

OP # 101
3/13/20

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FRANCISCO G. GABUNADA, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.8 x 50% = 2.4	
b. Students (50%)		5 x 50% = 2.5	
TOTAL for Instruction	40%	4.9	1.96
2. Research	30%	5.00	1.5
3. Extension	15%	-	-
4. Administration	10%	4.55	0.46
5. Production	5%	5.00	0.25
TOTAL			4.17


EQUIVALENT NUMERICAL RATING: **4.17**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.17**

ADJECTIVAL RATING:

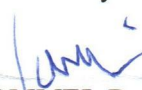
Prepared by:



FRANCISCO G. GABUNADA, JR.

Name of Faculty

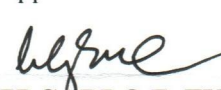
Reviewed by:



ROMMEL B. ARMECIN

Director, ECO-FARMI

Approved:



EDGARDO E. TULIN

President **2-16-20**

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127

20 MAR 2020

OK

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **FRANCISCO G. GABUNADA JR.**, of the Office of the President 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.

FRANCISCO G. GABUNADA JR.

Ratee

APPROVED:

EDGARDO E. TULIN

Head of Office

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec, 2019)	Accomplishment	Rating				Remarks
						Jan-June 2019	Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services											
			FTE	Teach AnSci 22	1 laboratory class (Jan-June only)	1	5	5	5	5	
UMFO 3. Research Services											
			Amount/value of research funds/resources externally generated	Generate research fund	P0.05M	P0.05M	5	5	5	5	
UMFO 4. Extension Services											
			Number of extension manuals contributed	Formulate training manual	3	0					
UMFO 5. Production Services											
			Number of income generating projects monitored, reviewed and evaluated on	Manages VSU Apartelle	1	1	5	5	5	5	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	no complaint	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								

			Number of Memoranda/Special Orders/Certifications issued	Review/screened/draft Memoranda/ Special Orders/ Certifications	1,800	1,000	5	5	5	5	
			No. of documents reviewed, processed & released within the day it is acted by the	Review documents for Pres./OIC's action	14,000	9,323	5	5	4	4.667	
			No. of reports and correspondence prepared and released	Review reports and correspondence	600	310	5	5	5	5	
			Number of offices under OP and special projects coordinated	Coordinate offices under OP and facilitates special projects	10	10	5	5	5	5	
			Number of income generating projects monitored, reviewed and evaluated on scheduled	Manage, monitor and review IGP	1	1	5	5	5	5	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Review and facilitate MOA/MOUs for President's approval and submits for BOR confirmation	300	200	5	5	5	5	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/ photodocumented	Coordinate and arrange venue, accommodation, meals, transportation, etc.	40	25	5	5	5	5	
			100% of meetings and travels convened/presided/ facilitated/photo-documented	Plan and schedule meetings, appointments and travel of Univ. Pres.	100%	100%	5	5	5	5	
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	98%	5	5	5	5	
			<i>Total Over-all Rating</i>							69.667	

Average Rating (Total Over-all-rating divided by 15)		4.64
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Evaluated and Rated:


EDGARDO E. TULIN *ST*
Unit Head

Date: 2-11-20

Approved by:


EDGARDO E. TULIN *ST*
President

Date: 2-11-20

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Edgardo E. Tulin

Name of Faculty/Staff: Francisco G. Gabunada, Jr. Signature:  Date: _____

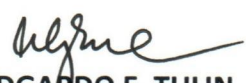
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none">• First working day of the month• as needed				
Coaching Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none">• First working day of the month as needed				

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

Conducted by:


EDGARDO E. TULIN
 Immediate Supervisor

Verified by:


EDGARDO E. TULIN
 Next Higher Supervisor

2-16-70

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Francisco G. Gabunada, Jr.

Performance Rating: _____

Aim: _____ Improve skills in carrying out duties and responsibilities

(leadership and coordination)

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Review of coordination and leadership activities

Result: _____
Identification of activities and skills required

Date: _____ Target Date: _____

Next Step: Identification of capability building needs

Outcome: _____
Identified capability building needs

Final Step/Recommendation:

Opportunities for exposure to capability building activities

Prepared by: 

EDGARDO E. TULIN
Immediate Supervisor

2-10-70

Conforme:


FRANCISCO G. GABUNADA, JR.
Ratee