

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

Name of Faculty Member: **GRACIELLE DAWN L. GAMOTIN**

**JULY-DECEMBER 2022**

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involve-ment (2)</b>	<b>Numerical Rating (Rating x%) (3)</b>		<b>Equivalent Numerical Rating (2 X 3)</b>
1. Instruction				
a. Head/Dean (100%)		4.76	2.38	
b. Students (0%)		4.00	2.00	
Total for Instruction	85%		4.38	3.72
2. Research				
a. Client/Dir. For Research (50%)				
b. Dept. Head/Center Director (50%)				
Total for Research	5%	5.00		0.25
3. Extension				
a. Client/Dir for Extension (50%)				
b. Dept. Head/Center Director (50%)				
Total for Extension	5%	5.00		0.25
4. Administration	5%	5.00		0.25
5. Production				
TOTAL	100%			4.47

EQUIVALENT NUMERICAL RATING:

4.47

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.47

ADJECTIVAL RATING:

**VERY SATISFACTORY**

**GRACIELLE DAWN L. GAMOTIN**  
Name of Faculty

**BERT C. PEÑALOSA**  
Dept. Head

Recommending Approval:

**MOISES NEIL V. SERIÑO**  
Dean, CME


Approved:

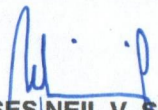
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GRACIELLE DAWN L. GAMOTIN, a faculty member of the DEPARTMENT OF BUSINESS AND MANAGEMENT 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 JULY-DECEMBER 2022.

  
GRACIELLE DAWN L. GAMOTIN  
Instructor I  
Date: 1/18/23

Approved:  
  
BERT C. PENALOSA  
OIC-Department Head  
Date: 1/18/23

  
MOISES NEIL V. SERINO  
College Dean  
Date: 1/18/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned			Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
				Target 2022	July-December					
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							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	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 Moodle or Google Classroom							
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	31.5	44.9	5	5	5	5.00	
		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	6	24	5	5	5	5.00	
		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	8	5	5	5	5.00	
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	2	4	4	4	4	4.00	



		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	13	26	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	25	26	4	4	4	4.00	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	32	81	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	14	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	26	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	15	45	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	3	4	4	4	4.00	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	35	5	5	5	5.00	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	5	28	5	5	5	5.00	



		<b>A 23 :</b> 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	4	4	4	4.00	
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	11	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	5	5	5	5.00	Area 5- Planning member
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		2	5	5	5	5.00	IPCR consolidator, graduation focal person
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year		1	5	5	5	5.00	Homonhon value chain
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>			1	5	5	5	5.00	Chiang Mae, Thailand
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		1	5	5	5	5.00	1 on-going research: GAP
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							

[illegible]



UMFO 6. General Admin. & Support Services (GASS)									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero NC	Zero complaints	5	5	5	5.00
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
<b>Total Over-all Rating</b>				116.00		Recommendation & Comments for: <i>Strengthen Research Capability</i>			
<b>Average Rating</b>				4.64					
<b>Adjectival Rating</b>				0					

Evaluated & Rated by:

BERT C. PEÑALOSA

OIC-Department Head

Date: *1/18/23*

Recommending Approval

MOISES NEIL V. SERINO

Dean, CME

Date: *1/18/23*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



### PERFORMANCE MONITORING FORM

Name of Employee: **GRACIELLE DAWN L. GAMOTIN**

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	Submitted grades within the prescribed period, conducted teaching and related activities.	July 1, 2022	December 31, 2022	December 31, 2022	impressive	Outstanding	
2	Prepares instructional materials ready for face-to-face classes	Submitted instructional material on time.	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Very Satisfactory	
3	Attends meetings, online/virtual webinars/google meet and performs functions as chairman/member of different committee of the university, college and of the department	Attendance in virtual meetings and webinars	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	Impressive	Outstanding	
4	Performs other functions	Conducted extension program and other related services	July 1, 2022	December 31, 2022	January. 1- December 31, 2022	impressive	Outstanding	

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

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

Prepared by:

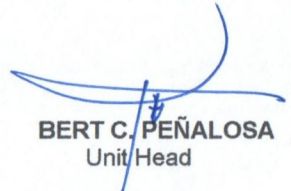
  
**BERT C. PEÑALOSA**  
Unit Head

EXHIBIT L  
EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GRACIELLE DAWN L. GAMOTIN**  
Performance Rating: JULY-DECEMBER 2022

Aim: To continue using new normal classroom strategies to engage students as well as balance administrative, research and extension activities.

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

Date: JULY 2022

Target Date: DECEMBER 2022

**First Step:**

To attend webinars related to instruction, administration, research and extension necessary to update learning and increase knowledge in the said areas.

**Result:**

Learned skills and was able to gain insights specifically about instruction. Was able to engage in research activities.

Date: JULY 15, 2022

Target Date: DECEMBER 15, 2022

**Next Step:**


Apply learnings to conduct better classes. Write research reports detailing the insights gained from the research and other analysis. and recommendations.

**Outcome:**

Final Step/Recommendation:

Conduct more engaging classes. Also, continue to acquire knowledge and skills necessary for other areas administrative, research and extension function.

Prepared by:

  
**BERT C. PEÑALOSA**  
Immediate Supervisor

Conforme:

  
**GRACIELLE DAWN L. GAMOTIN**

Ratee

cc: ODA-HRD