

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

Name of Faculty Member: **JULIE BEE M. AGUINALDO**

**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%)		4.71x100%	4.79	
b. Students ( %)				
Total for Instruction	80%		4.79	3.83
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	5%		4.00	0.20
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		4.17	0.21
4. Administration	10%		4.83	0.48
5. Production				
TOTAL	100%			4.72

EQUIVALENT NUMERICAL RATING:

4.72

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.72

ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**JULIE BEE M. AGUINALDO**

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

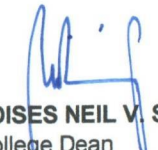
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE BEE M. AGUINALDO, 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.

  
**JULIE BEE M. AGUINALDO**  
 Instructor I  
 Date:

Approved:  
  
**NILDA T. AMESTOSO**  
 Department Head  
 Date:

  
**MOISES NEIL V. SERINO**  
 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 denominators)
							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		6.5	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		10	5	5	5		
	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		1	4	5	5		
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	4	5	5		



		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		8	5	5	5		
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.		14	5	5	5		
		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		1	4	5	5		
	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	20	26.25	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	6	4	5	5	4.67	
		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	10	11	5	5	4	4.67	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	4	5	4	4.33	
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		52	5	5	5	5.00	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	24	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		486	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	60	5	5	5	5.00	

		<u><b>A17</b></u> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	15	5	5	4	4.67	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	6	5	5	5	5.00	
		<u><b>A18</b></u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<u><b>A19</b></u> . Number of Student organizations advised		Advises student organizations recognized by USOO							
		<u><b>A20</b></u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<u><b>A 21</b></u> : 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	2	5	4	5	4.67	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	4	5	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	25	5	5	5	5.00	
		<u><b>A 23</b></u> : 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							
		<u><b>A 24</b></u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	2	4	5	5	4.67	



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or	1	200	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	5	5	5	5.00		
		<b>A 26.</b> 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		
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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								
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within	<b>A 29.</b> 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								
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> NO. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> 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								

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal		1	4	4	4	4.00	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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				1	4	5	5	4.33	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											



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	90% conformity	4	5	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% compliant	100% compliant	5	5	5	5.00	
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop								

#### 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	4	5	5	4.67	
PI 3. Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Served as member of the Department Instructional Materials Committee		100% achieved	5	5	4	5.00	
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
			Served as Focal Person in the delivery of Learning Guides to various municipalities		100% achieved	5	5	5	5.00	
Total Over-all Rating									118.66	

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points		
FINAL RATING		4.75
ADJECTIVAL RATING		O

Evaluated & Rated by:

**NILDA T. AMESTOSO**

Department Head

Date:

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

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, College of Mgt. & Economics

Date: 2/1/21

Comments and Recommendations for Development Purpose:

Must engage in resesarch for professional growth.

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/1/21



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: JULIE BEE M. AGUINALDO  
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.

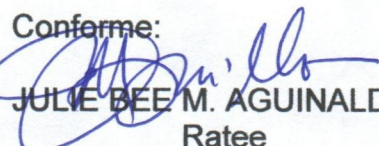
**Final Step/Recommendation:**

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:

  
**JULIE BEE M. AGUINALDO**  
Ratee

cc: ODA-HRD