

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

Name of Faculty Member: DR. GUIRALDO C. FERNANDEZ, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	12.5%	5.00	.625
b. Students (50%)	12.5%	4.00	.5
Total for Instruction	25%	5.00	1.00-1.125
2. Research			
3. Extension			
4. Administration	75%	5.00	4.00-3.75
5. Production			
<b>TOTAL</b>	<b>100%</b>		<b>5.00-4.88</b>

EQUIVALENT NUMERICAL RATING: 5.00-4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00-4.88

ADJECTIVAL RATING:

Outstanding

Prepared by:

**GUIRALDO C. FERNANDEZ, JR.**  
Name of Faculty

Reviewed by:

**JETT C. QUEBEC**  
Head, DLABS

Approved by:

**EDGARDO E. TULIN**  
President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the **OFFICE OF THE BOR/UNIVERSITY SECRETARY** 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** to **June 2022**.

**GUIRALDO C. FERNANDEZ, JR.**  
BOR & University Secretary

Approved:   
**EDGARDO E. TULIN**  
President *Edgardo E. Tulin*

Appointment Status	Appoitment / Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
<b>Total</b>		<b>3</b>

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

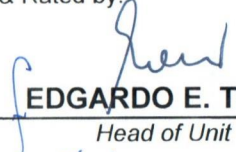
MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES</b>	<b>PI4</b> Total FTE coordinated, implemented & monitored								
	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	1.5	3	5	5	5	5.00	
	<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or	2	3	5	5	5	5.00	
	<b>A11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with	1	None	-	-	-	-	
	<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long	2	5	5	5	5	5.00	
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS</b>	<b>PI1</b> Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	5 meetings	7 meetings	5	5	5	5.00	
	<b>PI2</b> Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	40 pages	53 pages	5	5	5	5.00	
	<b>PI3</b> Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	26 BOR Resolutions	5	5	5	5.00	
	<b>PI4</b> Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	<b>PI8</b> Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	5 Requests	6 Requests	5	5	5	5.00	
	<b>PI14</b> Number of Meetings Organized for the Search Committee for Private Sector Representatives (SC-PSR)	Organized SC-PSR Meeting	1 SC-PSR Meeting	2 SC-PSR Meeting	5	5	5	5.00	
	<b>PI15</b> Number of pages of Completed SC-PSR Reports	Prepared SC-PSR Reports	3 Pages	4 Pages	5	5	5	5.00	
	<b>PI16</b> Number of Agenda Folders Prepared for SC-PSR Meetings	Prepared Agenda Folders for the SC-PSR	2 Agenda Folders	2 Agenda Folders	5	5	5	5.00	
<b>OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY</b>	<b>PI1</b> Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	3 Meetings	11 Meetings	5	5	5	5.00	
	<b>PI2</b> Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	40 pages	50 pages	5	5	5	5.00	
	<b>PI6</b> Number of special /ADHOC Committee Meetings attended	Special meetings attended	3 meetings	3 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied		3 documents	4 documents	5	5	5	5.00	
Total Over-all Rating					90	90	90	90.00	

<b>Average Rating (Total Over-all rating divided by 18)</b>		<b>5.00</b>	<b>Comments &amp; Recommendations for Development Purpose:</b>
<b>Additional Points:</b>			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
<b>FINAL RATING</b>		<b>5.00</b>	
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>	

Evaluated & Rated by:

  
**EDGARDO E. TULIN**  
 Head of Unit *en*

Date: 7/29/14

Approved by:

  
**EDGARDO E. TULIN**  
 President *en*

Date: 7/29/14

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.  
Performance Rating : \_\_\_\_\_

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 03 January 2022 Target Date: 04 February 2022

First Step : Analyze flow (process) of the report preparation.  
\_\_\_\_\_  
\_\_\_\_\_

Result : Factors leading to delay identified.  
\_\_\_\_\_  
\_\_\_\_\_

Date: 07 March 2022 Target Date: 08 April 2022

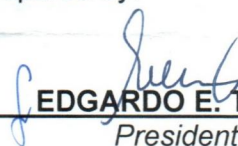
Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.  
\_\_\_\_\_

Outcome : Report preparation time is shortened.  
\_\_\_\_\_

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:

  
EDGARDO E. TULIN  
President *de Pham*

Conforme:

  
GUIRALDO C. FERNANDEZ, JR.  
BOR/University Secretary