SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Jedan A. Cavero

Program Involvement	Percentage	Numerical Rating	Equivalent
ă	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		1.04	
b. Students (50%)		No TPES result yet	
TOTAL INSTRUCTION	70%	3.15	3.15
2. Research			
3. Extension			-
4. Support Operations	15%	4.17	0.63
5. Gen. Adm. & Support Services	15%	4.50	0.68
TOTAL			4.45

EQUI	VALENT NUMERAL RATINGS:	4.45
Add:	Additional Points, if ny:	

TOTAL NUMERICAL RATING: 4.45

ADJECTIVAL RATING: Very satisfactory

Name of Faculty

Prepared by:

Reviewed by:

Recommending Approval:

MOISES NEIL V. SERIÑO

Department Head

Dean, CME

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



Visayas State University College of Management and Economics DEPARTMENT OF ECONOMICS Visca, Baybay City, Leyte



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jedan A. Cavero_t a faculty member of the <u>DEPARTMENT OF ECONOMICS</u> 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-December 31, 2023.

Approved:

Department Head

MOISES NEIL V. SERIÑO

College Dean

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned						Rating		REMARKS (Indicators in percentage should be supported with numerical
				Accom- plishment	-	Quality	Eficiency	Timeliness	Average	values in numerators and denominators)	
UMFO	1. ADVANCED EDUCATION	N SERVICES									
OVPI N	IFO 2. Graduate Student	Management Services									*
	PI 1: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned								
	PI 2: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students								
		A3 . Number of students advised on thesis/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								
	PI 3: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	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 Moddle or Google Classroom								
	Pl 3 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new								
UMFO :	2. HIGHER EDUCATION S	ERVICES				The state of the s					
OVPI U	MFO 3. Higher Education	Management Services					_				
	PI 1: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	31.55		5	5	5	5.00	
	,	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8		5	5	5	5.00	
		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								

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-		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	4	4	4	4.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	15	5	5	5	5.00	
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	15	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	17	17	4	4	4	4.00	
	4,	<u>A17</u> . 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	2	3	4	4	4	4.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	
			Advises and corrects research outline and thesis/SP manuscript	2	2	4	4	4	4.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4.00	
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	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							

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		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	20	4	4	4	4.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	18	21	5	5	5	5.00	
		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	1	4	4	4	4.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
			Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation (RQAT)							
			Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as							
		A 26. Other outputs implementing the new normal due to covid 19								

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		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 oroject within the year						
	outputs published in internationally-referred or	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				$\neg \uparrow$			
		In refereed nat'l/regional journals							
	outputs presented in		Prepares, submits and presents research paper in scienfic for a/conferences						
		In int'l fora/conferences			+	_	_		
		In nat'l/regional fora/conferences			+	\neg			
	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						
1		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						

		Ta a made and a second								
		A 35.Other outputs implementing								
		the new normal due to covid 19	activities and other outputs							
LIMEC	4. EXTENSION SERVIO		to implement new normal							
	PI 1. Number of active	A 36. Number of active	Identifies and links with	 +	 	-				
			probable partners for			1 1				
	partnerships with LGUs,	partnerships with LGUs,	extension activities and			1 1				
	industries, NGOs, NGAs,	industries, NGOs, NGAs, SMEs,	maintains this active							
	SMEs, and other	and other stakeholders facilitated	partnership							
	stakeholders as a result of	and maintained	* (Activie partnership with							
	extension activities		LGU-students IM's)							
	PI 2. Number of trainees	A 37. Number of trainees weighted		 -		_	-+			
		by the length of training	beneficiaries of							
	training		technologies for transfer							
	PI 3. Number of extension	A 38. Number of extension	Implementes duly approved							
	programs organized and	programs/projects implemented	extension projects							
	supported consistent with		** ** ** ** ** ** ** ** ** ** ** ** *							
	the SUC's mandated and	7								
	priority programs									
		A 39. Percentage of beneficiaries	Provides quality and				_	-		
			relevant training courses							
		who rated the training coursers	and advisory services							
		and advisory services as					- 1			
		satisfactory or higher in terms of								
		quality and relevance		-						
	terms of quality and									
	relevance									
	PI 5. Number of		Provides the technical and							
	technical/expert services		expert services requested							
			by beneficiaries	 						
	Research Mentoring	Research Mentor								
	Peer	Peer reviewers/Panelists								
j.	reviewers/Panelists									
	Resource Persons	Resource Persons			-					
	Convenor/Organizer	Convenor/Organizer								**************************************
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension		Prepares extension project							
1-		A 41. Percent of extension	proposals, submits and							
I	proposals approved *		follow up its approval for							
	PI 11. Additional outputs *	A 42. No. of extension-related	immediate implementation				_			
1		awards (extn. conducted by faculty								
		or student & faculty) *								
		or student a raculty)							- 1	

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A 0.0.1.44	1470404400044404000444	1. 10.00	ID :							T	T
A96:IVI1	117C101A98:M116A98:M1	A 43.Other outputs implementing									
		the new normal due to covid 19	activities and other outputs								
			to implement new normal	-			-				
UMF	O 5. SUPPORT TO	OPERATIONS									
	OVPI MFO 4. Program a	nd Institutional Accreditation Serv	vices								
	PI 8. Compliance to all	A 44. Compliance to all requirements		zero %	zero %		4	4	4	4.00	
	requirements thru the	of theQMS core processes of the	core processes of the	complain	complaint						
	established/adequate	university under ISO 9001:2015*	university are complied with	t							
	implementation,		in the performance of								
	maintenance and		his/her functions as faculty								
	improvement of the QMS of	1	member								
	the core processes of the										
	College/department under										
		*									
	ISO 9001:2015*										
		A 45. Compliance to all requirements		100%	100%		4	4	4	4.00	
	- 1	of the program and institutional	documents and complies	complian	compliant						
		accreditations:	all requirements as	t							
			prescribed in the								
		On program accreditations	accreditation tools								
		On institutional accreditations		-							
		On institutional accreditations									
		A.46. Number of seminars/									
		trainings/workshop attended									
		International									
		National									
		Regional									
		Institutional									
			Department meeting	8	8		4	4	4	4.00	
		A.47. Number of meetings atten	Department meeting	°	0		4	4	4	4.00	
		A.48 Number of meeting									
- 4		attended (APB, UAC, etc)									
UMEC		. & Support Services									
	Pl 2. Zero percent	A 49. Customerly friendly frontline	Provides customer friendly	zero %	zero %		4.5	4.5	4.5	4.50	
	•	services	frontline services to clients	complain	complaint						
	served	30141003		t		7					
	DI 2. Additional Outrota										
	PI 3: Additional Outputs	A 50. Number of /new initiatives	Initiates/introduces								
			improvements in performfing								
			functions resulting to best								
		by other depts/agencies	practice								
		A.51. Number of meetings									
		presided									

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	A.52. Number of staff evaluated/monitored	,									
		Departmental	4	4.5	4.5	4.5	4.50				
	A.54. Number of meetings attended outside of the university										
	A.55. Other outputs implementing						21.22				
Total Over-all Rating				 -			84.00				
Average Rating				-			4.42				
Adjectival Rating				Comme	ents & Re	ecommen	VS dations for D	levelopment Purpose:			

Evaluated & Rated by:

Department Head
Date: (24) 24

Recommending Approval

MOISES NEIL V. SERIÑO Dean, CME Date: メンライ

Approved by:

Should finish her masteral degree

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING FORM

Name of Employee: Jedan A. Cavero

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	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	August 2023	Aug 2023	Dec. 2023	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done

^{*}Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

ZYRA MAY H. CENTINO

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee Performance Rating

: Jedan A. Cavero : Very Satisfactory

Aim:

To improve teaching capability of faculty member.

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

Date:

August 2023

Target Date: September 2023

First Step:

Required Mr. Cavero to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 1st semester, A.Y. 2023-2024.

Result:

Updated graduate and undergraduate course syllabi and other teaching materials.

Date:

October 2023

Target Date: December 2023

Next Step:

Improved further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Mr. Cavero has prepared and updated instructional materials developed.

Prepared by:

ZYRA MAY H. CENTINO

Unit Head

Conformé:

JEDAN A. CAVERO

Ratee