



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

F – Performance Evaluation

- **Report of Institutional
Trainings, Seminars,
Meetings and other
Activities with documents**

TANAU B CITY GOV. ALFONSO D. TAN COLLEGE

The meeting was called to order at 5:00 in the afternoon, January 30, 2019 and presided by Mrs. Ilyn R. Daguman, the IBFS Institute Dean.

Prayer: Cartajenas, Diego

Attendees:

1. Calatrava, Lovely Marygold
2. Cartajenas, Diego
3. Corpuz, Felvys
4. Cuizon, Christian Louie
5. Dela Sierra, Venice Mae
6. Donque Caryl Jean
7. Elesterio, Ryan Ram
8. Emonog, Edryl
9. Palad, Eniree
10. Reys, Rodolfo
11. Sabellano, Nelyjoy
12. Sarno, Nova Joy

Absent:

1. Concepcion, Jordine
 2. Pondoc, Luciano
- matter/s Taken Up:

1. IPCR 2nd Semester 2018-2019

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

- The presiding officer informed to the body that their IPCR for the 2nd Semester was in-line with the ten areas of deliverables for ALCU COA.

2. Student Development Plan

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

- The presiding officer said that to that faculty who are assigned to be an adviser in different year level of students, they should continue their different activities that are inclined in their courses. The same was noted.

Other Matters:

Business Days Celebration

This coming January 31, 2019-February 1, 2019 All faculty are encourage to join the Zumba and Fun Run. Commencement: 5:30 pm

Presided by:

Signature

ALFONSO D. TAN

Secretary

Presided by:

Signature
J. R. DAGUMAN, MBA
IBFS

The meeting was called to order at 1:30 in the afternoon, November 06, 2018 and presided by Mrs. Ilyn R. Dagunan, the IBFS Institute Dean.

Prayer:

Calatrava Lovely Marygold

Attendees:

1. Calatrava, Lovely Marygold
2. Cartajenas, Diego
3. Concepcion, Jordine
4. Corpuz, Felys
5. Cuizon, Christian Louie
6. Dela Sierra, Venice Mae
7. Donque Caryl Jean
8. Elesterio, Ryan Ram
9. Emong, Edryl
10. Palad, Emiree
11. Reyes, Rodolfo
12. Sabellano, Nelyjoy

Late:

1. Nova Joy S. Sarno
- Absent:

1. Luciano C. Pondoc

Matter/s Taken Up:

1. IPCR Actual - 1st Semester 2018-2019

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

- The presiding officer informed to the body that they must send their IPCR in her Gmail account for she can rate it.

-The presiding officer said to the body that their IPCR for the 1st semester should be submitted this November 12, 2018 together with the attachments.

2. MAST and NMRAA

- The presiding officer informed to the body that during the MAST and NMRAA all regular employees may or may not report to school during those days. All job order employees must report to their different assigned committees.

3. Christmas Party

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

- The presiding officer informed to the body about the Christmas party plans.

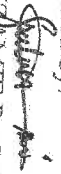
- She also stated that there will be having a different Christmas party in the institute as their practice every year.

Reminders:

- Follow up the training design for the submission of the Basic Research.
- IPCR Deadline November 12, 2018
- OBTLF, Course Outline and Instructional Materials Deadline

Adjournment: 02:30 pm

Prepared by:



GLIZYAMINE R. GALVEZ
IBFS, Secretary

Noted by:



ILAN R. DAGUMAN, MBA
Dean, IBFS

The meeting was called to order at 4:30 in the afternoon, October 04, 2018 and presided by Mrs. Ilyn R. Daguman, the IBFS Institute Dean.

Prayer: Ryan Ram Elesterio

Attendees:

1. Calatrava, Lovely Marygold
2. Cartajenas, Diego
3. Concepcion, Jordine
4. Corpuz, Felys
5. Cuizon, Christian Louie
6. Dela Sierra, Venice Mae
7. Donque Caryl Jean
8. Elesterio, Ryan Ram
9. Emong, Edryl
10. Palad, Emiree
11. Pondoc, Luciano
12. Keys, Rodolfo
13. Sabellano, Nelyjoy
14. Sarno, Nova Joy

Matter/s Taken Up:

1. Inventory of ALCU COA Deliverables

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

Discussions were as follow:

- The presiding officer said to the body that to those faculties who are assigned in in different areas they must comply it with the needed documents.
- She also express that in doing request they should addressed it to the specific person who is in-charge
- The presiding officer then said that the two program heads are task to check the deliverables collected with the faculty in different areas. The same was noted
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2. IPCR First Semester 2018

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

Discussion as follow:

- The presiding officer said that the rated IPCR for the first semester was overdue yet there are still faculties who are not able to pass with it. So as soon as possible they must pass it to make their Clearance Signed. The same was noted by the body.

3. Faculty Profile

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

Discussion as follow:

- The presiding officer give update regarding on the faculty line up this semester she said that it is not truly a strong line because some of the faculty are not MBA, So she encourage those faculty who are not engage in having masters to enroll it.

4. Student Honors

A motion to approve the said matter to be discussed was moved and seconded. The same was discussed by the body.

Discussion as follow:

- The presiding chair informed the body regarding those students who are qualified to be an honor students for the first semester their instructor must recommend them to the registrars for the students to be recognized. The same was noted by the body.

5. Consultation Forms


- The presiding chair reminded the body that their consultation forms should not be done and furnished only in 1 day in one time for they have different schedules and days of their consultations hours.
- As instructed by the dean the secretary was instructed to checked and post the schedules of the consultation of faculty.

Reminder:

- 1) Practice Clay go Policy
- 2) Set plan

Adjournment: 4:50 pm

Prepared by:


GLORIAMARIE R. GALVEZ
BFS, Secretary

Noted by:


LYNLYN C. DAGUMAN, MBA
Dean, BFS

INSTITUTE OF BUSINESS AND FINANCIAL SERVICES

5S OFFICE/HOUSEKEEPING SYSTEM ORIENTATION PHOTO DOCUMENTATION

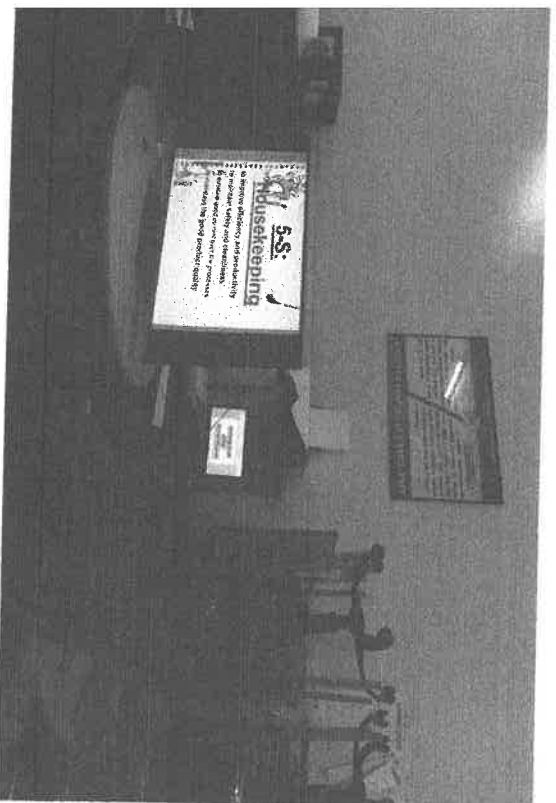
(April 05, 2019)



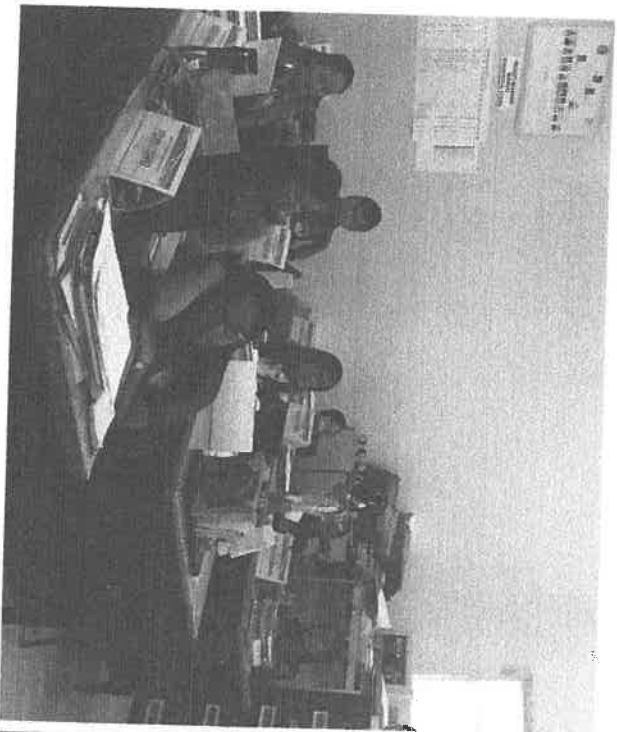
The faculty and staff of Institute of Business and Financial Services have attended an orientation on 5s Office/Housekeeping System last April 05, 2019, 10 am at the IBFS Office. The orientation was headed by Mrs. Ilyn R. Daguman, the Institute Dean.



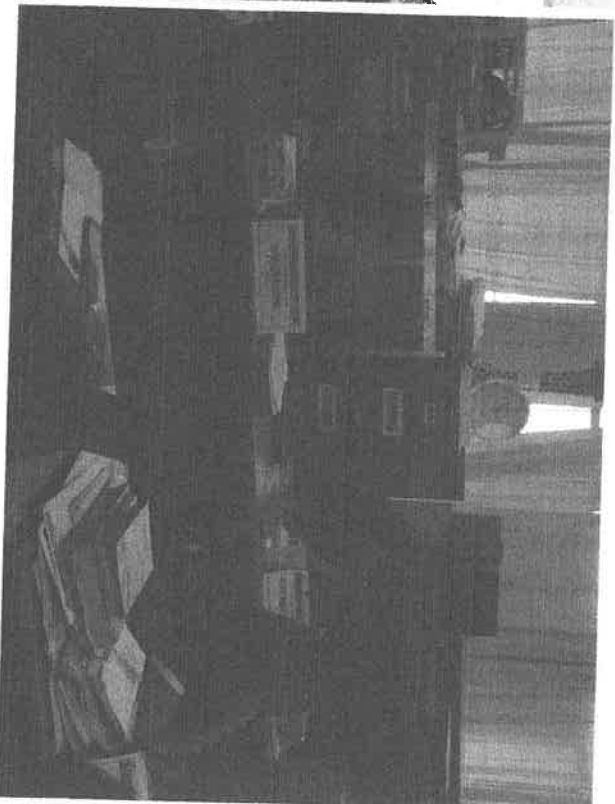
Mrs. Ilyn R. Daguman started the orientation with an introduction on 5s, (SEIRI, SEITON, SEISO, SEIKETSU, SHITSUKE) a system regularly practiced in Japan.



SEIRI – SORTING/SEGREGATING
SEITON – SELF ARRANGEMENT/ARRANGING
SEISO – SPIC AND SPAN (NEAT AND CLEAN)
SEIKETSU – STANDARDIZATION
SHITSUKE – SELF DISCIPLINE



The instructors who were present listened seriously and attentively to the discussion to reflect on the importance of being organized and disciplined.



Sir Edryl reflecting and contemplating on when to apply 5S Office/Housekeeping system recently learned.



The instructors together with Mrs. Daguman posed for a picture to commemorate the orientation.



INSTITUTE OF BUSINESS AND FINANCIAL SERVICES

Maloro, Tangub City

Name of Activity
Venue
Time and Day

: Seminar on the Research Basics
: Business Center
: December 05, 2018
8:00 AM – 5:00 PM

DOCUMENTATION



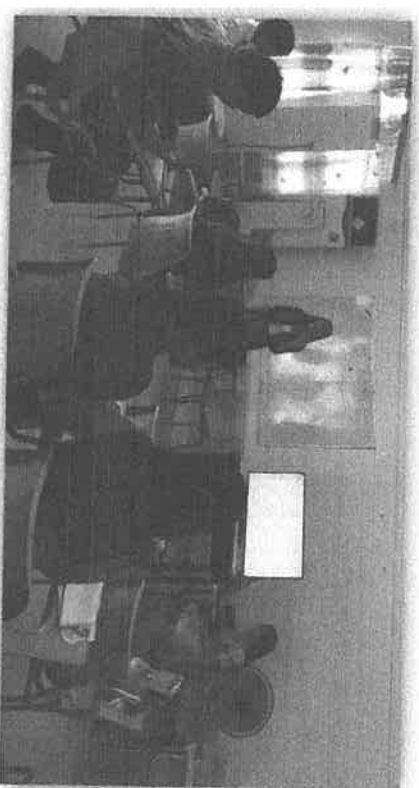
The program started with a prayer by an Audio Visual Presentation



Ms. Caryl Jean Donque gave an overview and flow of the event for the Research Basics. Meanwhile, she called Mr. Rodolfo Reyes for his opening remarks.



Mr. Rodolfo Reyes gave his opening/welcome address.



Ms. Nely Joy Sabellano introduced the speaker for the Seminar on the Research Basics



The discussion proper started after the Introduction of the Speaker.

Mrs. Ilyn Daguman, the Dean of the Institute of Business and Financial Services, was the speaker of the aforementioned seminar that talked about how research to be done, the attitude towards research and the technicalities in doing research.



Signal Phrases

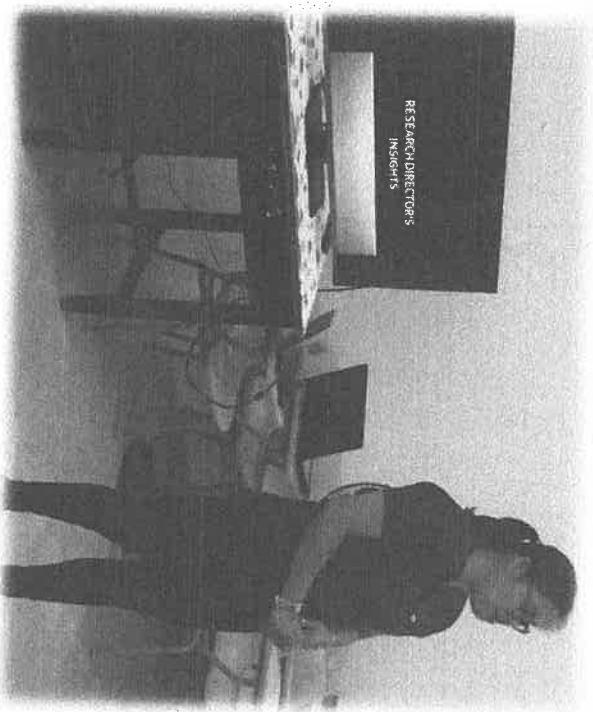
Some examples of verbs in signal phrases

Acknowledge Add Admit Address
Argue Assert Believe Claim Comment
Compare Confirm Contend Declare Deny
Dispute Emphasize Endorse Grant
Illustrate Imply Insist Note Observe
Point out Reason Refute Reject Report
Respond Suggest Think Write (p. 603)



Mrs. Elaine Bandigan, the College Research Director and 2nd Speaker of the seminar, present her insights about the research journey of the college.

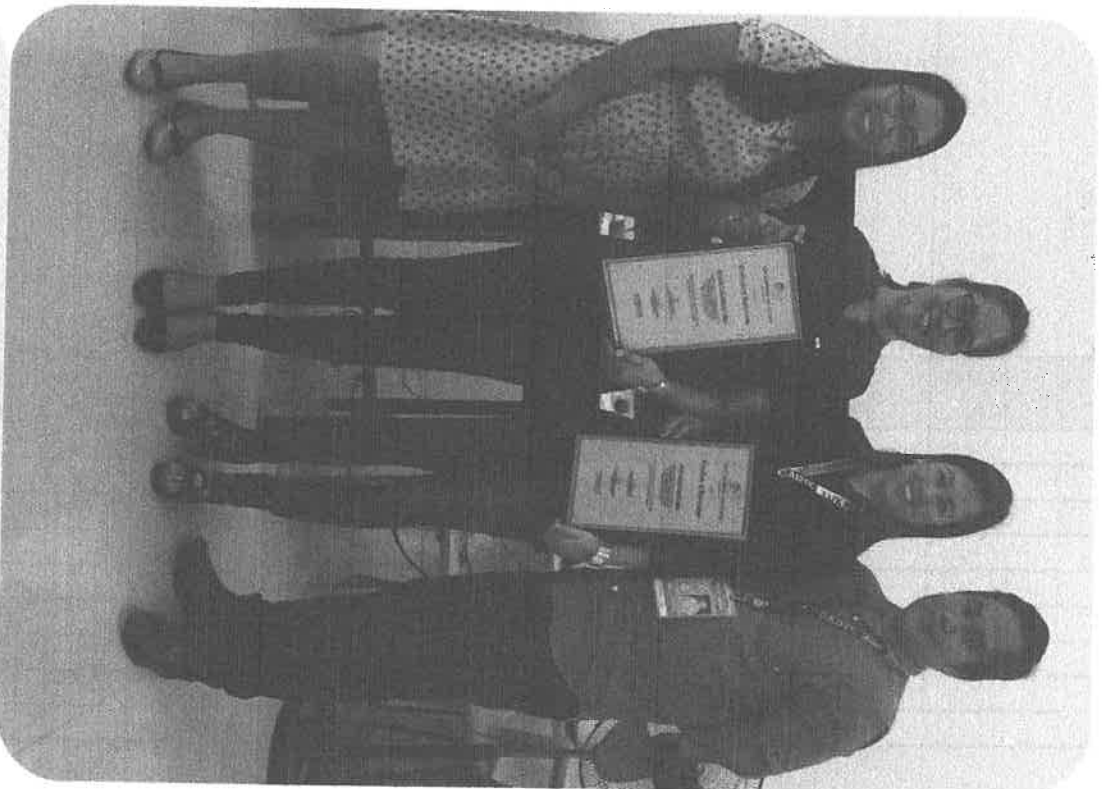
Ms. Emiree Palad introduces the next speaker who would talk the advantages when having a research output.



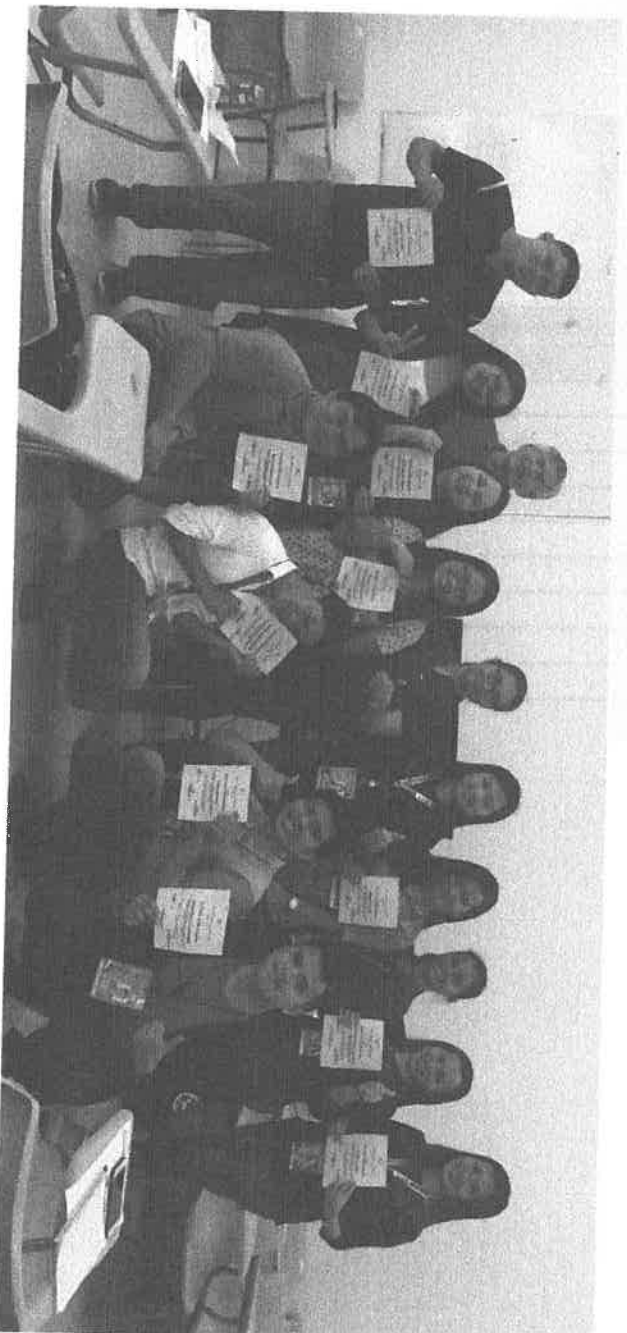
The Research Basics Participants during snacks time



Giving of the Certificates to the Participants and to the Speakers



From left to right: The Program Head of the Marketing Program, Ms. Felvys J. Corpuz, GADTC Research Director, Mrs. Elaine Bandigan, The IBFS Dean, Mrs. Lynn R. Daguman, and the Human Resource Management & Office Ad Program Head, Mr. Rodolfo T. Reyes,



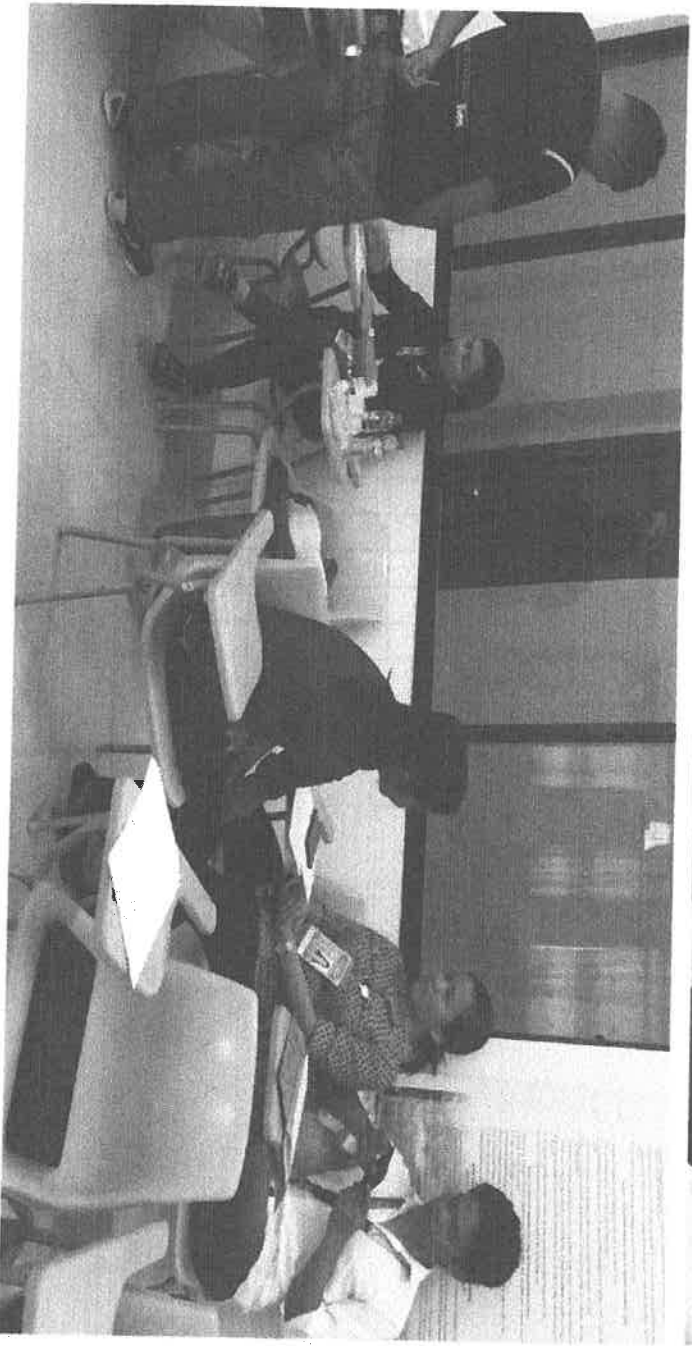
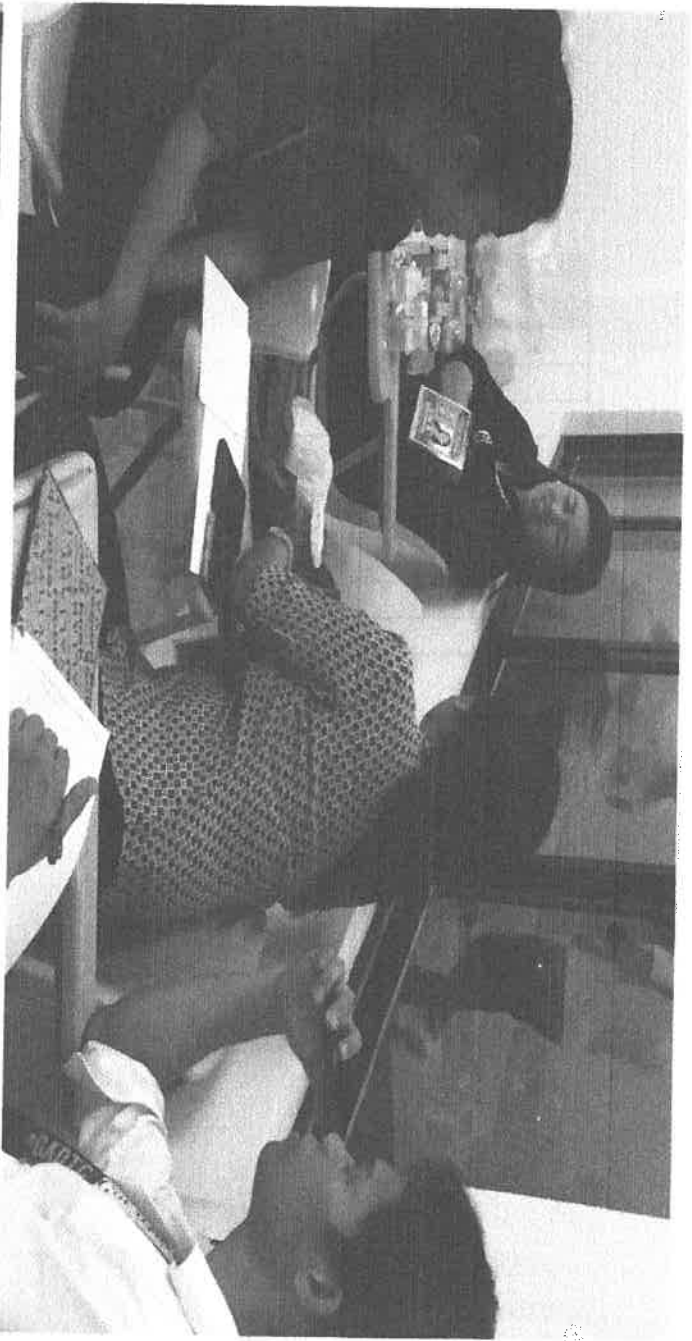
The Institute of Business and Financial Services participants

Lunch Time at the Venue



Research Basics Workshop Photo Documentation






Prepared:


EDRYL D. EMONG, LPT

Faculty, Institute of Business and Financial Services

Noted:


ILVN R. MAGUMAN, MBA
Dean, Institute of Business and Financial Services