SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JONAH FLOR O. MAAGHOP**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.73	
b. Students		5.00	
TOTAL for Instruction	80%	4.87	3.89
2. Research	10%	4.00	0.40
3. Extension	0%	0.00	0.00
4. Support Operations	10%	5.00	0.50
5 Administration	0%	0.00	0.00
TOTAL	100%		4.79

EQUIVALENT NUMERICAL RATING: 4.79
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.79**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

JONAH FLOR O. MAAGHOP   **MAGDALENE C. UNAJAN**
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved by:

ROTACIO S. GRAVOSO
Vice President for Instruction

VISAYAS STATE UNIVERSITY

DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1022)
Email Address: dcst@vsu.edu.ph
Website: https:www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JONAH FLOR O. MAAGHOP, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated attainment of the following targets in accordance with the indicated measures for the period **January 1, 2024 - June 30, 2024**.

Approved:

JONAH FLOR O. MAAGHOP
Associate Professor III
Date: 1 7 JUL 2024

MAGDALENE C. UNAJAN
Department Head
Date: 1 8 JUL 2024

JANNET C. BENCURE
College Dean
Date: 7/24/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	40	29.25	4	4	5	4.33	CSci102, CSci23, ITec11

	PI	Indicator	Activity							Remarks
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	4	4	4.33	*CSci102 (2), CSci23, ITec11, CSci200, CSci200.4*
		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	5	5	5	5.00	*CSci142 (Dacera, Joseph Andrey, Espanto, Elgin Ray Isaac & Legaspi, Hans Joseph)*
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	4	4	4.33	*Faculty Onboarding 2nd Semester, Seminar - Workshop on the Implementation of Continuous Quality Improvement (CQI) on Delivery of Instruction, ICT Training courses*
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	5	5	5.00	*CSci102(6), CSci23(2), ITec11(2)*
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	17	5	5	5	5.00	*CSci102(9), CSci23(2), ITec11(6)*
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	5	5	4	4	4.33	*CSci23(5)*
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	10	34	5	5	5	5.00	*BSCS students*
		A17. Number of students advised on thesis/ field practice/special problem:		2	9	5	5	5	5.00	*Luna, Dela Torre, Asoque, Bulawan, Amaga, Hinolan, Barte, Patolilic, Tubigon*

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	8	5	4	4	4.33	*Dadap, Manaog, Piamonte, Albero, Gabionza, Gotardo, Manlangit, Salar*
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	13	5	5	5	5.00	*Alicando, Arar, Capino, Lubaton, Asmolo, San Jose, Monteroso, Enriquez, Gier, Delos Reyes, Dela Cruz, Falguera, Pasamonte*
		_A18_. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	200	5	5	5	5.00	*advisees and students under subjects taught*
	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							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	3	5	5	5	5.00	CSci102, CSci23, ITec11
		Flexible instructional materials		2	3	4	4	4	4.00	CSci102, CSci23, ITec11
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	6	35	5	5	5	5.00	Csci102(12), CSci23(5), ITec11(18)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	26	5	5	5	5.00	CSci102(13), CSci23(7), ITec11(6)
UMFO 3 . RESEARCH SERVICES										

PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		VSU CAT 2024 monitoring		25	4	4	4	4.00	Technical Working Group of VSUEE member
		University Research and Development, and Innovation Technical Working Group(RDITWG)		3	4	4	4	4.00	3 research proposals reviewed
UMFO 4. EXTENSION SERVICES									
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
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	Zero % compl aint	100%	5	5	5	5.00	no complaints received from clients
Total Over-all				83.67					Teacher complicate lessons in a simple way
Average Rating				4.65					It is suggested that the start submitting RDEI proposal
Adjectival Rating				Outstanding					

Evaluated & Rated by:

MAGDALENE C. UNAJAN
Department Head
Date: 11 88 JUUL 2024

JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 7/24/24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 8/14/24

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R TE R
/	2nd	
	3rd	
	4th	

Name of Office: <u>Department of Computer Science and Technolgy</u>

Head of Office: <u>Magdalene C. Unjan</u>

Number of Personnel: <u>10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January - June 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		January – June 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			February 2024 or the week before the start of classes
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

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

Conducted by:

MAGDALENE C. UNAJAN
Immediate Supervisor

Noted by:

JANNET C. BENCURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						remarks
				Jan	Feb	Mar	Apr	May	Jun	
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty								
Pi 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	JANUARY – JUNE 2024		VC evaluation and submissions of syllabi		1st VC Monitoring		2nd VC Monitoring	2nd semester AY 2023-2024 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		JANUARY – JUNE 2024				Topic proposal defense		Final defense	regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajes, Capino, Cazar, Lerios, Luna, Manaog, Monteroso, Piamonte, San Jose

	Activity		Timeframe							Remarks
	Students On-line Consultations	ALL FACULTY	January – June 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
	Gives Assignments, Quizzes, Exams, Etc.	All Faculty	January – June 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All Faculty	January – June 2024	Gives final grades (2ns sem 2023-2024)			Midterm Grades		Final Grades	
	Submits research progress reports	Faculty involved in research	January – June 2024							
	Attends training, Webinar and, workshops	All Faculty	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As resource persons, and participants
	Engages community services	All Faculty	January – June 2024	Approval of extension proposal						Extension project has proposal has not been approved yet
	Entertain clients through on-line consultation	All faculty	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	

MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	MUnajan	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As department head
	Attends ManCom	MUnajan	January – June 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	All Faculty	January – June 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	JMBarrera	January – June 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	MUnajan	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	MDag-uman JMartinez	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	Tommy Valenzona	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	MDag-uman JMartinez	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports,

											Vouchers, Purchase Requests
		Records and releases documents.	*MDag-uman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
		Files documents.	*MDag-uman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, Files other offices.
		Photocopies documents and other communications.	*MDag-uman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
		Facilitates students' evaluation. (TPES)	*All faculty*	January – June 2024				TPES			Or as scheduled by the university
		Performs Faculty Performance Evaluation (FPES)	*MUnajan*					FPES			Or as scheduled by the university
		Clean the rooms and offices.	*MBorci, TValenzona*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:

MAGDALENE C. UNAJAN
Dept. Head, DCST

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JONAH FLOR O. MAAGHOP**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
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 returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Very Satisfactory	Takes notes of the meeting proceedings and performs the assigned

			Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Outstanding	tasks during the meeting
3	Performs other functions								VSUEE TWG, very approachable and caters student concerns

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Associate Professor JONAH FLOR O. MAAGHOP
Performance Rating: Outstanding

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step:

Send her to training, seminar/ workshop/ for a related to research and extension activities.

Result:

Attendance in research and extension related trainings/ seminars/ workshops/ fora. This will

expose her to theses engagement and will motivate her to do research and be involved in

extension projects.

Date: January 2024   Target Date: June 2024

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: Research/ project proposal

Final Step/Recommendation:

Final Step/ Recommendation: Instruct her to submit the research/ proposal to the OVPRE for approval and possible funding.

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Conforme:

JONAH FLOR O. MAAGHOP
Name of Ratee Faculty/Staff