Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JULIE BEE M. AGUINALDO**

July - December 2018

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)		4.92x50%	2.46	
b. Students (50%)		5.00x50%	2.50	
Total for Instruction	90%		4.96	4.46
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	5%		5.00	0.25
4. Administration	5%		5.00	0.25
5. Production				
TOTAL	100%			4.96

EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: **Outstanding**

Prepared by:

JULIE BEE M. AGUINALDO
Name of Faculty

Reviewed by:

ANTONIO P. ABAMO
Head, DBM

Recommending Approval:

ANTONIO P. ABAMO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JULIE BEE M. AGUINALDO

July - December 2018

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)		Equivalent Numerical Rating (2 X 3)
1. Instruction				
a. Head/Dean (50%)		4.62x50%	2.46	
b. Students (50%)		5.00x50%	2.50	
Total For Instruction	90%		4.96	4.46
2. Research				
a. Chair/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total For Research				
3. Extension				
a. Chair/Dir. for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%		5.00	0.25
4. Administration	5%		3.00	0.15
5. Production				
TOTAL	100%			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any: 0

TOTAL: 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

JULIE BEE M. AGUINALDO
Name of Faculty

Reviewed by:

ANTONIO P. ABAMO
Head, DEM

Recommending Approval:

ANTONIO P. ABAMO
Dean/Director

Approved:

BEATRIZ J. DELONIAS
Vice President

INDIVIDUAL PERFORMNACE COMMITMENT AND REVIEW FORM (IPCR)

I, JULIE BEE M. AGUINALDO, Instructor 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 July 2018 - December 2018 ok

JULIE BEE M. AGUINALDO
Ratee

Approved:
ANTONIO P. ABAMO
Head, DBM

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Percentage of Actual Accomplish	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
Advanced Education Services	**1. Graduate Degree Program Management Services**					Target				
	PI1: Number of graduate degree specializations offered and monitored									
	PI2: Total FTE monitored	Teaching								
	PI3: Percentage increase in number of graduate students enrolled									
	PI4: Percentage increase in the number of students who graduated within prescribed period									
Higher Education Services	**Full Time Equivalent (FTE)**	Teaching	20.00	152%	30.30	5	5	5	5.00	
	Vacation/Sick Leave									
	Number of Graduates:									
	Baccalaureate									
	Number of IMs Dev/Rev & Utilized	**Compiler**	1	300%	3	5	5	5	5.00	
	Revised IM's within the last 3 years									
	Number of Student Research and Field Practice Advising									
	Approved case study manuscript	**Adviser**			2	5	5	5	5.00	
	Approved thesis outline									
	Approved thesis manuscript									
	Student Advising and Consult Services:									
	Number of student org advised	Adviser								
	Student-related activities assisted	Adviser	1	100%	1	5	5	4	4.67	
	Student advised as academic adviser	Adviser								

	Academe/Industry Linkage established:									
	International									
	National									
	Local/Regional									
	Awards/Honors received by students/faculty:									
	Awards received by students									
	Number of awards received by faculty									
	Number of Professorial Chair awardee									
	Number of Scholarships availed									
Advanced education										
	Number of Graduates within prescribed period:									
	Masters									
	Diploma									
	IMs Developed/Revised and Utilized									
	Revised IM's within the last 3 years									
	Number of Student Research Advising									
	Approved special problem manuscript									
	Approved research outline									
	Student Advising and Consult Services:									
	Number of student organizations advised									
	Number of student-related activities assisted									
										4.92
Research Services	**journals/internationally indexed journals:**									
	In Ref Interntl Journals									
	In Ref Natl Journals									
	In Institutional Journals									
	International									
	Number of papers published in other									
	peer-reviewed publications									
	(proceedings, monographs, etc.)									
	Regional/National/International Fora /Conferences:									
	In International									
	In National									
	In Regional									
	In Local									
	Percentage of Research Projects Conducted									
	and Completed on Schedule									

	Number of scientific *fora* coordinated/facilitated								
	Number of linkages forged:								
	International								
	National								
	Regional								
Extn Services	**Number of person-days trained**	**Trainor**							
	Number of trainings conducted	**RP**							
	Number of beneficiaries served:								
	Groups/ Institutions	**RP**							
	Individuals	**RP**							
	Awards recv (inter, natl, local):								
	Individual								
	Unit (Center, College, Department)								
	Technical/ Expert services								
	Consultancy	Consultant							
	Commodity teams								
	RDE reviewer/ panelist								
	Resource person	Resource person							
Seminars/symposium/									
conference attended	International				1	5	5	5	5.00
	National								
	Local/Regional	Participant							
Admin Support									
Services	Number of department meeting attended		4	175%	7	5	5	5	5.00
	Membership in University committees	Member							
	Membership in College committees	Member							
	Membership in the Department committees	Member	1	200%	2	5	5	5	5.00
Department Head	Number of department meetings presided								
	Number of execom meetings attended								
	Number of UAC mtgs attended								
	Membership in university committees								
	Prompt submission of required documents								
	Annual Report								
	Procurement Plan								
	Staff Development Plan								

	Number of FacultyMentored									
	Number of department activities supervised									
	Number of faculty members for study leave									
										5.00
Total Over-all Rating									34.67	

Average Rating (Total overall rating divided by 4)		4.95
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		0.00
ADJECTIVIAL RATING		

Comments & Recommendations
for Development Purpose:
Teachable young instructor/researcher. Must involve more involve more in research.

Evaluated & Rated by:

ANTONIO P. ABAMO
Dept/Unit Head

Date: _____

Recommending Approval:

ANTONIO P. ABAMO
Dean

Date_____

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: _____

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

[illegible]

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

Head of Office: Antonio P. Abamo

Number of Personnel: JULIE BEE M. AGUINALDO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Faculty meeting		Following up the progress of research/extension involvement of DBM	Very productive discussion
Coaching		How possible 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:

ANTONIO P. ABAMO
Immediate Supervisor

Noted by:

ANTONIO P. ABAMO
Dean, CME

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Business and Management

Head of Office: Antonio F. Adamo

Member of Faculty: JUDY RIZA M. AGUINALDO

Activity Monitoring	MONITORING				Remarks
	Meeting		Minutes	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Faculty meeting		Following up the progress of research/extension involvement of BSM	Very productive discussion
Coaching		How possible 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:

ANTONIO F. ADAMO
Immediate Supervisor

Noted by:

ANTONIO F. ADAMO
Dean, CME

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julie Bee M. Aguinaldo
Performance Rating: July 2018- December 2018

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: July 2018 Target Date: December 2018

First Step:
Attend trainings/workshops related to research and extension.

Result:
Attended Training-Workshop on Socio-Economic Research using R-Studio and Training-Workshop on Monitoring Outcomes of Extension Project using MSC Technique.

Date: Target Date:

Next Step:
Utilize knowledge obtained from the training-workshops.

Outcome:
Applied the strategy learned from the training-workshops and conducted trainings to barangay women's association.

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

Prepared by:

ANTONIO P. ABAMO
Unit Head

cc: ODA-HRD

Conformee:

JULIE BEE M. AGUINALDO