

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

**Name of Faculty Member: BERT C. PENALOSA**

**JULY-DECEMBER 2022**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involve-ment (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>		<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction				
a. Head/Dean (100%)		4.65	2.33	
b. Students ( 50%)		4.00	2.00	
Total for Instruction	50%		4.33	2.16
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	5%	4.33		0.22
4. Administration	45%	4.18		1.88
5. Production				
TOTAL	100%			4.26

EQUIVALENT NUMERICAL RATING:

4.26

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.26

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

**BERT C. PEÑALOSA**

Name of Faculty

Reviewed by:

**MOISES NEIL V. SERIÑO**

Dean, CME

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

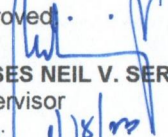
Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

I, BERT C. PENALOSA, 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 2022.

BERT C. PENALOSA  
Instructor I  
Date: 1/18/23

Approved:   
MOISES NEIL V. SERINO  
Supervisor  
Date: 1/18/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target 2022	July- December	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	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							
	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							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation							
		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 were reviewed by TRP & edited by MMDC editor		Submits the course were 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							
	<b>PI 10. Additional outputs:</b>	<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							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handles and teaches courses assigned	30	30.15	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	13	5	5	5	5.00	
		<b>A 11.</b> 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	2	3	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	5	5	5	5.00	
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	20	26	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	40	40	4	4	4	4.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic adviser to students	50	79	5	5	5	5.00	







		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation		2	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		14	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	5	5	5	5.00	
<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 project within the							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred 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 scientific 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							
<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	2	4	5	5	5	5.00	
	<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	1	2	5	5	5	5.00	
	<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 relevance	<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			3	2	3	3	3	3.00	
	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							



	<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>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> 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*	<b>A 44.</b> 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 NC	5	5	5	5.00	
		<b>A 45.</b> 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%	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients		zero complaints	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
<b>Admin Support Services</b>											

	Membership in University committees		1		1	1	1	1.00	
	Membership in College committees		1	1	3	3	3	3.00	
	Membership in the Department committees		5	4	5	5	5	5.00	
Department Head	Number of department meetings presided		10	12	5	5	5	5.00	
	Number of execom meetings attended		6	10	5	5	5	5.00	
	Number of UAC mtgs attended		1		1	1	1	1.00	
	Prompt submission of required documents								
	Annual Report		1	1	4	4	4	4.00	
	Procurement Plan		1	2	5	5	5	5.00	
	Staff Development Plan		1						
	Number of Faculty Mentored		6	8	5	5	5	5.00	
	Number of department activities supervised		3	10	5	5	5	5.00	
	Number of faculty members for study leave		2	2	4.5	4.5	4.5	4.50	
	<b>Total Over-all Rating</b>			164.50					
	<b>Average Rating (Total Over-all rating divided by 4)</b>			4.45					
	<b>Additional Points</b>								
	<b>FINAL RATING</b>			4.45					
	<b>ADJECTIVAL RATING</b>			O					
									Recommendation & Comments for: Increase publication output.

Evaluated & Rated by: *[Signature]*

**MOISES NEIL V. SERINO**

Supervisor

Date: *1/18/23*

Recommending Approval

**MOISES NEIL V. SERINO**

Dean, CME

Date: *1/18/23*

Approved by: *[Signature]*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



# **PERFORMANCE MONITORING FORM**

Name of Employee: **BERT C. PEÑALOSA**

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	Plan and organize periodic review and evaluate department activities.	Administered the implementation of dept. programs and other related activities.	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	
	Spearheads in the implementation of programs and plans/activities of the department	Conducted monthly meetings, faculty, staff and students consultations;	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	
	Attends virtual meetings and online webinars and performs functions as chairman/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	

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	Outstanding	
2	Prepares instructional materials ready for face-to-face classes	Submitted instructional material on time.	July 1, 2022	December 31, 2022	January. 1-December 31, 2022	Impressive	Very Satisfactory	
5	Performs administrative function as OIC-Head	Managed the overall operations of the department	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:

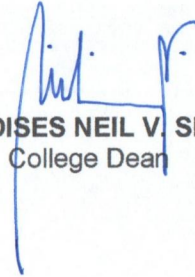
  
**MOISES NEIL V. SERIÑO**  
 College Dean



EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BERT C. PEÑALOSA**  
Performance Rating: July- December 2022

Aim: To enhance capacity-building skills necessary for the effective and efficient implementation of the VSU Quality Procedures.

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

Date: July 2022

Target Date: December 2022

**First Step:**

To attend webinars/seminars and workshops, study VSU Quality Procedures for cascading to all faculty and staff in the Department of Business and Management (DBM)

**Result:**

Attendance in related webinars/seminars and workshops

Date: July 15 2022

Target Date: December 31, 2022

**Next Step:**

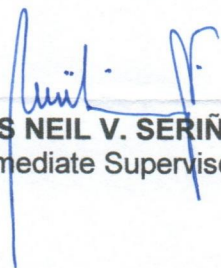
Plan and organize meetings and seminars to cascade the latest guidelines and VSU Quality Procedures to DBM faculty and staff for the improvements of the department's day-to-day operations

**Outcome:**

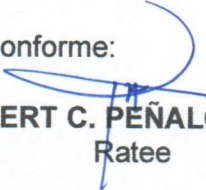
Final Step/Recommendation:

Improved capability to supervise and manage the overall performance of the department.

Prepared by:

  
**MOISES NEIL V. SERINO**  
Immediate Supervisor

Conforme:

  
**BERT C. PEÑALOSA**  
Ratee

cc: ODA-HRD