

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of Faculty Member: **MAGDALENE C. UNA JAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.88	
b. Students		5.00	
TOTAL for Instruction	50%	4.94	2.47
2. Research	20%	5.00	1.00
3. Extension	10%	4.83	0.48
4. Support Operations	10%	4.17	0.42
5 Administration	10%	5.00	0.50
TOTAL	100%		4.87


EQUIVALENT NUMERICAL RATING: 4.87
 Add: Additional Points, if any: 0.00
 TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding


Prepared by:


MAGDALENE C. UNA JAN
 Name of Faculty

Reviewed by:


MAGDALENE C. UNA JAN
 Department Head

Recommending Approval:


JANNET C. BENCURE
 College Dean

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Instruction



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF COMPUTER
SCIENCE AND TECHNOLOGY**

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1022)

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE CESAR UNAJO, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 1, 2024 - June 30, 2024**.


MAGDALENE C. UNAJO

Assoc. Prof. I and Head

Date: July 10, 2024

Approved:


JANNET C. BENCURE

College Dean

Date: 7/24/24

Date: 1/24/21

MFO No.	Description of MFO's/PAPs	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. ADVANCE EDUCATION SERVICES										
OVPA MFO 1. Curriculum Program Management Service										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	6.6	5	5	4	4.67	CSci 134m, CSci 128

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	5	5	4	4.67	CSci 134m, CSci 128, CSci 200
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	Moodlemoot PH, Gender SENSitivity, Financial Forum, Security and privacy in Moodle
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	4	4.67	2 for midterms, 2 for finals
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	12	5	5	4	4.67	6 for midterms, 6 for finals
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	8	5	4	4	4.33	8 lab reports for CSci 134m
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	40	5	5	5	5.00	academic advising
		A17. Number of students advised on thesis/ field practice/special problem:		15	20	5	5	5	5.00	20 BSCS candidate for graduation
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5.00	As head, all students pass by
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	CSSS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	CSSS

	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	1						<i>developed and posted online but not submitted for ISBN</i>
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	CSci 134m, CSci 128
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	5	5	5	5.00	CSci 134m, CSci 128
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	12	5	5	5	5.00	Quizzes for CSci 134m, CSci 128
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	5	5	5	5	5.00	as VSUEE TWG
	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	1	1	5	5	5	5.00	BSCS
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		6	5	5	5	5.00	WELA (Cagayan), High6 (Caloocan), CVISNET (Cebu) , DOST (Cebu), Pixel8, Accenture

UMFO 3 . RESEARCH SERVICES										
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
			Number of batches of examinees monitored during VSU-CAT		25	5	5	5	5.00	25 batches monitored
			Number of batches of examinees monitored during Grade 7 Entrance Examination of VSU-IHS		3	5	5	5	5.00	3 batches of examinees
			University Research and Development, and Innovation Technical Working Group(RDITWG)		3	5	5	5	5.00	3 research proposals reviewed
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	1	1	4	5	5	4.67	DepEd Baybay City Division
	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	50						
	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	Implemetes duly approved extension projects	1						

	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	95%						
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Moodle moot PH 2024
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 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	90%	4	4	4	4.00	Some documents were no complied and was given OFI
		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	80%	80%	4	4	4	4.00	Some documents were no complied and was given OFI
		On program accreditations		80%	80%	4	4	4	4.00	BSCS Level 4 application
		On institutional accreditations		80%	80%	5	5	4	4.67	ISO internal Audit
		<u>Additional Outputs</u>								
UMFO 6. General Admin. & Support Services (GASS)										

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100%	5	5	5	5.00	no complaints received from clients
Total Over-all				129.33	Advised to complete PhD study soon.				
Average Rating				4.79					
Adjectival Rating				Outstanding					

Evaluated & Rated by:


MAGDALENE C. UNAJOAN

Department Head


Date:

1 - Quality

2 - Efficiency


3 - Timeliness

4 - Average


JANNET C. BENCURE
Dean, College of Engineering and Technology

Date: 7.24/24

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: 8/14/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Computer Science and Technology

Head of Office: Magdalene C. Unjan

Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January - June 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		January – June 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			February 2024 or the week before the start of classes
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

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

Conducted by:


MAGDALENE C. UNAJan
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor


TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						remarks
				Jan	Feb	Mar	Apr	May	Jun	
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty								
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	JANUARY – JUNE 2024		VC evaluation and submission s of syllabi		1 st VC Monitoring		2 nd VC Monitoring	2 nd semester AY 2023-2024 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		JANUARY – JUNE 2024				Topic proposal defense		Final defense	regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajes, Capino, Cazar, Leros, Luna, Manaog, Monteroso, Piamonte, San Jose

MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	<i>MUnajan</i>	January – June 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department head
	Attends ManCom	<i>MUnajan</i>	January – June 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	<i>All Faculty</i>	January – June 2024	Departme nt Meetings	Department Meetings	Departme nt Meetings	Department Meetings	Departm ent Meeting s	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>JMBarrer a</i>	January – June 2024	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minute s of the meetin g prepare d	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	<i>MUnajan</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzon a</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports,

										Vouchers, Purchase Requests
	Records and releases documents.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communication s
	Files documents.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communicatio ns Students Files, Files other offices.
	Photocopies documents and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	<i>All faculty</i>	January – June 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation (FPES)	<i>MUnajan</i>					FPES			Or as scheduled by the university
	Clean the rooms and offices.	<i>MBorci, TValenzo na</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:


MAGDALENE C. UNAJAN
 Dept. Head, DCST

PERFORMANCE MONITORING FORM

Name of Employee: **MAGDALENE C. UNA JAN**

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 assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2024	June 2024	June 2024	Very Impressive	Outstanding	Needs to submit report on time and encourages faculty members to do so also
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Very Satisfactory	Should attend meetings or send representative

3	Performs other functions	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Very Satisfactory	Performs what is being assigned to the best of her ability.
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


JANNET C. BENCURE
College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Associate Professor Magdalene C. Unajan**

Performance Rating: Outstanding

Aim: Assist Prof. Unajan as an effective and efficient implementor of the new OBE'dized four (4)-year degree program in Bachelor of Science in Computer Science (BSCS) as provided for in the new CMO 25, s. 2015.

Proposed Interventions to Improve Performance:

Note: Prof. Unajan will be developed into an effective implementer of the new OBE'dized four (4)-year BSCS program as she leads the Department of Computer Science and Technology.

Date: January 2024

Target Date: June 2024

First Step

- Reorientation on the Outcomes-Based Education Principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCS as provided for in CMO 25, s. 2015, and the implementation of the new VSU BSCS curriculum.

Results:

- Mastery on the provisions of CMO 25, s. 2015
- Mastery on the preparation of an OBTL Syllabus Content and Plan

Next Step:

- Continuous implementation of the approved BSCS Curriculum
- Monitor the implementation of the BSCS Curriculum
- Draft proposal to open new curriculum - BS in Information System

Outcomes:


- Effective implementation of the new BSCS Program

- Increased enrolment of freshman students if the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSCS degree program
- Preparation and submission of **Research and Extension** proposals with the new OBEdized BSCS program
- Draft for the proposal to offer BS in Information System


Final Steps/Recommendations:

- Implement the new BSCS program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement (CQI) in the offering of the new BSCS Program

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


MAGDALENE C. UNAJan
Head, DCST



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: UNAJAN, MAGDALENE C.

Department: Dept. of Computer Science and Technology

College: College of Engineering and Technology

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
CSci 193n	SOCIAL ISSUES AND PROFESSIONAL PRACTICE	LEC	5.00	Outstanding	100.0%
CSci 14	INTERMEDIATE PROGRAMMING	LEC	5.00	Outstanding	100.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
CSci 11	INTRODUCTION TO COMPUTING	LEC	5.00	Outstanding	100.0%
CSci 11	INTRODUCTION TO COMPUTING	LAB	5.00	Outstanding	100.0%
CSci 14	INTERMEDIATE PROGRAMMING	LAB	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

UNAJAN, MAGDALENE C.

Name and Signature of Faculty

Date: 29 MAY 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



TEACHING PERFORMANCE EVALUATION
Summary by Department

Department: Dept. of Computer Science and Technology

College: College of Engineering and Technology

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ABEGAIL O. PESERAL	11	4.91	98.18 %	Outstanding
EUGENE VAL DELA CRUZ MANGAOANG	7	4.29	85.71 %	Very Satisfactory
JOMARI JOSEPH A BARRERA	7	4.71	94.29 %	Outstanding
JOY SOLANO ESPINOSA	11	4.00	80.00 %	Very Satisfactory
JUDE BULAWAN ROLA	6	4.50	90.00 %	Outstanding
MAGDALENE CESAR UNAJOAN	7	5.00	100.00 %	Outstanding
MARICEL VILLALINO CALHOUN	11	4.55	90.91 %	Outstanding
MICHAEL ANTHONY JAY BONGCAC REGIS	14	4.50	90.00 %	Outstanding
RODNEY MILLEZA MANIEGO, JR	9	4.22	84.44 %	Very Satisfactory
WINSTON MEMBREBE TABADA	7	3.57	71.43 %	Very Satisfactory
YVONN KYLA V. MAGALLON	14	4.39	87.86 %	Very Satisfactory
Department Mean		4.42	88.44%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 08, 2024

Received by:

MAGDALENE CESAR UNAJOAN
Name and Signature of Department head
Date: 28 MAY 2024

JANNET COLUMBO BENCURE
Name and Signature of College Dean
Date: _____

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.