

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

Name of Faculty Member: ANALITA A. SALABAO

July-December 2019

Program Involvement (1)	Percentage Weight of Involvement (2)		Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)		4.94	50%	2.47
b. Students (50%)		4.67	50%	2.33
Total for Instruction	70%			4.80
2. Research	15%			5.00
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research				
3. Extension	5%			4.88
a. Client/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension				
4. Administration	10%			4.94
5. Production				
TOTAL	100%			4.85

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional Points, if any:


0

TOTAL NUMERICAL RATING:

4.85


ADJECTIVAL RATING:

Prepared by:

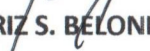

ANALITA A. SALABAO
Name of Faculty

Reviewed by:

Outstanding


BEATRIZ S. BELONIAS
Supervisor

Recommending Approval:


BEATRIZ S. BELONIAS
Supervisor

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANALITA A. SALABAO**, Associate Professor 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 2019- December 2019

ANALITA A. SALABAO

Ratee

Approved:

BEATRIZ S. BÉLONIAS

Vice Pres. Instruction

[illegible]

	International								
	National		2	350%	7	5	5	5	5.00
	Local/Regional		2	250%	5	5	5	5	5.00
	Awards/Honors received by students/faculty:								
	Awards received by students								
	Number of awards received by faculty								
	Number of Professorial Chair awardee								
	Number of Scholarships availed								
Advanced education services									
	Number of Graduates within prescribed period:								
	Masters		1	200%	2	5	5	5	5.00
	Diploma								
	IMs Developed/Revised and Utilized								
	Revised IM's within the last 3 years		2	150%	3	5	5	5	5.00
	Number of Student Research Advising								
	Approved special problem manuscript		1	200%	2	5	5	5	5.00
	Approved research outline		1	400%	4	5	5	5	5.00
	Student Advising and Consult Services:								
	Number of student organizations advised								
	Number of student-related activities assisted		1	400%	4	5	5	5	5.00
Research Services	Number of Outputs Published in CHED accredited journals/internationally indexed journals:								
	In Ref Interntl Journals				1	5	5	5	5.00
	In Ref Natl Journals								
	In Institutional Journals								
	International								
	Number of papers published in other								
	peer-reviewed publications				2	5	5	5	5.00
	(proceedings, monographs, etc.)								
	Number of Outputs Presented in								
	Regional/National/International Fora /Conferences:								

	In International								
	In National								
	In Regional								
	In Local		1	100%	1	5	5	5	5.00
	Percentage of Research Projects Conducted and Completed on Schedule								
	Number of scientific fora coordinated/facilitated								
	Number of linkages forged:								
	International								
	National								
	Regional								
Extn Services	Number of person-days trained	Trainer	50	100%	50	4	5	5	4.67
	Number of trainings conducted	RP	2	100%	2	5	5	5	5.00
	Number of beneficiaries served:								
	Groups/ Institutions	RP	3	100%	3	4	5	5	4.67
	Individuals	RP	50	100%	50	4	5	5	4.67
	Awards recv (inter, natl, local):								
	Individual								
	Unit (Center, College, Department)								
	Technical/ Expert services								
	Consultancy	Consultant							
	Commodity teams		1	200%	2	5	5	5	5.00
	RDE reviewer/ panelist								
	Resource person	person	2	100%	2	4	5	5	4.67
Seminars/symposium/ conference attended	International				1	5	5	5	5.00
	National		1	200%	2	5	5	5	5.00
	Local/Regional	Participant	1	200%	2	5	5	5	5.00
Admin Support Services									
	Membership in University committees	Member	1	400%	4	5	5	5	5.00
	Membership in College committees	Member	1	700%	7	5	5	5	5.00
	Membership in the Department committees	Member	5	240%	12	5	5	5	5.00

Department Head	Number of department meetings presided		2	400%	8	5	5	5	5.00	
	Number of execom meetings attended		1	600%	6	5	5	5	5.00	
	Number of UAC mtgs attended		1	200%	2	5	5	5	5.00	
	Membership in university committees									
	Prompt submission of required documents									
	Annual Report		1	100%	1	5	4	5	4.67	
	Procurement Plan		1	100%	1	5	5	4	4.67	
	Staff Development Plan		1	200%	2	5	5	5	5.00	
	Number of Faculty Mentored		1	1600%	16	5	5	5	5.00	
	Number of department activities supervised		2	300%	6	5	5	5	5.00	
	Number of faculty members for study leave		1	200%	2	5	5	5	5.00	
Total Over-all Rating									172.33	

Average Rating (Total overall rating divided by 4)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		0
FINAL RATING		4.92
ADJECTIVIAL RATING		

Comments & Recommendations
for Development Purpose:
Very experience-rich teacher! Must package teaching materials/guides for the undergrad and graduate.

Evaluated & Rated by:


ANALITA A. SALABAO

Dept/Unit Head

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS

Supervisor

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President

Date: _____

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

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: ANALITA A. SALABAO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	BSAB Curricular revision!!	Discuss the specific points of revision during the meeting		Use the IP to communicate directly and check the progress	Very effective
Coaching	Administrative procedures of the department and addressing solution		OICship assignment. She is the first choice before others during my absence.	Request her to countersign some documents before I sign	Seems to working very well

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: ANALITA A. SALABAO
Performance Rating: July – December 2019

Aim: To acquire knowledge and skills on technology/product commercialization and enterprise development

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

Date: July 2019

Target Date: December 2019

First Step:

Attend trainings/workshops on technology/product commercialization and enterprise development

Result:

Attended trainings/workshops on technology/product commercialization and enterprise development with topics on product concepts, new product development, public acceptance and farmer adoption (stage gating), regulatory frameworks for safety, intellectual property production and commercial approvals; and technology transfer/exchange mechanism.

Date: _____

Target Date: _____

Next Step:


Share new knowledge on product commercialization and enterprise development to the public (investors, researchers, entrepreneurs, and SMEs by serving as Resource Person in trainings, seminars etc.)

Outcome:

Final Step/Recommendation:

Acquired and shared new knowledge on product commercialization and enterprise development to the public (investors, researchers, entrepreneurs, and SMEs).

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

Conforme:

ANALITA A. SALABAO
Ratee