


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Emily L. Casinillo

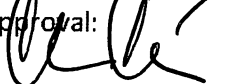
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Students (50%)		2.17	
TOTAL for Instruction	80%	4.63	3.71
2. Research	5%	5.00	0.25
3. Extension	0%	0	0
4. Support of Operation	10%	5.00	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.71

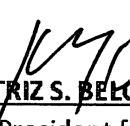
EQUIVALENT NUMERICAL RATING: 4.71
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.71

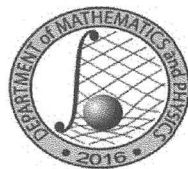
ADJECTIVAL RATING: Outstanding

Prepared by: 
EMILY L. CASINILLO
Name of Faculty

Reviewed by: 
CLIMACO D. ESPINA JR.
Department Head

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Instruction



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EMILY T. LAGUMBAY**, of the **DEPARTMENT OF MATHEMATICS AND PHYSICS, Colleges of Arts and Sciences** 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 July 1, 2018 to December 31, 2018

EMILY T. CASINILLO

Instructor I

Date: 01-17-19

CLIMACO D. ESPINA JR.

Head, DMP

Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: Math 101 (1 lec), Math 11n (2 lec), Gmath 001 (2 (lec), Math 112e (1 lec.), 1st Sem. SY 2018-2019	18	42.40	5	5	5	5.00	Vacation/sick Leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New Course outline	Instruction	Prepares new course outline	1	1	5	5	4	4.67	Math 11n
		New syllabi	Instruction	Prepares new syllabi							
		Revised syllabi	Instruction	Prepares revied syllabi							
		New Powerpoint lecture presentation (per course)		Prepares powerpoint	1	2	5	5	5	5.00	Matrh 11n & Math 112
		PI 3. Additional outputs									
		Numbers of hours checking papers		Checkes papers	2	5	5	5	5	5.00	1st Sem SY 2018-2019 subjects
		Numbers of hours class preparation		Prepares class preparation	2	5	5	5	5	5.00	1st Sem SY 2018-2019 subjects
						Total points				24.67	


MF04	Research Services	Pl.1 Number of days attended	Research Services	Prepares questionnaire for VSU College Admission Test	16 days	32 days	5	5	5	5.00	Validation of Visayas State Unvi. College Admission Test
						Total points				5.00	
MFO 5	Support to Students	Pl.2 Number of hours spent for student consultation	Support to students	Entertained students	50	120	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs									
		Sparks Adviser			10						
						Total points				5.00	
MFO 6	General Admin. & Support Services (GASS)										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0% complaint	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
										5.00	
	Total Over-all Rating									39.67	
	Average Rating									4.96	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.96
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	


Comments & Recommendations for Development Purpose:

Keep it up


Evaluated and Review:


CLIMACO D. ESPINA, JR.
 Dept. Head/Unit Head
 Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, CAS
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

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

"Exhibit I"

PERFORMANCE MONITORING FORM


Name of Employee: **MS. EMILY L. CASINILLO**

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.	Teaches four (4) GE courses subjects (Math 11n, Gmat 001, Math 112e	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Aug. 2018	Sept. 2018	Sept.2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising students consultation	Improved student performance	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	More interventions for the improvement of students
3.	Prepares course syllabi updates	Approved course syllabi in Math 11m	Aug. 2018	Sept. 2018	Sept.2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	
5.	Perform other functions assign by the head, dean and the university	Reports	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Performs functions duly assigned to her

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CLIMACO D. ESPINA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EMILY L. CASINILLO

Performance Rating: Outstanding

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

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

Date: _____ Target Date: One year from date of intervention

First Step:

Endorsed her to the Scholarship Committee for study leave with pay.

Result: She will be able to pursue the PhD Mathematics Program by August 2020.

Date: _____ Target Date: End of first semester

Next Step: To continue giving her moral support in her studies until targeted date of full completion of studies in June 2023.


Outcome: Good grades

Final Step/Recommendation:

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


EMILY L. CASINILLO
Ratee