

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

Name of Faculty Member: ELVIRA E. ONGY

JULY-DECEMBER 2020

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.71x100%	4.71	
b. Students ( 0%)				
Total for Instruction	20%		4.71	0.94
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	20%		4.70	0.94
3. Extension				
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	60%		4.90	2.94
5. Production				
TOTAL	100%			4.83

EQUIVALENT NUMERICAL RATING:

4.83

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

Outstanding

Prepared by:

**ELVIRA E. ONGY**  
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, ELVIRA E. ONGY, 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 2020

**ELVIRA E. ONGY**  
Assistant Professor III  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
**MOISES NEIL V. SERIÑO**  
College Dean  
Date: \_\_\_\_\_

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
<b>UMFO 1. ADVANCED EDUCATION</b>												
<b>OVPI MFO 2. Graduate Student</b>												
	<b>PI 4:</b> Total FTE coordinated.	<b>A1.</b> Actual Faculty's FTE		Handles subjects/courses	3.00	5.75	5	5	5	5.00		
	<b>PI 8:</b> Number of graduate	<b>A2.</b> Number of students advised		Acts as academic adviser to	1.00	2.00	5	5	5	5.00		
		As GAC Chairman		Advises and corrects research outline and	3.00	1.00	3	3	3	3.00		
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation								
		<b>A4.</b> Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty		35.00	5	5	5	5.00		
	<b>PI 9:</b> Number of instructional materials	<b>A3.</b> 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	1.00	1.00	4	4	4	4.00		
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading	2.00	1.00	3	3	3	3.00		
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	4.00	5	5	5	5.00		



		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	1.00	1.00	4	4	4	4.00	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1.00	1.00	4	4	4	4.00	
	<b>PI 10 . Additional outputs:</b>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		<u>Designs experiential learning activities and other outputs to implement new</u>							
<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		<i>Handles and teaches courses assigned</i>	2.00	1.65	3	3	4	3.33	
		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Preparation	Prepares gradesheet and submits on or before deadline	1.00	1.00	4	4	4	4.00	
		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>		Facilitates students in their completion of the subject and submits completion forms with grade within	3.00	2.00	4	4	4	4.00	
		<b>A12 . Number of trainings attended related to instruction</b>	Trainings attended	Attend mandated trainings	1.00	3.00	5	5	5	5.00	
		<b>A13 . Number of long examinations administered and checked</b>	exam prep	Administers and checks long examination for subjects taught		1.00	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>		Prepares and checks quizzes for lec and lab	3.00	5.00	5	5	5	5.00	
		<b>A15 . Number of lab reports and term papers checked and</b>		Checks lab reports and term papers submitted as							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		<i>Acts as academic adviser to students</i>		8.00	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>									
		<i>As SRC Chairman</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript							





	<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 or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in	<b>A 29.</b> Percentage of research outputs published in		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>			1.00	5	5	5	5.00		
	<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 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		Acts as peer reviewer of journal articles/scientific							
		<b>A 34.</b> Number of UMs	UM	Prepares and submits							
		<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,	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs,		Identifies and links with probable partners for	38.00	38.00	4	4	4	4.00	
	<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	76.00	76.00	4	4	4	4.00	

	<b>PI 3.</b> Number of extension programs organized and	<b>A 38.</b> Number of extension programs/projects implemented		Implements duly approved extension projects	1.00	1.00	4	4	4	4.00	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	<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	90%	100%	5	5	5	5.00	
	<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			1.00	1.00	4	4	4	4.67	
	Peer	Peer reviewers/Panelists									
	Resource Persons	Resource Persons			3.00	5.00	5	5	5	4.67	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant			1.00	5.00	5	5	5	4.67	
	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		1.00	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> Compliance to all	<b>A 44.</b> Compliance to all requirements		Ensures that all the QMS	zero non-	zero non-	5	5	5	5.00	
		As IQA Lead Auditor:									
		o No. of IQA meetings coordinated				7.00	5	5	5	5.00	
		o No. of Internal Quality Audits				1.00	5	5	4	4.67	
		o No. of Audit program prepared				2.00	5	5	5	5.00	
		o No. of Audit Plan prepared				2.00	5	5	4	4.67	
		o No. of Audit checklists reviewed				85.00	5	5	5	5.00	
		o No. of Nonconformity reports reviewed and collated (maior)				16.00	5	5	4	4.67	
		o No. of Nonconformity reports				100.00	5	5	5	5.00	
		o No. of GOOI List reviewed				150.00	5	5	5	5.00	
		o No. of RFCAs reviewed				682.00	5	5	5	5.00	
		o No. of RFCAs monitored and				632.00	5	5	5	5.00	



		o No. of CAPs reviewed				90.00	5	5	5	5.00	
		o No. of audit checklists prepared				18.00	5	5	4	4.67	
		o No. of GOOI list prepared				18.00	5	5	4	4.67	
		Other tasks:									
		o No. of procedures/Guidelines				8.00	5	5	5	5.00	
		o No. of procedures reviewed and				14.00	5	5	5	5.00	
		o No. of procedures reviewed				7.00	5	5	5	5.00	
		o No. of offices assisted with				5.00	5	5	4	4.67	
		A 45. Compliance to all requirements	Minutes	Prepares required		100%	5	5	5	5.00	
		On program accreditations	Pilot Plant								
		On institutional	SSF Rootcrop								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	PI 2. Zero percent	A 46. Customerly friendly frontline		Provides customer friendly		Zero	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice		Initiates/introduces improvements in performing							
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other							
	<b>Total Over-all Rating</b>									185.01	

	<b>Average Rating (Total Over-all rating divided by 4)</b>		4.83
	<b>Additional Points</b>		
	<b>FINAL RATING</b>		4.83
	<b>ADJECTIVAL RATING</b>		O

Comments and Recommendations for

Development Purpose:

Should finish masteral degree

Evaluated & Rated by:

*Nilda T. Amestoso*  
NILDA T. AMESTOSO  
Department Head

Date:

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

Recommending Approval

*Moises Neil V. Serino*  
MOISES NEIL V. SERINO  
Dean, College of Mgt. & Economics

Date:

*2/1/21*

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date:

*2/1/21*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elvira E. Ongy  
Performance Rating: July – December 2020

Aim: Capacitate the faculty in her preparation for the flexible learning modalities to effectively deliver the educational services to the students during the COVID-19 Pandemic Crisis and develop her competence as a member of the ISO Core Team to effectively implement the QMS of the University.

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

Date: July 2020

Target Date: December 2020

First Step:

*Delivery of educational services to the students during the COVID-19 Pandemic Crisis:*

- Attendance in Webinars on Flexible Learning
- Self-learning about flexible learning through available YouTube videos and other online sources

*Implementation of the QMS of the University:*

- Attendance in webinars re QMS implementation (esp. in the light of the COVID-19 pandemic crisis)
- Self-learning about QMS implementation esp. in the light of the COVID-19 pandemic crisis through available YouTube videos and other online sources

Result:

- Was able to draft and finalize two Learning Guides (MGMT 138 & MGMT 203) for offline mode of delivery of educational services to students in this time of COVID-19 pandemic crisis
- Was able to sustain the implementation of activities in line with the QMS of the University to ensure that the organization conforms to the requirements of ISO 9001:2015 Standard and organization's standards and policies (prepared the documents for the 2<sup>nd</sup> IQA, reviewed and drafted documented procedures and guidelines, reviewed Stage 2 Certification Audit findings and helped in formulating action plans, and assisted the QMR in the implementation of activities to effectively implement/sustain the QMS of the University)

Date: July 2020

Target Date: December 2020

Next Step:

Continue attending webinars and watching/reading online sources.

Outcome:

Competent faculty



Final Step/Recommendation:

Request for relevant webinars (subject to availability of funds).

Prepared by:

Conforme.

  
ELVIRA E. ONGY

Ratee

cc: ODHRM  
QAC

  
NILDA T. AMESTOSO  
Unit Head