SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HADASHA N. BONGAT

JULY-DECEMBER 2022

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%)		4.81	2.41	
b. Students (50%)		3.75	1.88	
Total for Instruction	50%		4.28	2.14
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research	40%	4.78		1.91
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%	4.81		0.24
4. Administration	5%	5.00		0.25
5. Production				
TOTAL	100%			4.54

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

   HADASHA N. BONGAT   **BERT C. PENALOSA**
      Name of Faculty   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, HADASHA N. BONGAT, a faculty member of the <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> 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 JULY-DECEMBER 2022.

Approved:

HADASHA N. BONGAT
Instructor I
Date: 1/8/23

BERT C. PEÑALOSA
OIC-Department Head
Date: 1/8/23

MOISES NEIL V. SERIÑO
College Dean
Date: 1/18/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target 2022	July-December	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							
	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 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	26	39.93	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	18	5	5	4	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	1	4	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	5	5	5	4	4.67	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	8	5	5	4	4.67	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	22	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	2	14	5	5	5	5.00	

PI	Activity	Description	Target	Actual				Rating	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	118	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	7	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	21	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	40	5	5	4	4.67	
PI 9: Number of student organizations advised/ assisted *	A19. 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	2	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	6	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	50	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	30	5	4	5	4.67	
	A 23 : 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	1	3	4	4	4	4.00	
	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	Activity	Task			Q1	Q2	Q3	Ave
	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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	13	5	5	5	5.00
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	11	5	5	5	5.00
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	1	10	5	5	4	4.67
	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 outputs within the year	1	4	4	5	5	4.67
	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		1	14	5	4	5	4.67
		In nat'l/regional fora/conferences		1	4	5	5	5	5.00
	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)			3	5	5	4	5.00

PI	Activity	Description							
	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	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	1	11	4	5	5	4.67	
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	5	16	5	5	4	4.67	
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	15	40	5	4	5	4.67	
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	1	2	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	50%	99%	5	5	4	4.67	
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		1	1	5	5	5	5.00	
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	4	5	4	5	4.67	

					Q	E	T	Ave	
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	
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 (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 Institutional Accreditation Services

					Q	E	T	Ave	
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 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	zero NC	zero NC	5	5	5	5.00	
	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	100%	100%	5	5	5	5.00	

UMFO 6. General Admin. & Support Services

					Q	E	T	Ave	
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero complaints	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 *								

		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			168.67		Recommendation & Comments for:					
	Average Rating			4.82		Must pursue Doctoral Studies.					
	Adjectival Rating			0							

Evaluated & Rated by:

BERT C. PEÑALOSA
OIC-Department Head
Date: 1/18/23

Recommending Approval

MOISES NEIL V. SERINO
Dean, CME
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **HADASHA N. BONGAT**

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	Submitted grades within the prescribed period, conducted teaching and related activities.	July 1, 2022	December 31, 2022	December 31, 2022	Impressive	Very Satisfactory	
2	Prepares instructional materials ready for face-to-face classes	Submitted instructional material on time.	July 1, 2022	December 31, 2022	December 31, 2022	Impressive	Outstanding	
3	Attends virtual meetings and online webinars and performs functions as member of different committees of the department	Attendance in virtual meetings and webinars	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Very Satisfactory	

| 4 | Performs other functions | Conducted extension program and other related services | July 1, 2022 | December 31, 2022 | January. 1- December 31, 2022 | Impressive | Outstanding | |

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

BERT C. PEÑALOSA
Unit Head

EXHIBIT L
EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **HADASHA N. BONGAT**

Performance Rating: JULY-DECEMBER 2022

Aim: To be more relevant in the academic instruction and research functions by improving publications and writing skills.

Date: JULY 2022   Target Date: DECEMBER 2022

First Step: Attend training or workshop about writing scientific publications

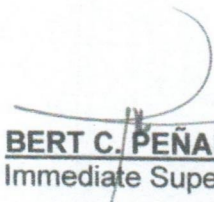**Result:** Enhanced capability and writing skills

Date: JULY 15, 2022   Target Date: DECEMBER 15, 2022

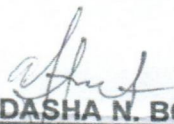**Next Step:** Draft a journal article for publication

Outcome: Improved ability to write a clear and impactful scientific reports

Final Step/Recommendation: Write a scientific journal article.

Prepared by:

BERT C. PEÑALOSA
Immediate Supervisor

Conforme:

HADASHA N. BONGAT
Ratee

cc: ODA-HRD