SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ARGINA M. POMIDA**

JULY-DECEMBER 2023

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%)		4.85	2.43	
b. Students (50 %)		5.00	2.50	
Total for Instruction	40%		4.93	1.97
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	20%	4.50		0.90
4. Admnistration	40%	5.00		2.00
5. Production				
TOTAL	100%			4.87

EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ARGINA M. POMIDA
Name of Faculty

Reviewed by:

MARK C. RATILLA
Dept. Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
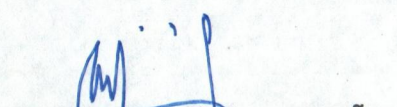Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARGINA M. POMIDA, 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 JULY-DECEMBER 2023.

ARGINA M. POMIDA Assc. Professor II Date: 1/15/24	Approved: **MARK C. RATILLA** Department Head Date: 1/15/24	**MOISES NEIL V. SERIÑO** Dean, CME Date: 1-29-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	5.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	9	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation			6	5	5	5	5.00	

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript		6		5	5	5	5.00
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		12		5	5	5	5.00
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	10		5	5	5	5.00
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	2	2		5	5	5	5.00
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2		5	5	5	5.00
		Assessment tools	Prepares assessment tools such as long exam, quizzes,	1	3		5	5	5	5.00

		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2		5	5	5	5.00
	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							
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		12		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		0					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings		3		4	4	4	4.00

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught				4	4	4		
					2					4.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab				5	5	5		
					10					5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required				5	5	5		
					4					5.00	
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students								
		A17 . Number of students advised on thesis/ field practice/special problem:									
		As Department Head	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and								
	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	Assists student organizations in implementing student							
	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	4	4	5	4.33	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		1	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		6	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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		1	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs								

		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or				5	5	5	
					1					5.00
		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 research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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							
		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							
PI 5. Percent of research proposals approved *	**A 31.** 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 w/ faculty)								
	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	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		2	4	4	4	4.00	
	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		5	5	5	5	5.00	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects		1	4	4	4	4.00	
	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		100%	5	5	5	5.00	

PI 5. *Number of technical/expert services*	**A 40**. *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries							
Research	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*								
Resource	*Resource Persons*								
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 (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 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 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					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools					
		On program accreditations						
		On institutional accreditations						
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					
	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 performfing 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						
PRGEA MFO1:									
Efficient & Customer friendly frontline service	0% complaint from client served	IGP Director, IGP Staff	Zero complaints						
Effectively acted administrative & financial documents	Number of contract of lease renewed and signed as witness	IGP Director, IGP Staff	15	15	5	5	5	5.00	
	Number of letter request and notices/ communications sent	IGP Director, IGP Staff	20	25	5	5	5	5.00	
Administrative & management meetings	No,of actively attended administrative and management meetings	IGP Director, IGP BOM	4	6	5	5	5	5.00	
	Number of new proposal submitted/evaluated	IGP Director, IGP BOM	1	1	5	5	5	5.00	
PRGEA MFO.3: Management and Monitoring services	Percentage of RF/STF managers complying with thre requirements set by the Board of Management	IGP Director IGP Staff							
	*Efficient monthly financial report		100%	100%	5	5	5	5.00	

					1	2	3	4	
	*Scheduled regular inventory and review of IGP projects	IGP Director IGP Staff	100%	100%	5	5	5	5.00	
Effective and efficient Income Generation from Implemented projected	Income generated from STF-IGP projects in support to instruction, research and extension	BOM, IGP Director	1,000,000.00	4,036,637.81	5	5	5	5.00	
	Income generated from RF-IGP to support university projects	BOM, IGP Director	1,000,000.00	15,739,941.37	5	5	5	5.00	
Best practices and innovations	maintenance of IGP facilities	IGP Director, IGP Staff	50%	60%%	5	5	5	5.00	
Total Over-all Rating									
Average Rating			160.00						
Additional Points									
FINAL RATING			4.85						
ADJECTIVAL RATING			O						

Recommendation/Comment:

Mentor young faculty members on effective teaching strategies, research and extension activities

Evaluated & Rated by:

MARK C. RATILLA
Department Head
Date: 1/15/24

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

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1-29-24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/29/24

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ARGINA M. POMIDA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students during consultation hours, revises course syllabus	Very satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
2	Prepares instructional materials for face-to-face classes.	Very Satisfactory	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
3	Attend meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	July 1, 2023	December 31, 2023	July 1-December 31, 2023	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	July 1, 2023	December 31, 2023	July 1-December 31, 2023	Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

MARK C. RATILLA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARGINA M. POMIDA
Performance Rating: JULY-DECEMBER 2023

Aim: Develop and enhance the capability of the faculty in delivering new learning and conducting income generating projects of the university.

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

Date: JULY 2023   Target Date: DECEMBER 2023

First Step:
Attend trainings/webinars related to flexible teaching methods, production/entrepreneurship activities and management and leadership.

Result:
Attended webinars related to management/entrepreneurship, flexible teaching methods and strategies, conducted training workshop on Feasibility Preparations and Business Opportunity Identification
Submitted a research article to a journal, proposal for FS training and workshop.

Date: JULY 2023   Target Date: DECEMBER 2023

Next Step:
Apply the learnings and continue attending webinars related to flexible learning modalities and research.

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:

MARK G. RATILLA
Immediate Supervisor

Conforme:

ARGINA M. POMIDA
Ratee
cc: ODA-HRD