

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DR. GUIRALDO C. FERNANDEZ, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	12.50%	5.00	.625
b. Students (50%)	12.50%	4.00	.5
Total for Instruction	25%	5.00	1.125
2. Research			
3. Extension			
4. Administration	75%	5.00	3.75
5. Production			
TOTAL	100%		4.88

EQUIVALENT NUMERICAL RATING: ~~5.00~~ 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: ~~5.00~~ 4.88

ADJECTIVAL RATING:

Outstanding

Prepared by:


GUIRALDO C. FERNANDEZ, JR.

Name of Faculty

Reviewed by:


JETT C. QUEBEC

Head, DLABS

Approved by:


EDGARDO E. TULIN

President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOR/UNIVERSITY SECRETARY 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 to December 2022.


GUIRALDO C. FERNANDEZ, JR.

BOR & University Secretary

Approved:


EDGARDO E. TULIN

President

Appointment Status	Appoitment / Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES	PI4 Total FTE coordinated, implemented & monitored								
	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1.5	3	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or	2	3	5	5	5	5.00	
	A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with	1	None	-	-	-	-	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long	2	5	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	5 meetings	6 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	40 pages	45 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	29 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	5 Requests	6 Requests	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	3 Meetings	4 Meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	40 pages	50 pages	5	5	5	5.00	
	PI6 Number of special /ADHOC Committee Meetings attended	Special meetings attended	2 meetings	2 meetings	5	5	5	5.00	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied		2 documents	3 documents	5	5	5	5.00	
Total Over-all Rating					75	75	75	75.00	

Average Rating (Total Over-all rating divided by 15)		5.00	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:


EDGARDO E. TULIN

Head of Unit

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____

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



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	July - December			✓	✓	
	Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	July - December			✓	✓	
	Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	July - December	✓	✓	✓	✓	
	Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	July - December			✓	✓	
	Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	July - December	✓	✓	✓	✓	
	Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	July - December	✓	✓	✓	✓	
	Number of BOR Proceedings Transcribed	VV Balbarino	July - December	✓	✓	✓	✓	
	Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	July - December	✓	✓	✓	✓	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	July - December	✓		✓	✓	
	Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	July - December	✓	✓	✓	✓	
	Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	July - December	✓	✓	✓	✓	

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
	Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	July - December	✓	✓	✓	✓	
	Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	July - December		✓		✓	
	Number of special /ADHOC Committee Meetings attended	GC Fernandez, Jr.	July - December		✓			
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	Number of Requests Received	AD Israel	July - December	✓	✓	✓	✓	
	Number of Requested Documents Released	AD Israel	July - December	✓	✓	✓	✓	
	Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	July - December	✓	✓	✓	✓	
	Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	July - December	✓	✓			
	Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	July - December	✓	✓	✓	✓	
	Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	July - December		✓			

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
 BOR & University Secretary

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 04 July 2022 Target Date: 05 August 2022

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: 05 September 2022 Target Date: 07 October 2022

Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


EDGARDO E. TULIN
President

Conforme:


GUIRALDO C. FERNANDEZ, JR.
BOR/University Secretary