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	Designs extension related activities and other outputs to implement new normal						9.33	4.665
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	4	5	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% compliance	100% compliance	5	4	5	4.67	
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								
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	4	5	4.67	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Attended meetings and facilitated GAD-related activities and submits required report for the GAD office		100% complied	5	5	5	5.00	
	A 48. Other outputs implementing the new normal due to covid 19		Acted as Focal person for Enrollment, helped evaluate virtual classrooms		100%	5	5	5	5.00	
			Helped in the preparation of faculty workload		100%	5	5	5	5.00	
Total Over-all Rating									245.66	

Average Rating (Total Over-all rating divided by 4)	4.60
Additional Points	
FINAL RATING	4.60
ADJECTIVAL RATING	O

Evaluated & Rated by:

NILDA T. AMESTOSO
Department Head
Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 4/1/21

Comments and Recommendations for Development Purpose:

Engage in research to develop capabilities; consider pursuing doctoral studies

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/1/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRYAN R. GAPASIN
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:


BRYAN R. GAPASIN
Ratee

cc: ODA-HRD