

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

Name of Faculty Member: Bryan R. Gapasin

January-June 2019

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 (50%)		4.67x50%	2.42	
b. Students (50%)		5.00x50%	2.25	
Total for Instruction	80%		4.67	3.73
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	10%		5.00	0.50
4. Administration	10%		4.75	0.48
5. Production				
TOTAL	100%			4.71

EQUIVALENT NUMERICAL RATING:

4.71

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.71

ADJECTIVAL RATING:

Outstanding

Prepared by:


BRYAN R. GAPASIN
Name of Faculty

Reviewed by:


ANALITA A. SALABAO
Head, DBM

Recommending Approval:


ANALITA A. SALABAO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, BRYAN R. GAPASIN, Instructor 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 January-June 2019

BRYAN R. GAPASIN

Ratee

Approved:

ANALITA A. SALABAO

Head, DBM

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplishment	Actual Accomplishment	Rating			
						Q1	E2	T3	A4
Advanced Education Services	1. Graduate Degree Program Management Services								
	PI1: Number of graduate degree specializations offered and monitored								
	PI2: Total FTE monitored								
	PI3: Percentage increase in number of graduate students enrolled								
	PI4: Percentage increase in the number of students who graduated within prescribed period								
Higher Education Services	Full Time Equivalent (FTE)	Teaching	20.00	147%	29.40	5	5	4	4.67
	Vacation/Sick Leave								
	Number of Graduates:								
	Baccalaureate								
	Number of IMs Dev/Rev & Utilized								
	Revised IM's within the last 3 years	Compiler							
	Advising								
	Approved case study manuscript	Adviser	8	150%	12	5	5	5	5.00
	Approved thesis outline								
	Approved thesis manuscript								
	Student Advising and Consult Services:								
	Number of student org advised	Adviser							
	Student-related activities assisted	Adviser							

[illegible]

[illegible]

	Number of UAC mtgs attended								
	Membership in university committees								
	Prompt submission of required documents								
	Annual Report								
	Procurement Plan								
	Staff Development Plan								
	Number of Faculty Mentored								
	Number of department activities supervised								
	Number of faculty members for study leave								
Total Over-all Rating									33.67

Average Rating (Total overall rating divided by 4)		4.81
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		0

Comments & Recommendations
for Development Purpose:
Has very good leadership, organizational and interpersonal skills, must be involved in extension projects.

Evaluated & Rated by:

Analita A. Salabao
ANALITA A. SALABAO
Dept/Unit Head

Date: _____

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

Recommending Approval:

Analita A. Salabao
ANALITA A. SALABAO
Dean

Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

Head of Office: Analita A. Salabao

Number of Personnel: BRYAN R. GAPASIN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Checking on his plan for advanced degree	Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching	Developing and managing independent research project	How to develop teaching guides and tips for teaching effectively		Encouraging him to take courses within VSU to sharpen his research and teaching relevance in agribusiness	Effective and successful

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ANALITA A. SALABAO
Immediate Supervisor

Noted by:


ANALITA A. SALABAO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRYAN M. GAPASIN
Performance Rating: JANUARY-JUNE 2019

Aim: To enhance skills in research, extension and instruction functions.

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

Date: January 2019

Target Date: June 2019

First Step:

To attend seminars, training/workshops that will enhance extension and instruction services, as well as improve knowledge in statistical tools for data analysis.

Result:

Attended in related seminars and workshops.

Date: _____

Target Date: _____

Next Step:

Participated and conducted seminar for extension services.

New information from trainings and seminars were used and included in the instructional materials and were discussed in class.

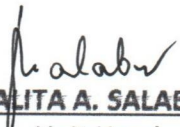
Outcome:

Improved capability to undertake research, extension and instruction.

Final Step/Recommendation:

To continue attending retooling activities to upgrade competency to perform instruction, research and extension functions.

Prepared by:


ANALITA A. SALABAO
Unit Head

Conforme:


BRYAN R. GAPASIN

Ratee

cc: ODA-HRD