

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

Name of Faculty Member: Ma. Salome B. Bulayog

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.25	
b. Students (50%)		2.25	
TOTAL INSTRUCTION	70%	4.50	3.15
2. Research	20%	4.13	0.83
3. Extension			
4. Support Operations	5%	4.55	0.23
5. Gen. Admin. & Support Services	5%	3.97	0.20
TOTAL			4.40

EQUIVALENT NUMERAL RATINGS:

4.40

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING:

4.40

ADJECTIVAL RATING:

**Very Satisfactory**

Prepared by:



**MA. SALOME B. BULAYOG**  
Name of Faculty

Reviewed by:



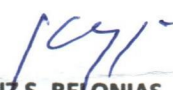
**MARIA HAZEL I. BELLEZAS**  
Department Head

Recommending Approval:



**MOISES NEIL V. SERIÑO**  
Dean, CME

Approved:



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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SALOME B. BULAYOG, a faculty member of the DEPARTMENT OF ECONOMICS 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 August 16-Dec. 31, 2021.

Prepared by:

MA. SALOME B. BULAYOG

Professor I

Date: \_\_\_\_\_

Approved:

MARIA HAZEL I. BELLEZAS

Department Head

Date: \_\_\_\_\_

MOISES NEIL V. SERINO

College Dean

Date: 2/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target Aug. -Dec. 2021	Accomplishment	Rating				REMARKS (Indicators 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	1.10	1.33	5	5	5	5.00	AGEC 235, LAMP 225
	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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	2	4.5	4.5	4.5	4.50	AGEC 235, LAMP 225
	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	2	2	4.5	4.5	4.5	4.50	
On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	

Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	4.5	4.5	4.5	4.50	
Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4.5	4.5	4.5	4.50	
A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	2		3.5	3.5	3.5	3.50	
A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	2	4.5	4.5	4.5	4.50	
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	2.1	2.25	5	5	5	5.00	Ncon 143, Ncon 145, Btec 151
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		3	5	5	5	5.00	Ncon 143, Ncon 145, Btec 151
	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	1		3.5	3.5	3.5	3.50	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	4.5	4.5	4.5	4.50	Ncon 143, Ncon 145, Btec 151
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	4.5	4.5	4.5	4.50	Ncon 143, Ncon 145, Btec 151
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	4.5	4.5	4.5	4.50	Ncon 143, Ncon 145, Btec 151
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	20	4.5	4.5	4.5	4.50	BSA second year & BSEcon 3rd & 4th yr students
	A17. Number of students advised on thesis/ field practice/special problem:								
	As Thesis/Field Practice/Special Problem Adviser	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	BSA gEcon major



		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	4.5	4.5	4.5	4.50	B\$AgEcon major
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	4.5	4.5	4.5	4.50	B\$AgEcon major
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	3	4.5	4.5	4.5	4.50	BSA & BSEcon students
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1		3.5	3.5	3.5	3.50	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5.00	Ncon 143, Ncon 145, Btec 151
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	4.5	4.5	4.5	4.50	Ncon 143, Ncon 145, Btec 151
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	Ncon 143, Ncon 145, Btec 151
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	1	2	5	5	5	5.00	MSAGDEV/MSAGEC
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students							
		<u>A 26</u> . 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.31 Number research outputs in the last three (3) years utilized by the industry or by other beneficiaries	A.27 Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries*	Conduct research for possible utilization by industry or other beneficiaries	1	1	4	4	4	4.00
	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-referred 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>		1		4.5	4.5	4.5	4.50
		<i>In refereed nat'l/regional journals</i>							
	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 scientific fora/conferences						
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							
	PI 5. Percent of research proposals approved *	A 31. Percentage 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							
		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	2	2	4.5	4.5	4.5	4.50
		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	1		3.5	3.5	3.5	3.50
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 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								
	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 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	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							
		On program accreditations		98% compliant	100% compliant	5	4	4	4.33	
		On institutional accreditations		98% compliant	100% compliant	5	4	4	4.33	

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	1% complaint	zero complaint	5	4	4	4.33
		No. of coaching sessions among faculty & staff		1	1	4	4	4	4.00
		No. of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets		1	1	4	4	4	4.00
		Number of monthly/special faculty & staff meeting conducted	Dept. monthly meeting	3	3	4.5	4.5	4.5	4.50
	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 performing functions resulting to best practice	1		3.5	3.5	3.5	3.50
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1		3.5	3.5	3.5	3.50
	Total Over-all Rating								171.00
	Average Rating								4.38
	Adjectival Rating								O

Comments & Recommendations for Development purpose:

Encourage to include in ROS and extension

Evaluated & Rated by:



MARIA HAZEL I. BELLEZAS

Department Head

Date: \_\_\_\_\_

Recommending Approval



MOISES NEIL V. SERINO

Dean, CME

Date: 2/10/22

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/14/22

## PERFORMANCE MONITORING FORM

Name of Employee: **Ma. Salome B. Bulayog**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall 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 return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	Aug. 2021	Dec. 2021	Dec. 24, 2021	Very impressive	Outstanding	
2	Prepares instructional module/e-learning materials for online classes	Very Satisfactory	Aug. 2021	Dec. 2021	Dec. 24, 2021	Impressive	Very Satisfactory	
3	Attends meetings, online/virtual webinars/google meet and performs functions as chairman/member of different committee of the department	Very Satisfactory	Jul. 2021	Dec. 2021	Dec. 24, 2021	Impressive	Very Satisfactory	
4	Performs other functions	Very Satisfactory	July 2021	Dec. 2021	Dec. 24, 2021	Impressive	Very Satisfactory	

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

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**MARIA HAZEL I. BELLEZAS**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Salome B. Bulayog  
Performance Rating: Very Satisfactory

Aim: To enhance teaching and management/supervisory capabilities

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

Date: July 2021

Target Date: Dec. 2021

First Step:

Required Dr. Bulayog to attend short course training related to handling online classes and module preparation.

Result:

Attended webinar on module preparation, training on google classroom and moodle as platform for online classes.

Date: July 2021

Target Date: Dec. 2021

Next Step:

Made virtual classes handled during the 1<sup>st</sup> semester of SY 2021-2022  
Develop module on subject handled.

Outcome:

Offered classes for both module schedule and online classes.

Final Step/Recommendation:

Continue developing modules and virtual classrooms for all courses taught.

Prepared by:

  
**MARIA HAZEL I. BELLEZAS**  
Dean

Conforme:

  
**MA. SALOME B. BULAYOG**  
Ratee