


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


Name of Faculty Member: **SYRENE P. NAYRE**

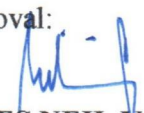
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction			
g. Head/Dean (50%)		4.70 x 100% = 4.82	
h. Students (50%)			
Total for Instruction	100%	4.70 JS	4.70 JS
17. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research			
18. Extension			
g. Client/Dir. for Extension (50%)			
h. Dept Head/Center Director (50%)			
Total for Extension			
19. Administration			
20. Production			
TOTAL			4.70 JS


EQUIVALENT NUMERICAL RATING: 4.70 JS
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.70 JS

ADJECTIVAL RATING: Outstanding

Prepared by:

SYRENE P. NAYRE
 Name of Faculty

Reviewed by:

VENICE B. IBANEZ
 Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
 Dean, CME

Approved:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		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	<i>Handles and teaches courses assigned</i>	66.75	46.25	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	4	4	4	4	
		A11. 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	3	2	4	4	4	4	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5	Moodle and EV Flexible learning
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	5	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	15	5	5	5	5	Lab exercises
	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:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							

	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	30	4.5	4.5	4.5	4.5	
PI 9 : Number of student organizations advised/assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4.8	4.8	4.92	4.84	4.8
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	NONE	0					No activities conducted due to Covid-19
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	3	2	4.5	4.5	5	4.67	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	4.5	4.5	5	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	0	4.5	4.5	4.5	4.5	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	2	4.5	4.5	5	4.67	set per subject
	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	3	0	4	4	4	4	until DIMC

	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 scientific fora/conferences								
		<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 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									
		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								

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	Implements 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							
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 Mentoring</i>	<i>Research Mentor</i>								
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
<i>Resource Persons</i>	<i>Resource Persons</i>								
<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
<i>Consultancy</i>	<i>Consultant</i>								
<i>Evaluator</i>	<i>Evaluator</i>								
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	zero non-conformity		5	5	5	5
		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% compliant		5	5	5	5
		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 % complaint		5	5	5	5
	PI 3: Additional Outputs	A 47. 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						

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Average Rating (Total Over-all rating devided by 19)				4.70 IS						Comments & Recommendations for Development Purpose: Attend research-related trainings
Additional Points				-						
Approved Additional Points (with copy of approval)				-						
Final Rating				4.70 IS						
Adjective Rating										

Evaluated & Rated by:

IS
VENICE B. IBÁÑEZ

Department Head

Date: *July 6, 2020*

Recommending Approval

MS
MOISES NEIL V. SERIÑO

Dean, *July 6, 2020*
Date:

Approved by:

BC
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *12/17/20*

84.6 / 18

2.2 / 18

PERFORMANCE MONITORING FORM

Name of Employee: Syrene P. Nayre

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	Teach Undergraduate courses	Hmgt 126, Hrtm 130, Tmgt 140, Hrtm 133, Hrtm 195, Tmgt 134	January 13, 2020	January 14, 2020	May 31, 2020	VI	O	
2	Provide advise for OJT on their industry practice report	12 student advisees	-do-	-do-	June 15, 2020	VI	VS	
3	Serve as OJT coordinator	Establish linkage with partner establishment; deploy students for OJT	January 3, 2020	May 31, 2020	June 15, 2020	I	VS	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VENICE B. IBAÑEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SYRENE P. NAYRE
Performance Rating: January-June 2020

Aim: To develop instructional materials for the assigned courses

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

Date: July 2020

Target Date: December 2020

First Step:

To attend webinars/seminars in relation to instructional materials development

Result:

Developed 1 instructional module.

Date: May 2020

Target Date: June 2020

Next Step:

Apply the learnings and insights learned in the development of the first module.


Outcome:

More confident in continuing developing of instructional module.

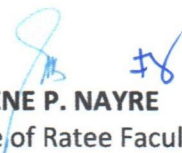
Final Step/Recommendation:

To attend more advanced seminar on IMs development.

Prepared by:


VENICE B. IBAÑEZ
Unit Head

Conforme:


SYRENE P. NAYRE
Name of Ratee Faculty/Staff