SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ma. Salome B. Bulayog

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		4.47	
b. Students (50%)		(No TPES conducted during this period due to COVID 19	
TOTAL INSTRUCTION	70%	4.47	3.13
2. Research	10%	4.57	0.46
3. Extension	5%	3.43	0.17
4. Support Operations	5%	5.00	0.25
5. General Admin. & Support Services	10%	4.93	0.49
TOTAL	100%		4.50

EQUIVALENT NUMERAL RATINGS: 4.50
Add: Additional Points, if ny:
TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MA. SALOME B. BULAYOG
Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO .
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SALOME B. BULAYOG, a faculty member of the __DEPARTMENT OF ECONOMICS__ 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 January-December 2020.

MA. SALOME B. BULAYOG
Professor I & Head, DOE
Date:

MOISES NEIL V. SERINO
College Dean
Date

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (July-Dec. 2020) Accumulated	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	2	3.01	5	5	5	5.00	ECON 235, LAMP 225, AGEC 213
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	5	5	5	5	5.00	MSAGECON, MLAM/MSLAM
		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	1	4.5	4.5	4.5	4.50	MS Sociology
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	20	5	5	5	5.00	MSL+L30:L36AMP students, MSAgEcon, BSEcon, BSA II students
	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	2	2	4.7	4.7	4.7	4.70	LAMP Module 225, AGEC 213 - OBTL, ppts, syllabus for 225 & 213
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4.5	4.5	4.5	4.50	Problem sets for Econ 213

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	5	5.00	LAMP 225 AGECON 213, AGEC 235
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	12	5	5	5	5.00	3 midterm exam, 7 learning tasks, 2 problem set , 2 assessment
	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	2	2	4.5	4.5	4.5	4.50	LAMP 225 , OBTL syllabus, module
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	LAMP 225, AGEC 213, ECON 235
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	1	1	4	4	4	4.00	Learning module for LAMP 225

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	15	11.9	3.5	3.5	3.5	3.50	Ncon 143, Btec 151
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	4.5	4.5	4.5	4.50	Ncon 143, Btec 151
	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	2	0					no student processed his completion form
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	10	5	5	5	5.00	Webinar in learning module prep, Moodle classrom, Google classroom, CECON, AACCUP Trainings, TOS
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	2	3	3.5	4	3.50	5 midterms exams, 3 long exam
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	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	3	3	4.5	4.5	4.5	4.50	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	5	30	5	5	5	5.00	BSA II, BSEcon 1, 2, 3
	A17 . Number of students advised on thesis/ field practice/special								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							

PI	Activity	Description							Remarks
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	0	2.5	2.5	2.5	2.50	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	25	5	5	5	5.00	BSEcon 3, Btec 151
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	2.5	2.5	2.5	2.50	No student related activities because of pandemic
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	2	5	5	5	5.00	Btec 151 OBTL, Ncon 143 OBTL, PPT lecture materials
	Supplemental learning resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_	2	14	5	5	5	5.00	Ncon 143, Btec 151
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	14	5	5	5	5.00	2 midterm exams, 12 quizzes
	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	2	2	4.5	4.5	4.5	4.50	Btec 151, Ncon 143
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	4.5	4.5	4.5	4.50	Btec 151, Ncon 143
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	2	4.5	4.5	4.5	4.50	MLAM, MSLAM Level 1 accreditation, BSEcon RQUAT application
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	0	3	3	3	3.00	No OJT students yet
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Attended webinar on online learning
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	2	5	5	5	5.00	Socio-demography of coastal coconuts in Cuatro Islas and Camotes Tourism Study in Cuatro Islas

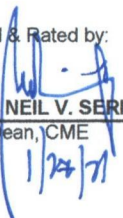| PI	A	Task	Target	Actual				Avg	Remarks
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals	1	1 (NELD's)	4.5	4.5	4.5	4.50	Paper on estimationg in economic losses and damages
		In refereed nat'l/regional journals	1	2	5	5	5	5.00	Valuation of Tourism in Camotes
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	1	1	4	4	4	4.00	
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
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	1	1	4.5	4.5	4.5	4.50	
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	3	2	4	4	4	4.00	a) Factors Influencing customer's consumption behavior on Carabao's Choco Milk in Leyte (JEMAD) b) Market acceptability of vacuum fried ISAW (Grad. School Journal
	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	1	5	5	5	5.00	Covid coping mechanism research
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	2	0	3	3	3	3.00	
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	Implementes duly approved extension projects							

PI	Activity	Description							
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								
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	1	0	3	3	3	3.00	
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists		1	2	5	5	5	5.00	
Resource Persons	Resource Persons		1	0	3	3	3	3.00	
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator		2	0	3	3	3	3.00	
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	1	0	2	2	2	2.00	
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	1	1	5	5	5	5.00	Covid coping mechanism training/coaching with RA

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI	Activity	Description							
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 NC	zero non-conformity	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% compliant	100% compliant	5	5	5	5.00	
	On program accreditations		100% compliant	100% compliant	5	5	5	5.00	
	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	Zero % complaint	5	5	5	5.00	
	No. of coaching sessions among faculty & staff		2	4	5	5	5	5.00	
	No. of planning essions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets		1	1	4.7	4.7	4.7	4.70	
	Number of monthly/special faculty & staff meting conducted	Dept. monthly meeting	10	12	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 *	Initiates/introduces improvements in performfing 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							
Total Over-all Rating								220.40	
Average Rating								4.41	
Adjectival Rating								VS	

Comments & Recommendations for Development purpose: Encourage/motivate faculty in the department to engage in extension/research activities

Evaluated & Rated by:

MOISES NEIL V. SERINO
Dean, CME

Date: 1/27/71

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
1/28/21

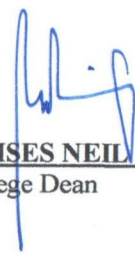Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MA. SALOME B. BULAYOG**

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, makesherself available for students consultations during consultation hours, revises course syllabus	Very satisfactory	August 2020	Feb. 2021	Feb. 16, 2021	Very impressive	Outstanding	
2	Prepares instructional modules/e-learning materials for online classes	Outstanding	July 2020	Dec. 2020	Dec. 18, 2020	Very impressive	Outstanding	
3	Attends online meeting, webinars/google meet and performs functions as chairman/member of different committees in the university, college and of the department	Outstanding	July 2020	Dec. 2020	Dec. 23, 2020	Very impressive	Outstanding	
4	Performs other administrative function as department head	Outstanding	July 2020	Dec. 2020	Dec. 23, 2020	Very 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: Ma. Salome B. Bulayog
Performance Rating: Outstanding

Aim: To enhance teaching and management/supervisory capabilities

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

Date: July 2020   Target Date: Dec. 2020

First Step:

Required Dr. Bulayog to attend short course training related to handling online classes and module preparation.

Result:

Attended webinar on module preparation, training on google classroom and moodle as flatforms for online classes.

Date: July, 2020   Target Date: Dec. 2020

Next Step:

Made virtual classrooms for classes handled during the 1st Semester of SY 2020-2021. Develop module on LAMP 225.

Outcome:

Offered classes for both modular scheme & online classes.

Final Step/Recommendation:

Continue developing modules and virtual classrooms for all courses taught.
Conduct evaluation for obedized syllabus, TOS and virtual classes.

Prepared by:

MOISES NEIL V. SERIÑO
Dean

Conforme:

MA. SALOME B. BULAYOG
Ratee