Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOY S. ESPINOSA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.60	
b. Students		4.00	
TOTAL for Instruction	70%	4.30	3.01
2. Research	10%	4.67	0.47
3. Extension	10%	5.00	0.50
4. Support Operations	0%	0.00	0.00
5 Administration	10%	5.00	0.50
TOTAL	100%		4.48

EQUIVALENT NUMERICAL RATING: 4.48
Add: Additional Points, if any: 0.12
TOTAL NUMERICAL RATING: **4.60**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

JOY S. ESPINOSA
Name of Faculty

Reviewed by:

MAGDALENE C. UNAJAN
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
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Email Address: dcst@vsu.edu.ph
Website: https:www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY S. ESPINOSA, 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 accomplishment in accordance with the indicated measures for the period **January 1, 2024 - June 31, 2024.**

Approved:

JOY S. ESPINOSA
Instructor I
Date: 16 JUL 2024

MAGDALENE C. UNAJAN
Department Head
Date: 18 JUL 2024

JANNET C. BENCURE
College Dean
Date: 7/29/24

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	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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*	*40*	*39.85*	*4*	*4*	*4*	*4.00*	*ITec11, CSci 120, CSci 144*

		***A10**. Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	*5*	*8*	*5*	*5*	*5*	*5.00*	*ITec11 (4), CSci 120 (2), CSci 144(1), CSci 200.4 (1)*
		***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	*1*	*3*	*4*	*4*	*4*	*4.00*	*Ezekiel Abasolo, Zoe Harvey Sy, Djanah Marie Sy*
		***A12**. Number of trainings attended related to instruction*	Attend mandated trainings	*3*	*3*	*4*	*4*	*4*	*4.00*	*AORA, Seminar - Workshop on the Implementation of Continuous Quality Improvement (CQI) on Delivery of Instruction, Training Workshop on Research Proposal Writing*
		***A13**. Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	*6*	*8*	*5*	*5*	*5*	*5.00*	*ITec11 (2), CSci 120 (4), CSci 144(2)*
		***A14**. Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	*6*	*9*	*5*	*5*	*5*	*5.00*	*ITec11 (4), CSci 120 (3), CSci 144(2)*
		***A15**. Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	*5*	*8*	*5*	*5*	*5*	*5.00*	*ITec11 (1), CSci 120 (4), CSci 144 (3)*
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	*30*	*33*	*5*	*5*	*5*	*5.00*	*BSCS Students*
		***A17**. Number of students advised on thesis/ field practice/special problem:*								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		*2*	*5*	*5*	*4*	*4.67*	*Lourence San Jose, Desiree Asmolo*

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	*2*	*8*	*5*	*5*	*4*	*4.67*	*Manaog, Piamonte, Salar, Cazar, Manlangit, Albero, Salar, Delos Reyes*
		***A18**. Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	*15*	*200*	*5*	*5*	*5*	*5.00*	*advisees and students under subjects taught*
	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*	*1*	*3*	*4*	*4*	*4*	*4.00*	*ITec11, CSci 120, CSci 144*
		Flexible instructional materials		*1*	*3*	*5*	*4*	*4*	*4.33*	*ITec11, CSci 120, CSci 144*
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*		*18*	*5*	*5*	*4*	*4.67*	*ITec11 (6), CSci 120 (8), CSci 144 (4)*
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	*10*	*20*	*5*	*5*	*4*	*4.67*	*ITec11 (6), CSci 120 (10), CSci 144 (4)*
UMFO 3 . RESEARCH SERVICES										
		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							
			VSU CAT Proctor	0	1	5	5	4	4.67	VSU CAT Proctor
UMFO 4. EXTENSION 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*			1	5	5	5	5.00	*E2P ICT Batch 2023-24 Project*
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
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				*78.67*	Ms Espinosa is encouraged to finish her master's degree and to publish her research output				
	Average Rating				*4.63*					
	Adjectival Rating				*Outstanding*					

Evaluated & Rated by:

MAGDALENE C. UNAJAN
Department Head
Date: 18 JUL 2024

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

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

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	QUARTER
/	2nd	
	3rd	
	4th	

Name of Office: Department of Computer Science and Technolgy

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

Exhibit H

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 submissions of syllabi		1st VC Monitoring		2nd VC Monitoring	2nd 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, Lerios, Luna, Manaog, Monteroso, Piamonte, San Jose

	Students On-line Consultations	*ALL FACULTY*	January – June 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
	Gives Assignments, Quizzes, Exams, Etc.	*All Faculty*	January – June 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	*All Faculty*	January – June 2024	Gives final grades (2ns sem 2023-2024)			Midterm Grades		Final Grades	
	Submits research progress reports	*Faculty involved in research*	January – June 2024							
	Attends training, Webinar and, workshops	*All Faculty*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As resource persons, and participants
	Engages community services	*All Faculty*	January – June 2024	Approval of extension proposal						Extension project has proposal has not been approved yet
	Entertain clients through on-line consultation	*All faculty*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	

MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	*MUnajan*	January – June 2024	On-going	On-going	On-going	On-going	On-going	On-going	As department head
	Attends ManCom	*MUnajan*	January – June 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	*All Faculty*	January – June 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	*JMBarrera*	January – June 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	*MUnajan*	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.	*MDaguman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	*Tommy Valenzona*	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.	*MDaguman JMartinez*	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports,

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

Prepared by:

MAGDALENE C. UNAJAN
Dept. Head, DCST

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOY S. ESPINOSA**

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	Very satisfactory	Submit reports ahead of time
2	Attends meetings and performs functions as member	Very Satisfactory	January 2024	June 2024	January – June 2024	Impressive	Very Satisfactory	Active and participative in the meeting

	of different committees of the department							
3	Performs other functions	Very Satisfactory	January 2024	June 2024	January – June 2024	Needs improved	Satisfactory	Assigned tasks are delivered and is willing to do additional tasks assigned to her

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY S. ESPINOSA
Performance Rating: Outstanding

Aim: To finish her masteral studies

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step:
Encourage her to continue her masteral studies.

Result:
Additional units taken for AY 2024-2025

Date: January 2024 Target Date: June 2024

Next Step:
Advise her to enroll back in her MS Computer Science degree.

Outcome: Additional units are taken in her MSCS degree.

Final Step/Recommendation:

Instruct her to enroll back in MS Computer Science degree

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Conforme:

JOY S. ESPINOSA
Name of Ratee Faculty/Staff

VISAYAS STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
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TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: ESPINOSA, JOY S.
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 123	OPERATING SYSTEMS	LAB	2.00	Fair	40.0%
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%
ITec 11	LIVING IN THE IT ERA	LEC	3.00	Satisfactory	60.0%
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%
ITec 11	LIVING IN THE IT ERA	LEC	4.00	Very Satisfactory	80.0%
ITec 11	LIVING IN THE IT ERA	LEC	4.00	Very Satisfactory	80.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
CSci 123	OPERATING SYSTEMS	LEC	3.00	Satisfactory	60.0%
CSci 123	OPERATING SYSTEMS	LAB	3.00	Satisfactory	60.0%
		Average Rating	4.00	Very Satisfactory	80.00%

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:

ESPINOSA, JOY S.
Name and Signature of Faculty
Date: _____
Distribution of copies: ODIE, College, Department, Faculty