

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

Name of Faculty Member: GIDEON NIEL D. TAN

**JANUARY-JUNE 2022**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involve-ment (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>		<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction				
a. Head/Dean (50%)		4.57	2.29	
b. Students (50%)		4.00	2.00	
Total for Instruction	65%		4.29	2.79
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	25%		5.00	1.25
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%			

EQUIVALENT NUMERICAL RATING:

4.54

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.54

ADJECTIVAL RATING:

**OUTSTANDING**

**GIDEON NIEL D. TAN**

Name of Faculty

**BERT C. PEÑALOSA**

Dept. Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

Approved:

**BEATRIZ S. BELONIAS**


Vice President for Academic Affairs

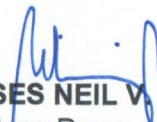
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GIDEON NIEL D. TAN, 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 JANUARY-JUNE 2022.

GIDEON NIEL D. TAN  
Instructor I  
Date: 7/27/22

Approved:   
BERT C. PENALOSA  
OIC-Head, DBM  
Date: July 28, 2022

  
MOISES NEIL V. SERIÑO  
College Dean  
Date: 7/28/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (2022)	Actual Accomplishment	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	1						
	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	1	2	5	5	5	5.00	



		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	0					no enrollees for 2nd sem (Jan-Jun)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					no enrollees for 2nd sem (Jan-Jun)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	0					no enrollees for 2nd sem (Jan-Jun)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	0					no enrollees for 2nd sem (Jan-Jun)
		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 Moodle or Google Classroom	1	0					no enrollees for 2nd sem (Jan-Jun)
	<b>PI 10</b> . Additional outputs:	<b>A 8</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9</b> . Actual Faculty's FTE	Handles and teaches courses assigned		21.6	5	5	5	5.00	
		<b>A10</b> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	5	5	5	5.00	

		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	0					not applicable, due to academic ease policy (Jan-June)
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	2	0	3	3	3	3.00	
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	4	2	4	4	4	4.00	Mgmt 102 and Btec 143 (Jan-Jun)
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	8	2	3	3	3	3.00	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	60	86	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	7	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	14	12	5	5	5	5.00	special problem consultation (Jan-June)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	1	0	3	3	3	3.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Mgmt 102 and Btec 143 (Jan-Jun)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	Mgmt 102 and Btec 143 (Jan-Jun)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	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	1	2	5	5	5	5.00	Mgmt 102 and Btec 143 (Jan-Jun)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	Mgmt 102 and Btec 143 (Jan-Jun)
	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	2	1	5	4	4	4.33	
		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	1	5	5	5	5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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	2	2	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 project within the year	1	0					research activities were affected by typhoons in Dec 2021 and April 2022

	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>			0					
		<i>In refereed nat'l/regional journals</i>		1	0					
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>			0					
		<i>In nat'l/regional fora/conferences</i>		1	0					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										



	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	0					
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects		0					
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	50%	0%					
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor			0					
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	0					
	Convenor/Organizer	Convenor/Organizer			0					
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> 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						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>								
	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 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%	5	5	5	5.00
		On program accreditations							
		On institutional accreditations							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients						



	<b>PI 3:</b> Additional Outputs	<u>A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *</u>	Generated reports							
		<u>A 48. Other outputs implementing the new normal due to covid 19</u>	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>				102.33					Comments and Recommendation: <i>SHAW</i>
	<b>Average Rating</b>				4.62					<i>STRENGTHEN RESEARCH CAPABILITY</i>
	<b>Adjectival Rating</b>				0					

Evaluated & Rated by:

**BERT C. PEÑALOSA**

OIC-Head, DBM

Date:

*July 28, 2022*

Recommending Approval

**MOISES NEIL V. SERINO**

Dean, CME

Date:

*7/21/22*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

*8/17/22*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GIDEON NIEL D. TAN**  
Performance Rating: January-June 2022

Aim: To share knowledge on agribusiness value chains to students for them to develop deeper skills and insights on the field.

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

Date: January 2022

Target Date: June 2022

**First Step:**

Tap students in conducting research activities.

**Result:**

Involved as adviser to 2 undergraduate student, student research committee to 10 undergraduate students and graduate advisory committee to 2 graduate students.

Date: Jan 15, 2022

Target Date: April 15, 2022

**Next Step:**

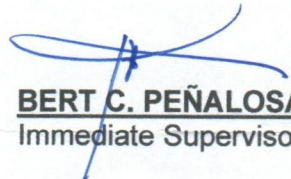
Refine student outputs and present in conferences or publish.

**Outcome:**

Final Step/Recommendation:

Share outputs through conferences and/or publish

Prepared by:

  
**BERT C. PEÑALOSA**  
Immediate Supervisor

Conforme:

  
**GIDEON NIEL D. TAN**  
Ratee

cc: ODA-HRD