

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July-Dec. 2017**

Name of Faculty Member: **ANILFA L. ABENOJA**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction	15%		-
a. Head/Dean (50%)			
b. Students (50%)			
2. Research Services	35%	4.97	1.74
3. Extension Services	25%	4.94	1.24
4. Administrative and Facilitative Services	25%	4.98	1.24
TOTAL		14.89	4.22

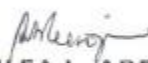
EQUIVALENT NUMERICAL RATING: _____

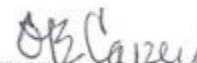
Add: Additional Points (if any) _____

TOTAL NUMERICAL RATING _____

ADJECTIVAL RATING _____

Prepared by:


ANILFA L. ABENOJA
Name of Faculty


OTHELLO B. CAPUNO
Director, VICARP and
Vice Pres. for R&E

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approval:


EDGARDO E. TULIN
President

I, ANILFA L. ABENOJA, of the VICARP, VSU 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 Dec, 2017.

ANILFA L. ABENOJA

Anthony Caputo
ANTHONY B. CAPUTO
Head of Unit

Date _____

[illegible]

[illegible]

MFO Description	Success/Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
MF04. Administrative Support Services									
1. Facilitated conduct of Joint VICAARP-RRDCC & RRDEN-RAC Meetings		Served as recording secretary and prepare minutes of the meeting	1 RRDCC mtg (regional)	1 RRDCC meeting facilitated	4.90	5.00	5.00	4.97	
2. Facilitated endorsement papers for 1 laborer		Packaged the endorsement papers of 1 laborer nominated as Outstanding Laborer to be awarded during the VSU anniversary	1 laborer endorsed with supporting documents	1 laborer's document packaged as required for nomination.	4.96	5.00	5.00	4.98	
3. Member of the VICAARP Personnel Committee		Review and endorse renewal of appointments, etc.	Appointment of 2 regular staff endorsed/facilitated	2 regular staff appointments facilitated and submitted for renewal of positions.	5.00	5.00	5.00	5.00	
4. Review, signed endorsement of renewal of appointments of SRAs		Review and signed endorsement as member of the OVPRE-VICAARP Personnel Committee	1 contractual personnel endorsed.	2 appointments of contractual staff signed.	4.95	5.00	5.00	4.98	
5. Attendance in VICAARP Meetings		Attendance in VICAARP meetings	3 meetings	6 VICAARP Meetings attended.	4.95	4.98	5.00	4.98	
6. Served as VICAARP OIC when the Director is attending official business outside VSU		Signed documents	3 days as OIC	Served as VICAARP OIC as its director was on official travel.	5.00	5.00	5.00	5.00	
Average (Administrative Support Services)								4.98	
Average Rating								4.968	
Adjectival Rating								3.72	

Recommending Approval:


Planning Officer
Date: _____

Approved:


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____


OTHELLO B. CAPUNO
Vice President for Research & extension
Date: _____

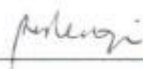

EDGARDO E. TULIN, Ph.D.
President
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: VICAARP

Head of Office: Dr. Othello B. Capuno

Name of Faculty/Staff: Anilfa L. Abenoja Signature:  Date: July-Dec.2017

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One on one meeting/ discussion	One on one meeting on areas that affects staff welfare.		Attends every Monday flag ceremony, where, some good news are announced	
Coaching	Coach/teach other staff, any areas/task they want to know, for as long as it is within my knowledge	Coach/teach the group, I usually worked with, on any work-related tasks, etc.		Coach other consortium members/ staff in the region, on R&D concerns, such as RDE paper format, etc	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Verified by:


OTHELLO B. CAPUNO
 Immediate Supervisor
 cc: OVPI


EDGARDO E. TULIN
 Next Higher Supervisor