

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

Name of Faculty Member: NILDA T. AMESTOSO

January-June 2020

Program Involvement (1)	Percentage Weight of Involve-ment (2)	Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)
1. Instruction			
a. Head/Dean (100%)		4.72x100%	4.72
b. Students (0%)			
Total for Instruction	50%		2.36
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	15%		0.70
4. Administration	35%		1.65
5. Production			
TOTAL	100%		4.70

EQUIVALENT NUMERICAL RATING:

4.70

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.70

ADJECTIVAL RATING:


Outstanding

Prepared by:


NILDA T. AMESTOSO
Name of Faculty

Reviewed by:


MOISES NEIL V. SERIÑO
Dean, CME

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NILDA T. AMESTOSO, a faculty member 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 2020

Nilda T. Amestoso
NILDA T. AMESTOSO

Associate Professor V

Date:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO

Supervisor

Date: *Oct. 9, 2020*

Moises Neil V. Serino
MOISES NEIL V. SERIÑO

College Dean

Date: *Oct. 9, 2020*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported)
							Quality	Efficiency	Timelines	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	16	16.25	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	2	10	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	5	6	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	20	20	5	5	5	5.00	
	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	2	2	5	4	4	4.33	
				Reviews instructional materials	3	3	5	5	5	5.00	

	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	5	5.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	4	4	4.33	
	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	40	5	5	5	5.00	
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	4	4.67	
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	2	4	4	5	5	4.67	
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	16	16.8	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	
	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	6	10	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	5	5	5	5.00	
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	4	5	5	5	5	5.00	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	30	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	40	40	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic advisor to students	100	100	5	4	4	4.33	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As Department Head	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	100	146	5	5	5	5.00	

	As SRC Member	Advising/correction	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	100	100	4	4	5	4.33	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	1	2	5	5	4	4.67	
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	2	4	5	5	5	5.00	
PI 10: Number of instructional materials developed *	A21: 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	1	4	4	4	4.00	
			Reviews instructional modules	5	15	5	5	5	5.00	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	20	5	5	5	5.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	10	5	5	5	5.00	
	A23: 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	1	1	4	4	4	4.00	
	A24: Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	5	4.33	
PI 11. Additional outputs	A25. 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	1	1	4	4	4	4.00	
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	20	30	5	5	5	5.00	
	A26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	2	2	5	4	5	4.67	
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	1	5	4	4	4.33	

PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year								
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								
	<i>In refereed int'l journals</i>										
	<i>In refereed nat'l/regional journals</i>										
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 faculty or student w/ faculty)										
	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	UM preparatio	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	1	1	4	4	5	4.33		
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	1	1	4	4	5	4.33		

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	complied
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	Zero % complaint	Zero % complaint	5	5	5	5.00	complied
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal		1	4	5	5	4.67	internship program
Admin Support Services										
	Membership in University committees	Member		1	2	5	5	5	5.00	
	Membership in College committees	Member		1	1	4	5	5	4.67	
	Membership in the Department committees	Member		5	5	4	5	4	4.33	
				10	6				4.67	
Department Head	Number of department meetings presided					4	5	5		
	Number of execom meetings attended			6	6	5	4	4	4.33	
	Number of UAC mtgs attended			1	1	4	5	5	4.67	
	Prompt submission of required documents									
	Annual Report			1						due Dec.2020
	Procurement Plan			1	5	5	5	5	5.00	
	Staff Development Plan			1						due Dec.2020
	OPCR/IPCR			10	17	5	5	5	5.00	
	Number of Faculty Mentored			6	15	5	5	5	5.00	
	Number of Admin. Staff supervised									
	Number of department activities supervised			3	6	5	5	5	5.00	
	Number of faculty members for study leave			2	2	5	4	4	4.33	
	Number of supervisory plans prepared & submitted			2	2	5	4	4	4.33	
	Number of coaching & mentoring reports prepared			5	14	5	5	5	5.00	
	Number of class observation conducted			5	12	5	5	5	5.00	
Total Over-all Rating									264.33	

Average Rating (Total Over-all rating divided by 4)	4.72
Additional Points	
FINAL RATING	4.72
ADJECTIVAL RATING	O

MOISES NEIL V. SERIÑO

Supervisor

Date: Oct. 9, 2020

MOISES NEIL V. SERIÑO

Dean, College of Mgt. & Economics

Date: Oct. 9, 2020

Comments and Recommendations for Development Purpose:

very efficient in her task and may consider in publishing her research outputs

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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WITH MULTIPLE FUNCTIONS**

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January-June 2020

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Total for Research				
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	15%		4.42	0.66
4. Administration	35%		4.76	1.67
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Add: Additional Points, if any:

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ADJECTIVAL RATING:

Outstanding

Prepared by:

NILDA T. AMESTOSO

Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO

Dean, CME

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NILDA T. AMESTOSO
Performance Rating: January-June 2020

Aim: To contribute to the full implementation of the VSU Quality Procedures

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, study ISO guidelines and VSU Quality Procedures for cascading to all faculty and staff in the Department of Business and Management (DBM).

Result:

Attendance in related seminars/webinars.

Date: Jan 2020

Target Date: June 2020

Next Step:

Cascade ISO guidelines and VSU Quality Procedures to DBM faculty and staff to serve as guidelines in the day to day operations of the department.


Outcome:

Improved capability to supervise department's operations.

Final Step/Recommendation:

To monitor progress of implementation and implementation of required corrective measures

Prepared by:


NILDA T. AMESTOSO
Unit Head

cc: ODA-HRD