

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

Name of Faculty Member: Lovely Mae E. Bulawan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Student (50%)		2.25	
Total for Instruction	80%	4.68	3.74
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin. & Support Services	10%	4.92	0.49
TOTAL			4.73

EQUIVALENT NUMERICAL RATING:

4.73

Add: Additional points, if any:


TOTAL NUMERICAL RATING:

4.73


ADJECTIVAL RATING:

Outstanding


Prepared by:


LOVELY MAE E. BULAWAN
Name of Faculty


Reviewed by:


EUSEBIO R. LINA, JR.
Head, DMath

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs



VISAYAS
STATE UNIVERSITY




DEPARTMENT OF
MATHEMATICS


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lovely Mae E. Bulawan, a faculty member of the DEPARTMENT OF MATHEMATICS, delivered and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2023.

Approved:


LOVELY MAE E. BULAWAN
Instructor 1
Date: 7/20/2023


EUSEBIO R. LINA, JR.
Department Head
Date: 20 July 2023


MA. THERESA P. LORETO
College Dean
Date: July 20, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	19.05	5	5	5	5.00	(2) Math11n, Math17b, Math115
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	7	5	5	4.5	4.83	(1) Math13, (2) Math13n, (1) Math113n, (3) Math11n
		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	5	5	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	4.5	4.83	(2) Math11n, (2) Math115, (5) Math17b

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	12	5	5	4.5	4.83	(2) Math11n, (5) Math115, (5) Math17b
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	0	18	5	4.5	5	4.83	BSMath-1 students
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	7	4.5	5	5	4.83	
	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	4	5	5	4.67	(1) Math11n, (1) Math115, (1) Math17b
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	19	4	5	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	4.5	5	4.5	4.67	
	PI 11 . Additional outputs	A 25 . Number of Additional outputs accomplished:								
		Number of OBE course syllabus prepared and approved for use		2	3	5	5	5	5.00	
		Number of TOS prepared and submitted within prescribed period		2	5	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										


	<u>PI 8.</u> 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*	<u>A 44.</u> Compliance to all requirements of the QMS 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	zero non-conformity	zero non-conformity	5	5	5	5.00	
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0% complaint	5	5	5	5.00	
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	0						
		No. of meetings attended	Attends departmental meetings	6	4	5	4.5	5	4.83	
	Total Over-all Rating					83.00				
	Average Rating					4.88				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 17)	4.88
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding


Comments & Recommendations for Development Purpose:

Deliver some accomplishment under research and extension services.


Evaluated & Rated by:


EUSEBIO R. LINA, JR.
Department Head
Date: 20 July 2023

Recommending Approval


MA. THERESA P. LORETO
Dean, CAS
Date: July 20, 2023

Approved by:


BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: July 21, 2023

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Department of Mathematics

Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15 – (Lovely Mae E. Bulawan)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">Conduct class observationDiscuss the TPES result for the 1st semester, SY 2021-2022Monitor the progress of her MS study (personal)	April 2023 May 2023 June 2023				Wait for the specific comments from the TPES for further intervention.
Coaching <ul style="list-style-type: none">Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings.Advise the faculty to set targets under research and extension services.	Jan-June 2023	Monthly			Plan in-house activities to capacitate faculty to perform research and extension activities.

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

Conducted by:

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.
Head, DMath

Noted by:

MA. THERESA P. LORETO

MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lovely Mae E. Bulawan

Performance Rating: Outstanding

Aim:

1. Gain competence and qualification to assume higher responsibilities.
2. Improve the RDE involvement of the faculty

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: One year from the date of intervention

First Step: Monitor the progress of her MS study.

Result: Completion of her MS degree/Permanent employment status

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

1. Recommend her for a permanent position.
2. Encourage her to engage in RDE activities.


Outcome:

Involvement in research or extension activities of the department

Final Step/Recommendation:

Advise her to continue engaging in research activities to build a research culture at DMath.

Prepared by:


EUSEBIO R. LINA, JR.
Head, DMath

Conforme:


LOVELY MAE E. BULAWAN
Ratee/Faculty