

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

Name of Faculty Member: GIDEON NIEL D. TAN

January-June 2019

Program Involvement (1)	Percentage Weight of Involve-ment (2)	(Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)		4.92x50%	2.46	
b. Students (50%)		4.50x50%	2.00	
Total for Instruction	80%		4.46	3.57
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	10%		5.00	0.50
4. Administration	10%		5.00	0.50
5. Production				
TOTAL	100%			4.57

EQUIVALENT NUMERICAL RATING:

4.57

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.57

ADJECTIVAL RATING:

Outstanding

GIDEON NIEL D. TAN

Recommending Approval:

ANALITA A. SALABAO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

ANALITA A. SALABAO
Head, DBM

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, GIDEON NIEL D. TAN, 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 January 2019- June 2019

GIDEON NIEL D. TAN

Ratee

Approved:

ANALITA A. SALABAO

Head, DBM

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplishment	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	1. Graduate Degree Program Management Services									
	PI1: Number of graduate degree specializations offered and monitored									
	PI2: Total FTE monitored	Teaching								
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
Higher Education Services	Full Time Equivalent (FTE)	Teaching	20.00	169%	33.75	5	5	5	5.00	
	Vacation/Sick Leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized									
	Revised IM's within the last 3 years	Compiler	1	300%	3	5	5	5	5.00	
	Number of Student Research and Field Practice Advising									
	Approved case study manuscript	Adviser	12	175%	21	5	5	4	5.00	

	In Institutional Journals									
	International									
	Number of papers published in other									
	peer-reviewed publications									
	(proceedings, monographs, etc.)									
	Number of Outputs Presented in									
	Regional/National/International Fora /Conferences:									
	In International									
	In National									
	In Regional									
	In Local									
	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	Trainor								
	Number of trainings conducted	RP								
	Number of beneficiaries served:									
	Groups/ Institutions									
	Individuals									
	Awards recy (inter, natl, local):									
	Individual									
	Unit (Center, College, Department)									
	Technical/ Expert services									
	Consultancy	Consultant								
	Commodity teams									
	RDE reviewer/ panelist									
	Resource person	person								
Seminars/symposium/ conference attended	International		1	100%	1	5	5	5	5.00	
	National									
	Local/Regional	Participant								
Admin Support Services	Number of department mtgs attended		4	150%	6	5	5	5	5.00	
	Membership in University committees	Member								
	Membership in College committees	Member								
	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									
	Prompt submission of required documents									
	Annual Report									
	Procurement Plan									
	Staff Development Plan									
	Number of Faculty Mentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
Total Over-all Rating									34.67	

Average Rating (Total overall rating divided by 4)		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVIAL RATING		0

Comments & Recommendations

for Development Purpose:

Coming from an excellent performance in his MS study. He needs to go on PhD soon. He is a team player and delegent!

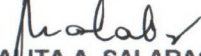
Evaluated & Rated by:


ANALITA A. SALABAO
Dept/Unit Head

Date: _____

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

Recommending Approval:


ANALITA A. SALABAO
Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

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: GIDEON NIEL D. TAN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Checking on his plan for advanced degree	Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching	Developing and managing independent research project	How to develop teaching guides and tips for teaching effectively		Encouraging him to take courses within VSU to sharpen his research and teaching relevance in agribusiness	Effective and successful

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: GIDEON NIEL D. TAN
Performance Rating: JANUARY-JUNE 2019

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: January 2019

Target Date: June 2019

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 and workshops.

Date: _____

Target 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:


ANALITA A. SALABAO
Unit Head

Conforme:


GIDEON NIEL D. TAN

Ratee

cc: ODA-HRD