SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: WELLA MARIE D. ALACIO

January-June 2020

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (100%)		4.44x100%	4.44	
b. Students (0%)				
Total for Instruction	90%		4.44	4.00
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	10%		5.00	0.50
5. Production				
TOTAL	100%			4.50

EQUIVALENT NUMERICAL RATING: 4.50

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

WELLA MARIE D. ALACIO   **NILDA T. AMESTOSO**
Name of Faculty   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,WELLA MARIE D. ALACIO, 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 JANUARY 2020 to June 2020

Approved:

WELLA MARIE D. ALACIO
Instructor I
Date:

NILDA T. AMESTOSO
Department Head
Date:

MOISES NEIL V. SERIÑO
College Dean
Date: Oct. 9, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should
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	23.7	4	4	4	4.00
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	6	4	4	4	4.00
	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	3	2	4	4	4	4.00
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	2	4	4	4	4.00
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	6	4	4	4	4	4.00
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	15	31	5	5	5	5.00
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	10	12	5	5	5	5.00
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviserto students	10	30	5	5	5	5.00

PI	Activity	Sub-item	Type	Description						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	10	13	5	5	5	5.00
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	20	24	5	5	5	5.00
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	30	4	4	4	4.00
PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised			Advises student organizations recognized by USOO						
	A20. Number of Student organizations assisted on student related activities			Assists student organizations in implementing student related activities	1	1	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	1	1	4	4	4	4.00
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	4	4	4.33
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	4	4	4.33
	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					
	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
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	1	5	5	4	4.67
	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	4	4.67
UMFO 3 . RESEARCH SERVICES										

				Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	4	4.67	
		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	4	4.67	
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							
	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							
	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 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	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	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											

						1	2	3	4	
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	**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	1	zero non-conformity	5	5	5	5.00	
	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	1	100% compliant	5	5	5	5.00	
	On program accreditations	Pilot Plant								
	On institutional accreditations	SSF								
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	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 *		Initiates/introduces improvements in performfing 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 normal							
Total Over-all Rating									95.00	

Average Rating (Total Over-all rating divided by 4)			4.52	
Additional Points				
FINAL RATING			4.52	
ADJECTIVAL RATING			· O·	

Comments and Recommendations for Development Purpose: *Develop commitment towards work; must define priorities*

Evaluated & Rated by:

NILDA T. AMESTOSO
Department Head
Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, College of Mgt. & Economics
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

(QUARTER)

Name of Office: <u>Dept. of Business and Management</u>

Head of Office: NILDA T. AMESTOSO

Number of Personnel: <u>WELLA MARIE D. ALACIO</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Observing him in the classroom and providing feedback	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	Showing her how to use a specific program (ex. Excel QM) for use in her classes	How develop teaching guides and tips for teaching effectively			Effective and successful

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

Conducted by:

NILDA T. AMESTOSO
Immediate Supervisor

Noted by:

MOISES NEIL V. SERIÑO
Dean, CME

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Wella Marie D. Alacio
Performance Rating: January 2020-June 2020

Aim: To enhance capability, knowledge, and skills in strategic teaching.

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

Date: January 2020   Target Date: June 2020

First Step:
Attend seminars, training/workshops that will enhance capability, knowledge, and skills in strategic teaching for the new normal.

Result:
Attended in related seminars and workshops on distant learning modality.

Next Step:
Integrate knowledge learned in preparing learning modules and creating virtual classrooms for subjects to be taught.

Outcome:
Improved capability to undertake flexible mode of instructions. Developed learning modules for Mmgt121n, and created virtual classrooms for subjects to be taught.

Final Step/Recommendation:
To continue attending seminars/workshops/trainings to upgrade competency to perform instruction, research, and extension functions.

Prepared by:

NILDA T. AMESTOSO
Unit Head

Conforme:

WELLA MARIE D. ALACIO
Ratee

cc: ODA-HRD