

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

Name of Faculty Member: ARGINA M. POMIDA

JANUARY-JUNE 2023

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%)		5.00	2.50	
b. Students (50 %)		4.80	2.40	
Total for Instruction	40%		4.90	1.96
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	20%	5.00		1.00
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	10%	5.00		0.50
4. Administration	30%	5.00		1.50
5. Production				
TOTAL	100%			4.96

EQUIVALENT NUMERICAL RATING:

4.96

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.96

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ARGINA M. POMIDA

Name of Faculty

Recommending Approval:

MOISES NEIL Y. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Reviewed by:

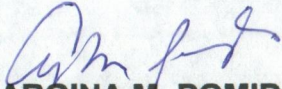
BERT C. PEÑALOSA

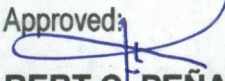
Dept. Head

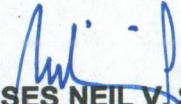
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARGINA M. POMIDA, 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 JANUARY-JUNE 2023.


ARGINA M. POMIDA
 Assc. Professor
 Date: 07/25/2023

Approved: 
BERT C. PEÑALOSA
 Department Head
 Date: 07/25/2023


MOISES NEIL V. SERINO
 Dean, CME
 Date: 07/25/2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE	Handles subjects/courses	2	15.11	5	5	5	5.00	
	PI 8: Number of graduate students	A2. Number of students advised	Acts as academic adviser to graduate	2	6	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation		1	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		4	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	10	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		4	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	4	4	4	4.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes,	1	10	5	5	5	5.00	

		<u>A 6 . Number of on-line course were reviewed by TRP & edited by MMDC editor</u>	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<u>A 7 : Number of virtual classroom created and operational</u>	Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	4	4.00	
	<u>PI 10 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Service										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's F	Handles and teaches courses assigned							
		<u>A10 . Number of grade sheets submitted within</u>	Prepares gradesheet and submits on or before deadline							
		<u>A 11 . Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with							
		<u>A12 . Number of trainings attended related to instruction</u>	Attend mandated trainings							

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		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:	<i>Acts as academic advisor to students</i>							
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As Department Head</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained	Entertains students consulting on subject							
	PI 9: Number of student organizations	A19 . Number of Student	<i>Advises student organizations</i>							

		A20 . Number of Student organizations	<i>Assists student organizations in implementing student</i>							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 24 : Number of virtual classroom created and	Creates virtual classroom using either Moodle or Google							
	PI 11. Additional outputs	A 25. Number of Additional outputs								

		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new							
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		2					
						5	5	5	5.00	
	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 CHED	A 29. Percentage of research outputs published in internationally-refereed or CHED	Writes publishable materials out of research outputs and submits for publication							

		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in	Prepares, submits and presents research paper in scientific for							
		<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 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							

		A 34. Number of UMs submitted to ITSO, VSU	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							
UMFO 4. EXTENSION SERVICES										
	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							
	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		30	5	5	5	5.00	
	PI 3. Number of extension programs organized and supported consistent with the SUC's	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects		1	5	5	5	5.00	

	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		20					
						5	5	5	5.00	
	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</i>	<i>Research</i>			1	5	5	5	5.00	
	<i>Peer</i>	<i>Peer</i>								
	<i>Resource</i>	<i>Resource</i>			1	5	5	5	5.00	
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>			2	5	5	5	5.00	
	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							
	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							
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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support										

	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 replicated/benchmark	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							
	PRGEA MFO1:									
	Efficient & Customer friendly frontline service	0% complaint from client served	IGP Director, IGP Staff	Zero complaints	Zero complaints	5	5	5	5.00	
	Effectively acted administrative & financial documents	Number of contract of lease renewed and signed as witness	IGP Director, IGP Staff	15	20	5	5	5	5.00	
		Number of letter request and notices/communications sent	IGP Director, IGP Staff	20	30	5	5	5	5.00	
	Administrative & management meetings	No. of actively attended administrative and management	IGP Director, IGP BOM	4	1	5	5	5	5.00	
		Number of new proposal submitted/evaluated	IGP Director, IGP BOM	1	3	5	5	5	5.00	

	PRGEA MFO.3: Management and Monitoring services	RF/STF managers complying with three requirements set by the Board of	IGP Director IGP Staff							
		*Efficient monthly financial report		100%	100%	5	5	5	5.00	
		*Scheduled regular inventory and review of IGP projects	IGP Director IGP Staff	100%	100%	5	5	5	5.00	
	Effective and efficient Income Generation from Implemented projected	Income generated from STF-IGP projects in support to instruction, research	BOM, IGP Director	1,000,000.00	2,000,000.00	5	5	5	5.00	
		Income generated from RF-IGP to support university projects	BOM, IGP Director	1,000,000.00	2,000,000.00	5	5	5	5.00	
	Best practices and innovations	maintenance of IGP facilities	IGP Director, IGP Staff	50%	70%	5	5	5	5.00	
	Total Over-all			Comment: Mentor young faculty in the department						
	Average Rating		4.93							
	Additional Points									
	FINAL RATING		4.93							
	ADJECTIVAL RATING		O							

Evaluated & Rated by:

BERT C. PEÑALOSA

Department Head

Date: 07/25/2023

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

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: 07/25/2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 07/25/2023

PERFORMANCE MONITORING FORM

Name of Employee: ARGINA M. POMIDA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students during consultation hours, revises course syllabus	Very satisfactory	Jan. 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	Jan. 1, 2023	Jan. 1, 2023	June 30, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	Jan. 1, 2023	June 30, 2023	Jan. 1-June 30, 2023	Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


BERT C. PENALOSA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: JANUARY- JUNE 2023

Aim: Develop and enhance the capability of the faculty in delivering new learning and conducting income generating projects of the university.

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

Date: JANUARY 2023 Target Date: JUNE 2023

First Step:

Attend trainings/webinars related to flexible teaching methods, production/entrepreneurship activities and management and leadership.

Result:

Attended webinars related to management/entrepreneurship, flexible teaching methods and strategies, conducted training workshop on Feasibility Preparations and Business Opportunity Identification

Submitted a research article to a journal, proposal for FS training and workshop.

Date: JANUARY 2022 Target Date: JUNE 2022

Next Step:

Apply the learnings and continue attending webinars related to flexible learning modalities and research.

Outcome:

More equipped and capable faculty.

Final Step/Recommendation:

To continue attending seminars/workshops/trainings/webinars to upgrade competency to perform instruction, research, and extension functions.

Prepared by:

BERT C. PEÑALOSA
Immediate Supervisor

Conforme:

ARGINA M. POMIDA

Ratee

cc: ODA-HRD