SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HELMAR G. YCONG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		4.79	(2.40)
f. Students (50%)		4.86	(2.43)
Total for Instruction	100%	(4.83)	4.83
12. Research			
13. Extension			
14. Administration			
15. Production			
TOTAL			4.83

EQUIVALENT NUMERICAL RATING: 4.83
Add. Additional Points, if any:
TOTAL **NUMERICAL** RATING: 4.83

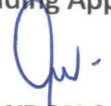ADJECTIVAL RATING: Outstanding

Prepared by:

HELMAR G. YCONG
Name of Faculty

Reviewed by:

JOEL Q. MABALHIN
Department Head

Recommending Approval:
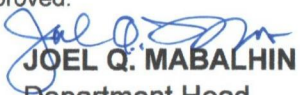
BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HELMAR G. YCONG**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2023.

Approved:

HELMAR G. YCONG
Assistant Professor III
Date: January 15, 2024

JOEL Q. MABALHIN
Department Head
Date: 01-15-2024

BAYRON S. BARREDO
College Dean
Date: 01-15-2024

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 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*	36	28.35	5	5	5	5.00	Math 135, PrEd 146n, PrEd 161
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	2	12	5	4	4	4.33	Math 135, PrEd 146n, PrEd 161
		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	10	5	5	5	5.00	
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	4	5	5	5	5.00	
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	4	9	5	5	5	5.00	

	PI	Activity	Description							Remarks
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	84	5	4	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	30	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:		5	5	5	4	4	4.33	Añuda, Gabucan, Mangaring, Paler, Sarvida
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	300	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	4	4	4.33	Math Majors' Society
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	4	4	4.33	Math Majors' Society General Assembly
	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	1	3	5	5	5	5.00	Math 135, PrEd 146n, PrEd 161

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	26	5	5	5	5.00	Math 135, PrEd 146n, PrEd 161
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	93	5	5	5	5.00	Math 135, PrEd 146n, PrEd 161
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	Math 135, PrEd 146n, PrEd 161
	PI 11. Additional outputs	**A 25.** 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	DepEd Baybay City Division
		A 26. 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 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** 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							
	PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *	Conducts and completes research project within the year							

4:99

	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	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 scienfic for a/conferences								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of 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 student w/ faculty)									
		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								
		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								

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	0							
	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 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects								
	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	Provides quality and relevant training courses and advisory services								
	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		1							
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons		0							
	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 theQMS 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	0	zero non-conformity						
		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	1	100% compliant						
		On program accreditations									
		On institutional accreditations									

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint						
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 performfing functions resulting to best practice	0							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0							
Total Over-all Rating								76.67		
Average Rating								4.79		
Adjectival Rating								Outstanding		

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date: 01-15-2024

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 01 - 15 -2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 02/29/24

Comments and Recommendations for Development Purpose:

A very dedicated person, no wastage of time for him.

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **HELMAR G. YCONG**

Task no.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach undergraduate courses	18 FTE	3rd week of August 2023	Before the end of semester	December 2023	Very Impressive	Outstanding	28.35 FTE
2	Develop on line courseware	Develop 3 online courseware, 5 supplemental resources	3rd week of August 2023	Before the end of the semester	December 2023	Impressive	Very Satisfactory	Developed 3 online courseware, 26 supplemental learning resources & 93 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	3rd week of August 2023	Before end of the semester	December 2023	Impressive	Very Satisfactory	Advised and served Math Major's Society
4	Conduct Extension Activity	Conduct 1 Extension Activity	3rd week of August 2023	Before end of the Semester	December 2023	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **HELMAR G. YCONG**
Performance Rating: **4.79**

Aim: Increases involvement in research and extension activities
Produces instructional materials on handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2023   Target Date: July-December, 2023

First Step:
Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date: June, 2023   Target Date: July-December, 2023

Next Step:
Conduct In-service Trainings
Submit Instructional Materials for ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities _____

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

HELMAR G. YCONG
Name of Ratee Faculty/Staff