

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

Name of Faculty Member: ARGINA M. POMIDA

JULY - DECEMBER 2020

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%)		4.69x100%	4.69	
b. Students (%)				
Total for Instruction	50%		4.69	2.35
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				
4. Administration	50%		4.63	2.31
5. Production				
TOTAL	100%			4.66

EQUIVALENT NUMERICAL RATING:

4.66

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.66

ADJECTIVAL RATING:

Outstanding

Prepared by:


ARGINA M. POMIDA
Name of Faculty

Reviewed by:


NILDA T. AMESTOSO
Dept. Head

Recommending Approval:

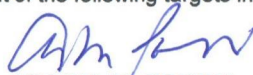

MOISES NEIL V. SERIÑO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARGINA M. POMIDA, 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 July - December 2020


ARGINA M. POMIDA
 Asst. Professor
 Date:

Approved:

NILDA T. AMESTOSO / DILBERTO O. FERRAREN
 Supervisor
 Date:


MOISES NEIL V. SERIÑO
 College Dean
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplis hment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	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	4	6	4	5	5	4.67	
	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	1	2	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	4	10	4	5	5	4.67	
	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	1	2	5	4	4	4.33	
		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	2	8	4	5	5	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8	5	5	5	5.00	
		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							

		<i>A 7 : Number of virtual classroom created and operational</i>		<i>Creates virtual classroom using either Moodle or Google Classroom</i>	1	2	5	5	4	4.67	
	<i>PI 10 . Additional outputs:</i>	<i>A 8 . Other outputs implementing the new normal due to covid 19</i>		<i>Designs experiential learning activities and other outputs to implement new normal</i>	1	1	4	4	4	4.00	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<i>PI 5: Total FTE, coordinated, implemented and monitored *</i>	<i>A9. Actual Faculty's FTE</i>		<i>Handles and teaches courses assigned</i>	1	2	4	4	4	4.00	
		<i>A10 . Number of grade sheets submitted within prescribed period</i>	Preparation	Prepares gradesheet and submits on or before deadline	1	2	5	5	5	5.00	
		<i>A 11 . Number of INC forms with grade submitted within prescribed period</i>		Facilitates students in their completion of the subject and submits completion forms with							
		<i>A12 . Number of trainings attended related to instruction</i>	Trainings attended	Attend mandated trainings		5	5	5	5	5.00	
		<i>A13 . Number of long examinations administered and checked</i>	exam prep	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	
		<i>A14 . Number of quizzes administered and checked</i>		Prepares and checks quizzes for lec and lab	4	10	5	5	5	5.00	
		<i>A15 . Number of lab reports and term papers checked and graded</i>		Checks lab reports and term papers submitted as required	4	6	5	5	5	5.00	
	<i>PI 8: Number of students advised: *</i>	<i>A16. Number of students advised:</i>		<i>Acts as academic adviser to students</i>	4	20	5	4	5	4.67	
		<i>A17 . Number of students advised on thesis/ field practice/special problem:</i>									
		<i>As Department Head</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	7	5	5	5	5.00	
		<i>A18 . Number of students entertained for consultation purposes</i>		Entertains students consulting on subject taught, thesis and grades	4	30	5	5	5	5.00	
	<i>PI 9: Number of student organizations advised/ assisted *</i>	<i>A19 . Number of Student organizations advised</i>		<i>Advises student organizations recognized by USOO</i>							
		<i>A20 . Number of Student organizations assisted on student related activities</i>		<i>Assists student organizations in implementing student related activities</i>	1	4	4	5	5	4.67	
	<i>PI 10: Number of instructional materials developed *</i>	<i>A 21 : Number of on-line course ware developed and submitted :</i>		Prepares and submits for review by the Technical Review Panel		3	5	5	4	4.67	
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>		2	4	5	4	4.33	
		<i>Supplemental learning resources</i>		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	10	5	5	5	5.00	


		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	20	5	5	4	4.67	
		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		Creates virtual classroom using either Moodle or Google Classroom		3	4	4	5	4.33	
	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		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		1	4	4	5	4.33	
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	4	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 *	A 27. 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	4.67	
	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		1	4	5	5	4.67	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	A 29. Percentage of research outputs published in internationally-referred 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 scientific fora/conferences							
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	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 preparation	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		2						
	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		2	5	5	5	5.00		
	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								
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and		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				2	5	4	5	4.67		
	Peer reviewers/Panelists	Peer reviewers/Panelists										
	Resource Persons	Resource Persons				2	4	5	5	4.67		
	Convenor/Organizer	Convenor/Organizer				1	4	5	5	4.67		
	Consultancy	Consultant				2	4	5	5	4.67		
	Evaluator	Evaluator				1	4	5	5	4.67		
	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 (extrn. 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						28.33		
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 non-conformity	zero non-conformity	5	5	4	4.67		
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00		

	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 the QMS 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 non-conformity	zero non-conformity	5	5	4	4.67	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint	0	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other		Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new							
	PRGEA MFO1:										
	Efficient & Customer friendly frontline service	0% complaint from client served		IGP Director IGP Staff	Zero complaint	0	5	5	5	5.00	
	Effectively acted administrative & financial documents	Timely review and signing of Revolving Fund and Special Trust Fund, IGP Projects, Contract of Lease, Monthly Financial Report of STF Projects managed and supervised, and other official documents prepared and processed.		IGP Director IGP Staff			5	5	5	5.00	
	ISO 9001:2015 aligned documents for least 1 core process	Number of quality procedures prepared/revised		IGP Director IGP Staff	1	1	4	4	4	4.00	
	Administrative & management meetings	No. of actively attended administrative and management meetings		IGP Director IGP Staff	3	10	5	5	4	4.67	
	PRGEA MFO.3: Management and Monitoring services	No. of IGP Monthly Financial Reports received and check		IGP Director IGP Staff	300	353	5	5	5	5.00	
		Actively facilitated the conduct of RF and STF Annual Review		IGP Director IGP Staff	1	1	4	4	4	4.00	

		Improved gross income generated from RF-IGP to support university		1.75M	1.75M	2.10M	5	5	5	5.00	
	Best practices and innovations	Regular repair and maintenance of IGP facilities		10%	10%	50%	5	5	5	5.00	
		Effective implementation of Waste segregation and management		50%	50%	80%	5	5	5	5.00	
	Total Over-all Rating									266.00	
	Average Rating (Total Over-all rating divided by 4)				4.66						
	Additional Points										
	FINAL RATING				4.66						
	ADJECTIVAL RATING				O						

Evaluated & Rated by:




NILDA T. AMESTOSO
Department Head

Date:

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

Recommending Approval



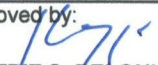
MOISES NEIL V. SERINO
Dean, College of Mgt. & Economics

Date: 2/1/21

Comments and Recommendations for Development Purpose:

Consider pursuing doctoral studies as indicated in the DBM Faculty Development Plan

Approved by:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 2/1/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: July – December 2020

Aim: To acquire knowledge and skills on preparing learning materials for new normal set-up, conducting/managing online classes and new office management system (under pandemic situation).

Proposed Interventions to Improve Performance and/or Competence and to adapt new normal set-up:

Date: July 2020

Target Date: December 2020

First Step:

To attend virtual/webinar trainings/seminar workshops on preparations and conduct of classes under new normal set, office management process and improvement/adjustment amidst the pandemic situation.

Result:

Attended virtual training/seminar-workshop on planning processes.

Date: _____

Target Date: _____

Next Step:


To acquire and apply new knowledge in the preparation and conduct of classes under new normal set-up to students and to the dept. stakeholders. Shared and cascaded new management activities/system to the staff, clients and stakeholders of the university (under pandemic situation).


Outcome:

Final Step/Recommendation:

Continually upgrade teaching and managerial skills.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:

ARGINA M. POMIDA
Ratee

cc: ODA-HRD