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

Name of Faculty Member: WELLA MARIE D. ALACIO

# July - December 2018

Program Involvement (1)	Percentag e Weight of Involvem ent	Numerica (Rating	nt Numeric al Rating	
1. Instruction				
a. Head/Dean (50%)		4.89x50%	2.44	
b. Students (50%)		4.67x50%	2.33	
Total for Instruction	90%		4.78	4.30
2. Research				
a. Client/Dir. For Research (50%)				
b, Dept. Head/Center Director (50%)				
Total for Research				
3. Extension	a Live sent			
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		5.00	0.25
4. Administration	5%			0.00
5. Production				
TOTAL	100%			4,55

**EQUIVALENT NUMERICAL RATING:** 

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.55 0

4.55

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

WELLA MARIE D. ALACIO

Name of Faculty

Recommending Approva

ANTONIO P. ABAMO Head, DBM

ANTONIO P. ABAMO Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

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### INDIVIDUAL PERFORMNACE COMMITMENT AND REVIEW FORM (IPCR)

Approved:

I, WELLA MARIE D. ALACIO, 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 July 2018 - December 2018

WELLA MARIE D. ALACIO

ANTONIO P. ABAMO

Ratee

Head, DBM

MFOs/PAPs		Tasked		Percentage of	Actual			Remarks		
MFOs/PAPs	MFOs/PAPS  Success Indicators  Assigned  Assigned  Target  Actual Accomplish Actual Accomplish Ment  Q1 E2 T3  I Education Services  PI1: Number of graduate degree specializations offered and monitored P12: Total FTE monitored P13: Percentage increase in number of graduate students enrolled P14: Percentage increase in the number of students who graduated within prescribed period  Full Time Equivalent (FTE)  Vacation/Sick Leave  Number of Graduates:  Baccalaureate	Т3	A4							
Advanced Education Services	1. Graduate Degree Program Management Services									
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	PI2: Total FTE monitored	Teaching								
	P14: Percentage increase in the number of students who									
Higher Education Services		Teaching	25.00	151%	37.65	5	5	5	5.00	
	Vacation/Sick Leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized	Compiler	1	200%	2	5	4	5	4.67	1
	Revised IM's within the last 3 years									
	Advising									
	Approved case study manuscript	Adviser								
	Approved thesis outline									
	Approved thesis manuscript									
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	Student-related activities assisted	Adviser			A DARKESH K					

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	Percentage of Research Projects Conducted									
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	Number of trainings conducted	RP			1	5	5	5	5.00	
	Number of beneficiaries served:									
	Groups/ Institutions	RP								
	Individuals	RP								
	Awards recv (inter, natl, local):									
	Individual				·					
	Unit (Center, College, Department)									
	Technical/ Expert services									
	Consultancy	Consultant								
	Commodity teams									
	RDE reviewer/ panelist									
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conference attended	International				1	5	-5	5	5.00	
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Admin Support						;				
Services	Number of department mtgs attended		4	175%	• 7	5	5	5	5.00	
	Membership in University committees	Member								
	Membership in College committees	Member								

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	Membership in the Department committees	Member	1	200%	2	5	5	5	5.00	
Department Head	Number of department meetings presided					,				
	Number of execom meetings attended									
	Number of UAC mtgs attended									
	Membership in university committees						100			
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan				340					
	Staff Development Plan									
	Number of FacultyMentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
									4 1	
Total Over-all Rating									39.67	
Average Rating (Total ov	verall rating divided by 4)		4.96		Comments	& Recommen	dations			
Additional Points:					for Develop	ment Purpos	e:			
The second secon	Number of department meetings presided  Number of execom meetings attended  Number of UAC mtgs attended  Membership in university committees  Prompt submission of required documents  Annual Report  Procurement Plan  Staff Development Plan  Number of FacultyMentored  Number of department activities supervised  Number of faculty members for study leave  I Over-all Rating  Average Rating (Total overall rating divided by 4)  onal Points:  proved Additional points (with copy of approval)  RATING  CIIVIAL RATING  aluated & Rated by:		0			riented instru		volve i	more rese	arch in
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ANTONIO P. ABAMO	Average Rating (Total overall rating divided by 4) al Points: oved Additional points (with copy of approval) TING VIAL RATING lated & Plated by: ITONIO P. ABAMO Dept/Unit Head	ANTONIO P			BEATRIZ	S. BELONIA	S			
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1 - Quality 2 - Efficiency 3 - Timeliness 4- Average

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# PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: Dept. of Business and Management

Head of Office: Antonio P. Abamo

Number of Personnel: WELLA MARIE D. ALACIO

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Activity	Me	eting	Memo	Others (Pls.	Remarks
Monitoring Monitoring	One-on-One	Group	MEINO	specify)	
Monitoring		Faculty meeting		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching		How possible to develop teaching guides and tips for teaching effectively			Effective and successful

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

Conducted by:

ANTONIO P. ABAMO

Immediate Supervisor

Noted by:

ANTONIO P ARAMO

Dean, CME

# PERPORPHANCE MONTROPING & CONCINE DOLLARY.

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Note: Please indicute the liste in the uppropriate box when the monitoring was conducted.

Conducted by:

ANTONIOP, ABACAO Inamediate supervise<del>?</del>

Noted by

OMARA POLICINA EMICINAS

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Performance Rating:

WELLA MARIE D. ALACIO JULY-DECEMBER 2018

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: July 2018

Target Date: December 2018

#### 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 an	d workshops.	
Date:	Target Date:	
Date:	rarget 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:

VTONIO P. ABAMO

Unit Head

Conforme:

WELLA MARIE D. ALACIO

Ratee

cc: ODA-HRD

# STANDONE SEVEROPMENT PLAN

Name of Employee: WELLA MARIE D. ALACIC Performance Rating: JULY-DECEMBER 2018
Aim: To ognance skills in research, excension and instruction functions. Proposed Interventions to Improve Performance and/or Competence and Qualification assume higher responsibilities.
Date: July 2018
First Step: To attend seminars, training/vertishops that will only note extension and instruction services as well as improve knowledge in stacktical took for data analysis.
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Date: Control of Contr
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Participated and conducted seminaction extractor, set lines  New information from trainings and seminars were used and included in the instruction materials and wese discussed in class.
Outcome: Improved capability to undertake research, excession and instruction.
Final Step/Recommendation:
To centique attending respoling activities to ungraide considerate to perform instruction essentible and extension functions.
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OMASA A OMOTIVA
WELLA MARIE D. ALAGO

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ce: ODA-HRD