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

Name of Faculty Member:  **MARLON T. ANDRINO**

### JULY-DECEMBER 2023

| 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 (100%) | | 4.80 | 2.40 | |
| b.    Students (50%) | | 5.00 | 2.50 | |
| Total for Instruction | 80% | | 4.90 | 3.92 |
| 2. Research | | | | |
| a. Client/Dir. For Research (50%) | | | | |
| b, Dept. Head/Center Director (50%) | | | | |
| Total for Research | 10% | 4.67 | | 0.47 |
| 3. Extension | | | | |
| a. Client/Dir for Extension (50%) | | | | |
| b. Dept. Head/Center Director (50%) | | | | |
| Total for Extension | | | | |
| 4. Administration | 10% | 5.00 | | 0.50 |
| 5. Production | | | | |
| TOTAL | 100% | | | 4.89 |

EQUIVALENT NUMERICAL RATING:     4.89

Add:  Additional Points, if any:     0

TOTAL NUMERICAL RATING:     4.89

ADJECTIVAL RATING:     **OUTSTANDING**

**MARLON T. ANDRINO**
Name of Faculty

**MARK C. RATILLA**
Dept. Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**
Dean, CME

Approved:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON T.ANDRINO, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT 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 JULY-DECEMBER 2023.

Approved:

**MARLON T. ANDRINO**
Instructor I
Date: 1/15/24

**MARK C. RATILLA**
Department Head
Date: 1/15/24

**MOISES NEIL V. SERIÑO**
Dean, CME
Date: 1/29/24

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target 2023 | Accomplishment | Quality | Eficiency | Timeliness | Average | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|---|---|---|---|---|---|---|---|---|
| **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 | | | | | | | |
| | **PI 8:** Number of graduate students advised * | **A2.** Number of students advised | Acts as academic adviser to graduate students | | | | | | | |
| | | **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 | | | | | | | |
| | | **A4**. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | | | | | | | |
| | **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 | | | | | | | |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | | | | | | | |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | | | | | | | |
| | 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 | | | | | | | |
| | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | | | | | | | |
| 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 | | | | | | | |
| **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 | 30 | 53.95 | 5 | 5 | 5 | 5.00 | |
| | A10 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 17 | 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 | 2 | 6 | 5 | 5 | 5 | 5.00 | |
| | A12 . Number of trainings attended related to instruction | Attend mandated trainings | 1 | 4 | 4 | 5 | 5 | 4.67 | |
| | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 6 | 20 | 5 | 5 | 5 | 5.00 | |
| | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 20 | 52 | 5 | 5 | 5 | 5.00 | |

| PI | Activity | Description | Target | Actual | Q | E | T | Avg |
|---|---|---|---|---|---|---|---|---|
| | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | | | | | | |
| PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 50 | 174 | 5 | 5 | 5 | 5.00 |
| | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | |
| | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 10 | 14 | 5 | 5 | 5 | 5.00 |
| | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 1 | 45 | 5 | 5 | 5 | 5.00 |
| | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 10 | 125 | 5 | 5 | 5 | 5.00 |
| PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USOO | | 1 | 4 | 4 | 4 | 4.00 |
| | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | 2 | 4 | 4 | 4 | 4.00 |
| 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 | | | | | | |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 6 | 10 | 5 | 4 | 5 | 4.67 |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 4 | 38 | 5 | 5 | 5 | 5.00 |
| | 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 | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | A 24 : Number of virtual classroom created and operational | ...tes virtual classroom using either Moddle or Google Classroom | 4 | 10 | 5 | 5 | 4 | 4.67 | |
| 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 | | | | | | | |
| | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | | | | | | |
| | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 1.00 | 5.00 | 5 | 5 | 5 | 5.00 | |

**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 | 4 | 5 | 5 | 5 | 5.00 | |
| PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research oroject within the year | 1 | 2 | 4 | 5 | 4 | 4.33 | |
| 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 | | | | | | | | |
| | In refereed nat'l/regional journals | | | | | | | | |
| 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 | | | | | | | |
| | 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 | | | | | | | |
| PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or | | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | **A 33**. Number of journal articles/scientific paper received and reviewed as peer-reviewer | ... 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 | 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 | | | | | | | | |
| **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 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 | Provides quality and relevant training courses and advisory services | | | | | | | | |
| **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 | | | | | | | | |
| *Research Mentoring* | *Research Mentor* | | | | | | | | | |
| *Peer reviewers/Panelists* | *Peer reviewers/Panelists* | | | | | | | | | |
| *Resource Persons* | *Resource Persons* | | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Convenor/Organizer | Convenor/Organizer | | | | | | | |
| Consultancy | Consultant | | | | | | | |
| Evaluator | Evaluator | | | | | | | |
| **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 | | | | | | |
| **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 | | | | | | |

## UMFO 5. SUPPORT TO OPERATIONS

**OVPI MFO 4. Program and Institutional Accreditation Services**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **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 theQMS 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 NC | 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% | 100% | 5 | 5 | 5 | 5.00 |
| | On program accreditations | | | | | | | |
| | 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 complaints | Zero complaints | 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 * | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | | | | | 101.33 | Recommendation/Comment | | | | |
| Average Rating | | | | | 4.83 | | | | | |
| Adjectival Rating | | | | | O | | | | | |

Recommendation/Comment: *Engage more nsearch ad extension activities. Also, attend more trainings/ seminars to specialize or particular mngmt domain*

Evaluated & Rated by:

**MARK C. RATILLA**
Department Head
Date: 1/15/24

Recommending Approval

**MOISES NEIL V. SERIÑO**
Dean, CME
Date: 1-29-24

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 1/29/24

Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **MARLON T. ANDRINO**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date of Completion | Quality of Output* | Overall Assessment of Output** | Remarks/ Recommend ation |
|---|---|---|---|---|---|---|---|---|
| 1 | Prepares assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make himself available for students during consultation hours, revises course syllabus | Very satisfactory | July 1, 2023 | December 31, 2023 | December 31, 2023 | Very Impressive | Outstanding | |
| 2 | Prepares instructional materials for face-to-face classes. | Very Satisfactory | July 1, 2023 | December 31, 2023 | December 31, 2023 | Impressive | Very Satisfactory | |
| 3 | Attend meetings and online webinars and performs functions as member of different committees of the department | Very Satisfactory | July 1, 2023 | December 31, 2023 | July 1- December 31, 2023 | Impressive | Very Satisfactory | |
| 4 | Performs other functions | Very Satisfactory | July 1, 2023 | December 31, 2023 | July 1- December 31, 2023 | Impressive | Very Satisfactory | |

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

**MARK C. RATILLA**
Unit Head

Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : <u>MARLON T. ANDRINO</u>
Performance Rating : <u>JULY-DECEMBER  2023</u>

Aim: <u>To strengthen the teaching capacity and build-up skills both for research and extension services.</u>

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

Date: <u>JULY 2023</u>     Target Date: <u>DECEMBER 2023</u>

**First Step:**
<u>Learn more teaching strategies specially relating to blended learning, attend trainings and/or activities relating to extension services and engagements in and outside the university campus.</u>

**Result:**
<u>Improved and enhanced teaching skills including research and extension services and other related endeavor.</u>

Date: <u>JULY 2023</u>     Target Date: <u>DECEMBER 2023</u>

**Next Step:**
<u>Integrate the knowledge and skills learned from extension services for the effectiveness not only in the instruction function but also in the exercise of the related functions as an instructor of the academe.</u>

**Outcome:**
<u>Improved capability in exercising functions in research and extension services while correspondingly integrating such skills gained for the effectiveness in the academic functions and instruction.</u>

**Final Step/Recommendation:**
<u>To continue attending seminars/workshops/trainings and/or related research and extension activities to upgrade competency in performing instruction function and being able to make an impact not only to students but also to the community, as a whole.</u>

Prepared by:


**MARK C. RATILLA**
Unit Head


Conforme:


**MARLON T. ANDRINO**
  Ratee
cc:  ODA-HRD