



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: Prof. Marlon F. Sacedon

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.69	
b. Students			
Total for Instruction	80%	4.69	3.75
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	0	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)	0%	0.00	
Total for Extension		0.00	0.00
4. Support to Operation	15%	4.67	0.70
5. Administration	5%	5.00	0.25
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: 4.70

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARLON F. SACEDON

Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON F. SACEDON, a faculty member of the DEPARTMENT OF MATHEMATICS AND PHYSICS commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2020.


MARLON F. SACEDON

Asst. Prof 3

Date: _____

Approved:


EUSEBIO R. LINA, JR.

Department Head

Date: 11/19/2020

MFO's/PAP	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES									
OVPI MFO 2. Graduate Student Management Services									
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
	A3. Number of students advised on thesis/special problem/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 9: Number of instructional materials developed *	A5 . 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							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	PI 1. Number of FTE	Teaches: 2nd sem. SY 2019-2020: Phys 31 (Lec and Lab); Gphys 122 (Lec and Lab) stem A and Stem B	18	18	5	5	5	5.00	Teaches: Phys 31 (Lec and Lab); Gphys 122 (Lec and Lab) stem A and Stem B
		PI 2. Number of instructional materials								
		New course outline	Prepares and compiles two (2)	2	2	5	5	5	5.00	Phys 31, GPhys 122
		New syllabi OBE	Prepares new syllabi	2	2	5	5	5	5.00	Phys 31, GPhys 122
		Revised syllabi	Revised syllabi	2	2	5	5	5	5.00	Phys 31, GPhys 122
		New lab. manual	Revises one (1) lecture manual							
		Revised Lab. Manual	Revises one (1) laboratory manual	2	2	5	5	5	5.00	Phys 31, GPhys 122
		Revised course outline	Prepares and compiles one (1) course outline							
		New Lecture manual	Prepares new manual							

		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	1	1	5	5	5	5.00	Phys 31, GPhys 122
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	2	5	5	5	5.00	Phys 31, GPhys 122
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	2	5	5	5	5.00	Phys 31, GPhys 122
		<i>Numbers of seminar/attended</i>								
		A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Phys 31, Gphys 122
		A11. 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							
		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	3	3	5	5	5	5.00	Phys 31, Gphys 122
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		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:	<i>Acts as academic advisor to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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							

[illegible]

			Syllabus for BS Applied Physics program	8	8	5	5	5	5.00	Phys 111, Phys 112, Phys 142, Phys 170, Phys 172, APhys 101, APhys 102, APhys 150
						Total			75.00	
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 oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized	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								
		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						Total				
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	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							
	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	A 38. Number of extension programs/projects implemented	Implements 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								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	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	A 44. 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	4	4.67	
		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	100% compliant	100% no compliant	5	4	5	4.67	
		On program accreditations								
		On institutional accreditations								
						Total			9.33	

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		Zero % complaint	5	5	5	5.00
	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 performing functions resulting to best practice						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
						Total			5.00
	Total Over-all Rating								89.33
	Average Rating								4.70
	Adjectival Rating								0

Average Rating (Total Over-all rating divided by 4)	4.70
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.70
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Complete PhD degree and engage in RDE activities.

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.

Department Head

Date: 11/19/20

Recommending Approval

Candelario L. Calibo
CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: 12/9/20

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/9/20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Marlon F. Sacedon

Performance Rating: Outstanding

Aim: Encourage him finish his PhD in Physics and get involve with research/extension activities.

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

Date: _____
intervention

Target Date: One year from date of

First Step:

Send him to trainings/seminars/workshops/fora related to research and extension activities, while finishing his dissertation.

Result: He will be able to finish his PhD Physics Program by 2021

Date: Throughout the school year

Target Date: End of SY 2020-2021

Next Step: Advise him to draft research proposal or extension project proposal.

Outcome: research/project proposal

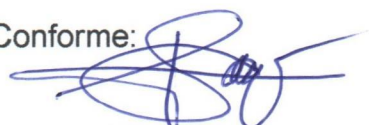
Final Step/Recommendation: Instruct him to submit the research/project proposal to the OVPRE for approval and possible funding, and work for the finishing touches of his dissertation.

Prepared by:



EUSEBIO R. LINA, JR.
DMP Head

Conforme:



MARLON F. SACEDON
Ratee