

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

Name of Faculty Member: **VINCE G. LAO**

January-June 2019

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%)		4.62x100%	4.62
b. Students (0%)			
Total for Instruction	80%		4.62
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	20%		5.00
5. Production			
TOTAL	100%		4.70

EQUIVALENT NUMERICAL RATING:

4.70

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.70

ADJECTIVAL RATING:

Outstanding


VINCE G. LAO

Name of Faculty


NILDA T. AMESTOSO

Dept. Head

Recommending Approval:


MOISES NEIL V. SERIO

Dean, CME

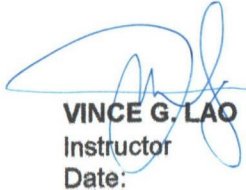
Approved:



BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VINCE G. LAO, 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 - June 2020.


VINCE G. LAO
Instructor
Date:

Approved:

NILDA T. AMESTOSO
Department Head
Date:


MOISES NEIL SERIÑO
College Dean
Date: 04-9-2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	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							
	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 were reviewed by TRP & edited by MMDC editor		Submits the course were 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	27.46	4	4	4	4.00	
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	7	5	5	5	5.00	
	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	5	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	5	5	4	4.67	
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	20	39	5	5	5	5.00	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	39	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						
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic advisor to students	10	34	5	5	5	5.00	
	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	5	14	5	5	5	5.00	

		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript		34	5	5	5	5.00	
		A18 : Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5.00	
	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							
	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	2	1	4	4	4	4.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	1	4	4	4	4.00	
		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						
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	
	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							
		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							
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 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 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 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 rendered	A 40. Number of technical/expert services rendered	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									
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								
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 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-confo	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	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant								
		On institutional accreditations	SSF Rootcrop facility incharge								
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 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 normal							
Total Over-all Rating										79.67	

Average Rating (Total Over-all rating divided by 4)		4.69
Additional Points		
FINAL RATING		4.69
ADJECTIVAL RATING		O

Evaluated & Rated by:

Nilda T. Amestoso
NILDA T. AMESTOSO
 Department Head

Date:

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

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
 Dean, College of Mgt. & Economics
 Date: *Oct. 9, 2020*

Comments and Recommendations for Development Purpose:

Must pursue his MM degree

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 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: **NILDA T. AMESTOSO**

Number of Personnel: VINCE G. LAO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Sharing information and advice about policies, procedures, curriculum, instructional strategies etc.			Very productive discussion
Coaching		How to 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:

Noted by:


NILDA T. AMESTOSO
Immediate Supervisor


MOISES NEIL V. SERINO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VINCE G. LAO
Performance Rating: JANUARY-JUNE 2020

Aim: Develop and enhance the capability of the faculty particularly in his preparation for the flexible learning modalities to effectively deliver educational services particularly during the COVID-19 Pandemic.

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

Date: JANUARY 2020

Target Date: JUNE 2020

First Step:

Attend trainings/webinars related to flexible teaching methods in preparation for the new normal

Result:

Attended webinars related to flexible teaching methods:

1. Virtual Training on Google Classroom as a Learning Management System (LMS)
2. VSU Moodle Virtual Classroom training

Able to draft and finalize modules in Mgmt 101b (co-author), ABMg 104 (co-author) and Mgmt 137 (author).

Able to create virtual classrooms for Mgmt 137 and Mgmt 101b

Date: JANUARY 2020

Target Date: JUNE 2020

Next Step:

Apply the learnings and continue attending webinars related to flexible learning modalities.


Outcome:

More equipped and capable faculty.

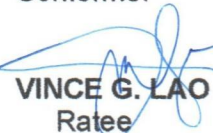
Final Step/Recommendation:

To continue attending seminars/workshops/trainings/webinars to upgrade competency to perform instruction, research, and extension functions.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


VINCE G. LAO
Ratee

cc: ODA-HRD