

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

Name of Faculty Member: GIDEON NIEL D. TAN

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%)		4.29	2.15	
b. Students (50%)		4.00	2.00	
Total for Instruction	60%		4.15	2.49
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	25%	3.75		0.94
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%	1.67		0.08
4. Administration	10%	5.00		0.50
5. Production				
TOTAL	100%			4.01

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: *15 Dec 2022*

GIDEON NIEL D. TAN

Name of Faculty

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

VERY SATISFACTORY

BERT C. PEÑALOSA

Dept. Head

4.01

0

4.01

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GIDEON NIEL D. TAN, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT 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.

GIDEON NIEL D. TAN

Instructor I

Date: 1/8/23

Approved:

BERT C. PEÑALOSA

OIC-Department Head

Date: 1/8/23

MOISES NEIL V. SERIÑO

College Dean

Date: 1/8/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (2022)	July-December	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	1						No MM classes
	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	1						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1						

	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						no enrollees for 2nd sem (Jan-Jun), no workload for graduate students on July-Dec
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1						no enrollees for 2nd sem (Jan-Jun), no workload for graduate students on July-Dec
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1						no enrollees for 2nd sem (Jan-Jun), no workload for graduate students on July-Dec
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3						no enrollees for 2nd sem (Jan-Jun), no workload for graduate students on July-Dec
		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 Moodle or Google Classroom	1						no enrollees for 2nd sem (Jan-Jun), no workload for graduate students on July-Dec
	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		35.25	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	5	5	5.00	
		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 period	5	4	3	3	3	3.00	Not all students complied

	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	4	4	4	4.00	-Faculty onboarding -student onboarding
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	4	4	4	4.00	Mgmt 198n, Mgmt 138n, ABMg 104
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	4	4	4	4.00	
	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 adviser to students	60	86	5	5	5	5.00	Most of them graduated on Sept 2022
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	4	4	4	4.00	No enrollees
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	7	5	5	5	5.00	No enrollees
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	14	32	5	5	5	5.00	
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	0	0	0	0	0.00	
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	5	5	5	5	5.00	Mgmt 198n, Mgmt 138n, ABMg 104

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5.00	Mgmt 198n, Mgmt 138n, ABMg 104
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	16	5	5	5	5.00	Mgmt 198n, Mgmt 138n, ABMg 104
		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	2	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	5	5	5	5	5.00	Mgmt 198n, Mgmt 138n, ABMg 104
	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	2	1	4	4	4	4.00	
		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 normal	1	1	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	2	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	1						research activities were affected by typhoons in Dec 2021 and April 2022

	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		1	0	0	0	0	0.00	
	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							
		<i>In int'l fora/conferences</i>			5	5	5	5.00	-posters presented at TropAg in Brisbane, Australia (2) -paper presented in Agri CMU in Chiang Mai, Thailand (4) -poster presented in Agri CMU in Chiang Mai, Thailand (1)	
		<i>In nat'l/regional fora/conferences</i>		1	3	5	5	5	5.00	34th Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP) RRDEN
	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 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							
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	15		0	0	0	0.00	
	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							
	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%	0%	0	0	0	0.00	
	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Presentation of Calamansi VCA results at VSU and Guiuan
	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							
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		1	5	5	5	5.00	1 NC, #7 in FM-QAC-21 (#CF-NF-01)
		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%	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	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 *	Generated reports							

		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			113.00		Recommendation & Comments for: <i>Increase Publication.</i>				
	Average Rating			4.04						
	Adjectival Rating			VS						

Evaluated & Rated by:

BERT C. PENALOSA

OIC-Department Head

Date: *1/18/23*

Recommending Approval

MOISES NEIL V. SERINO

Dean, CME

Date: *1/18/23*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **GIDEON NIEL D. TAN**

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	January. 1- 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	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	

		other related services						
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*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


BERT C. PEÑALOSA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GIDEON NIEL D. TAN**
Performance Rating: JULY-DECEMBER 2022

Aim: To share knowledge on agribusiness value chains to students for them to develop deeper skills and insights on the field.

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

Date: JULY 2022

Target Date: DECEMBER 2022

First Step:

Tap students in conducting research activities.

Result:

Involved as adviser to 2 undergraduate student, student research committee to 10 undergraduate students and graduate advisory committee to 2 graduate students.

Date: JULY 15, 2022

Target Date: DECEMBER 15, 2022

Next Step:

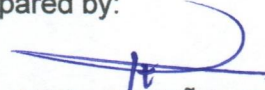
Refine student outputs and present in conferences or publish.

Outcome:

Final Step/Recommendation:

Share outputs through conferences and/or publish.

Prepared by:


BERT C. PEÑALOSA
Immediate Supervisor

Conforme:


GIDEON NIEL D. TAN
Ratee

cc: ODA-HRD