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)	Rating (Rating x%)	Equivalent Numerical Rating (2 X 3)		
1. Instruction					
a. Head/Dean (100%)		4.62×100%	4.62		
b. Students (0%)					
Total for Instruction	80%		4.62	3.70	
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	1.00	
5. Production					
TOTAL	100%			4.70	

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

VINCE G. LAO

Name of Faculty

4.70

0

4.70

Outstanding

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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, VINCE G. LAO, a faculty member of the <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> 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: 14-9, WW

REMARKS (Indicators Description of MFO's/PAPs Success/ Performance Indicators Program/ Tasks Assigned Target Actual Rating MFO Quality Eficiency in percentage should Activities Accompli Timeliness shment be supported with numerical values in **Projects** numerators and denominators) **UMFO 1. ADVANCED EDUCATION SERVICES** OVPI MFO 2. Graduate Student Management Services Handles subjects/courses assigned PI 4: Total FTE coordinated, A1. Actual Faculty's FTE implemented & monitored* PI 8: Number of graduate students A2. Number of students advised Acts as academic adviser to graduate students advised * A3. Number of students advised on thesis/special problem/dissertation Advises and corrects research outline and As GAC Chairman thesis/SP/dissertation manuscript Advises and corrects research outline and AS GAC Member thesis/SP/dissertation manuscript A4. Number of students entertained for Entertains students seeking consultation with consultation purposes faculty PI 9: Number of instructional Converts the existing instructional materials into A5. Number of on-line ready coursewares materials developed * developed and submitted for review flexible learning systems Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof

Supplemental learning resources Assessment tools A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught 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									
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							
A 8. Other outputs implementing the new normal due to covid 19	And provided in the control of the c	Designs experiential learning activities and other outputs to implement new normal							
ERVICES									
ement Services									
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	Preparati on	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	Sector Section and Administration of the Section Sec
A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	10						
A16. Number of students advised:		Acts as academic adviserto students	10	34	5	5	5	5.00	
A17. Number of students advised on thesis/ field practice/special problem:									
As SRC Chairman	Advising/c orrection	Advises, and corrects research outline and	5	14	5	5	5	5.00	
	Personal due to covid 19 SERVICES Jement Services A9. Actual Faculty's FTE A10. Number of grade sheets submitted within prescribed period A 11. Number of INC forms with grade submitted within prescribed period A12. Number of trainings attended related to instruction A13. Number of long examinations administered and checked A14. Number of quizzes administered and checked A15. Number of lab reports and term papers checked and graded A16. Number of students advised on thesis/ field practice/special problem:	BERVICES Jement Services A9. Actual Faculty's FTE A10. Number of grade sheets submitted within prescribed period on A 11. Number of INC forms with grade submitted within prescribed period A12. Number of trainings attended related to instruction A13. Number of long examinations administered and checked A14. Number of quizzes administered and checked A15. Number of lab reports and term papers checked and graded A16. Number of students advised on thesis/ field practice/special problem:	other outputs to implement new normal Describes A9. Actual Faculty's FTE A10. Number of grade sheets submitted within prescribed period on A11. Number of INC forms with grade submitted within prescribed period A12. Number of trainings attended related to instruction A13. Number of long examinations administered and checked A14. Number of quizzes administered and checked A15. Number of lab reports and term papers checked and graded A16. Number of students advised on thesis/field practice/special problem:	cher outputs to implement new normal cher of sudents outputs and teaches courses assigned checks under in their completion of the subject and submits on or before deadline cheadline cher outputs deadline cher outputs deadline cherch submits completion of the subject and submits completion of	Intermediate to covid 19 Internet covid 19 Inter	Interpretation Inte	Internal due to covid 19 Internal due to cov	Commail due to covid 19 College of the country of the control	Internal due to covid 19 Internal due to cov

			A CONTRACTOR OF THE PROPERTY O		-	-	·	-	·	
	As SRC Member	Advising/c orrection	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/ assiste	A19 . Number of Student organizations		Advises student organizations recognized by USOO							
	A20 Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							ganan (18), (16) (16), (
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			P Assubasina inda				
acrycli ffed fed handle gang a gang a fed	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	AND THE PROPERTY OF THE PROPER	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1		Panticolorina				
	A 24: Number of virtual classroom created and operational	eterophene terranjus noona (ptudetika)	Creates virtual classroom using either Moddle or Google Classroom	1	1	4	4	4	4.00	an calculation and an annual desired and an annual service and an annual service and an annual service and annual service annual service and annual service and annual service and annual service annual service and annual service annual
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							
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
The state of the s	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 SERVICE	ES									mentrus finitional marganisco risco algority marginitis complete c
PI 1. Number of research output the last three (3) years utilized the industry or by other beneficia	last three (3) years utilized by the industry		Conducts research for possible utilization by industry or other beneficiaries							

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	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	AND THE PARTY OF T				
		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				 	audia selatai dinangan maana maa kahalis kalining kahalan maa 11 maan maa
	PI 5. Percent of research proposals approved *	A31. 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					
		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 preparatio n	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			

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	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		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	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							
	Ter manner of toommous orport	A 40 . Number of technical/expert		Provides the technical and expert services						**********	
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer	Control of the Contro								
January 100 constitution of the constitution o	Consultancy	Consultant	a designative folia score) beardones								
-	Evaluator	Evaluator	and the second particular		POPULAR CONTROL PROPERTY OF THE PARTY OF THE						grade to the state of the state
	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							
A CHAIL SECTION AND A CHAIL COMPANY	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 Instit	utional Accreditation Services	the state of the s							ani di kata kana kana kana kana kana kana kana	
	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-confo	5	5	5	5.00	
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		A 45. Compliance to all requirements of	Minutes	Prepares required documents and complies all	100%	100%	5	5	5	5.00	
		the program and institutional	Preparati	requirements as prescribed in the accreditation	compliant	compliant					
		accreditations:	on	tools							
		On program accreditations	Pilot								
		On institutional accreditations	SSF			***************************************		-	-		Married State of Contractive Association of Contractive Contractiv
		On institutional accreditations									
		*	Rootcrop								
			facility								
			incharge								
MFO	6. General Admin. & Support Ser	vices (GASS)	Annual Control of the								1
-	PI 2. Zero percent complaint from	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to	***************************************	Zero %	5	5	5	5.00	
	clients served			clients		complaint					
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced									
		resulting to best practice		Initiates/introduces improvements in performfing							
		replicated/benchmarked by other		functions resulting to best practice							
		depts/agencies *		Transitions rosuming to book 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	
						Comments	sand	Rec	omm	endations	s for
	Average Rating (Total Over-all ra	ating divided by 4)		4.69		Developm	ent P	urpo	se:		
	Additional Points						P	Must	pursi	ue his MN	A degree
rk/audorlize/kresk-ppsyside	FINAL RATING			, 4.69							0
ACT OF THE PARTY.	ADJECTIVAL RATING			0							
	ted & Rated by:			Recommending Approval			Appr	roved	by:	res	/(
· clist	Long To at			1\44						101	

Evaluated & Rated by:

NILDA T. AMESTOSO

Department Head Date:

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

MOISES NEIL V. SERIÑO
Dean, College of Mgt. & Economics
Date: Oct. 9, WW

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



PERFORMANCE MONITORING & COACHING JOURNAL

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	3 rd	T
***********	4th	E

Name of Office: Dept. of Business and Management

Head of Office: NILDA T. AMESTOSO

Number of Personnel: VINCE G. LAO

		MECHAI	NISM		
Activity Monitoring	One-on- One	eeting Group	Memo	Others (Pls. specify)	Remarks
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. SERIÑ

Dean, CME

EXHIBIT L

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 6. Ratee

cc: ODA-HRD