SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARIA ARIES O. POLIQUIT**

FEBRUARY-JUNE 2022

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 (50%)		4.67	2.33	
b. Students (50%)		4.00	2.00	
Total for Instruction	80%		4.33	3.47
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%		3.00	0.15
4. Administration	15%		5.00	0.75
5. Production				
TOTAL	100%			

EQUIVALENT NUMERICAL RATING: 4.37

Add: Additional Points, if any: 0

TOTAL NUMERICAL RATING: 4.37

ADJECTIVAL RATING: VERY SATISFACTORY

MARIA ARIES O. POLIQUIT
Name of Faculty

BERT C. PEÑALOSA
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, MARIA ARIES O. POLIQUIT , a faculty member of the <u>DEPARTMENT OF BUSINESS AND MANAGEMENT</u> 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 FEBRUARY-JUNE 2022.

Approved:

MARIA ARIES O. POLIQUIT
Instructor I
Date: 7/28/22

BERT C. PEÑALOSA
OIC-Head, DBM
Date: July 28, 2022

MOISES NEIL V. SERIÑO
College Dean
Date: 7/28/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target 2022	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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							
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>*A4*</u> *. Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*							

						Q	E	T	Ave	
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								
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
	Assessment tools	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 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								
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

					Q	E	T	Ave	
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	30	23.45	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	4	4.67	
	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	3	5	5	4	4.67	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	3	5	5	5	5	5.00	

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	20					
						5	4	4	4.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	42					
						5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	18					
						5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	25	81						
						5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	14						
						5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	23						
						5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	18	18						
						5	5	4	4.67	
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 related activities	Assists student organizations in implementing student related activities	1	0						
						3	3	3	3.00	
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	1	2						
						5	5	5	5.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	2						
						4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2						
						5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2						
						4	4	4	4.00	

		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	4	4						3-Moodle(2nd Semester)
						5	5	5	5.00		
	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	0	1						Assigned Chairman for AREA 9
						5	5	5	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 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										
	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								
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	1	0						
					3	3	3	3.00	

	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								
	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 Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	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	zero NC	zero NC		5	5	5	5.00	
	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	100%	100%		5	5	5	5.00	
	On program accreditations									
	On institutional accreditations									

UMFO 6. General Admin. & Support Services

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 *									
	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			97.00						Comment and Recommendation: TO
Average Rating			4.62						PARTICIPATE IN RESEARCH &
Adjectival Rating			O						EXTENSION SERVICES

Evaluated & Rated by:

BERT C. PEÑALOSA
OIC-Head, DBM
Date: July 28, 2022

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 7/28/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/17/22

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ARIES POLIQUIT
Performance Rating: February 2022- June 2022

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: February 15, 2022   Target Date: June 2022

First Step:
Attend trainings/workshops webinars related to strategic teaching methods

Result:
Attended virtual trainings/workshops on distant learning modality.

Next Step:
Integrate knowledge learned in preparing learning modules for subjects to be taught.

Outcome:
Developed learning modules and virtual classrooms for both lecture and laboratory classes for MGMT 101a.

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

Prepared by:

BERT C. PEÑALOSA
Unit Head

Conforme:

MARIA ARIES O. POLIQUIT
Ratee

cc: ODA-HRD