

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

Name of Faculty Member: **ELVIRA E. ONGY**

**JANUARY-FEBRUARY 2021**

**RECEIVED**  
240  
19 JAN 2022  
*mf*

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%)				
b. Students (0%)				
Total for Instruction	40%		4.68	1.87
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	30%		4.75	1.43
4. Administration	30%		4.67	1.40
5. Production				
TOTAL	100%			

EQUIVALENT NUMERICAL RATING:

4.70

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.70

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

**ELVIRA E. ONGY**  
Name of Faculty

Reviewed by:

*Nilda T. Amestoso*  
**NILDA T. AMESTOSO**  
Dept. Head

Recommending Approval:

*Moises Neil V. Serino*  
**MOISES NEIL V. SERIÑO**  
Dean, CME

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA E. ONGY, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to February 2021.

**ELVIRA E. ONGY**  
Assistant Professor III  
Date: January 12, 2021

Approved:  
**NILDA T. AMESTOSO**  
Department Head  
Date:

**MOISES NEIL V. SERIÑO**  
College Dean  
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program / Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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	3.00	5.75	5.00	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	1.00	2.00	5	4	5	4.67	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	3.00	1.00	5	4	5	4.67	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript			5	5	4	4.67	

		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	25.00	35.00	4	4	5	4.33	
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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	1.00	1.00	4	5	4	4.33	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2.00	1.00	4	5	5	4.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	4.00	4	4	5	4.33	
		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	1.00	1.00	5	4	4	4.33	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1.00	1.00	5	5	4	4.67	
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	2.00	1.65	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1.00	1.00	5	4	5	4.67	



		<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 grade within prescribed period	5.00	2.00	5	4	5	4.67	
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	4.00	3.00	5	4	5	4.67	
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3.00	1.00	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	4.00	5.00	5	4	5	4.67	
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1.00	1.00	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic adviser to students		8.00	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/ correction	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advising/ correction	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	15.00	15.00	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised		Advises student organizations recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1.00	2.00	4	5	4	4.33	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1.00	2.00	5	4	5	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2.00	4.00	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	2.00	5	5	5	5.00	
		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	1.00	1.00	5	4	5	4.67	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	1.00	5	4	4	4.33	
	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							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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 or project within the year							



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or									
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>											

	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	38.00	38.00	5	4	5	4.67	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	76.00	76.00	5	5	4	4.67	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1.00	1.00	5	5	4	4.67	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	90%	100.00	5	4	5	4.67	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1.00	1.00	5	5	5	5.00	
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		2.00	3.00	5	5	5	5.00	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>		1.00	2.00	5	5	5	5.00	

	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal		1.00	4	4	5	4.33	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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-conformity						
		<i>As IQA Lead Auditor:</i>									
		No. of external audit facilitated				1.00	4	4	5	4.33	
		No. of units with findings verified				100.00	5	4	5	4.67	
		No. of meetings facilitated and conducted prior to FSA				10.00	5	5	5	5.00	
		No. of units coordinated				100.00	4	5	4	4.33	
		No. of NCs in external audit				-					
		<b>A 45.</b> 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	5	5	4	4.67	



		On program accreditations	Pilot Plant								
		On institutional accreditations	SSF Rootcro								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero complaints	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>						183.00				Comments:
	<b>Average Rating</b>						4.69				Should finish master's degree.
	<b>Adjectival Rating</b>						0				

Evaluated & Rated by:

*Nilda T. Amestoso*  
**NILDA T. AMESTOSO**

Department Head

Date:

Recommending Approval

*Moises Neil V. Serino*  
**MOISES NEIL V. SERINO**

Dean, CME

Date:

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *1/19/22*

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EXHIBIT L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELVIRA E. ONGY  
Performance Rating: January to February 2021

Aim: To enhance the knowledge on operations research/ management to effectively deliver quality educational services to undergraduate and graduate students of the Department of Business and Management

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

Date: March 1, 2021

Target Date: February 28, 2022

**First Step:**

Enroll for MEP-IE Practicum and Project Paper and complete the requirements required by the MEP-IE Program

**Result:**

The Final Manuscript of the study was completed and the final defense presentation is scheduled on January 26, 2022.

Date: July 15, 2021

Target Date: December 31, 2021

**Next Step:**

Reinstate by March 2022 and apply the substantial knowledge gained from the MEP-IE program at DLSU-M

**Outcome:**

Final Step/Recommendation:

Having finished the MEP-IE program at DLSU-M will enable the department to have more competent faculty handling specialized fields such as operations management and research

Prepared by:

  
**NILDA T. AMESTOSO**  
Immediate Supervisor

Conforme:

  
**ELVIRA E. ONGY**  
Ratee

cc: ODA-HRD