

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

**Name of Faculty Member:** Raymund M. Igcasama

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.945	2.47	
b. Student (50%)	4.83	2.42	
Total for Instruction	70%	4.89	3.42
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	5%	4.75	0.24
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	5%	4.67	0.23
4. Support to Operations	10%	4.95	0.50
5. Gen. Admin. & Support Services	10%	5.00	0.50
<b>TOTAL</b>	<b>100%</b>		<b>4.89</b>

EQUIVALENT NUMERICAL RATING:

4.89

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.89

ADJECTIVAL RATING:

Outstanding

Prepared by:

RAYMUND M. IGCASAMA

Name of Faculty

Reviewed by:

EUSEBIO R. LINA, JR.

Head, DMath

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved:

ROTACIO S. GRAVOSO


Vice President of Academic Affairs


"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Raymund M. Igcasama**, a faculty member of the **DEPARTMENT OF MATHEMATICS** commit to the deliver and agree to be rated on the following accomplishments in accordance with the indicated measures for the period **January - June 2024**.

Approved:

  
**RAYMUND M. IGCASAMA**  
 Instructor III  
 Date: 7/11/24

  
**EUSEBIO R. LINA, JR.**  
 Head, DMath  
 Date: 7/22/2024

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	30	22.03	5	5	5	5.00	Teaches Math 112n, Math 130, Math 113n Math 11n
	PI 11: Number of new/revised curricular proposals submitted	A 3. Number of new/revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	0						



	<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00%	5	5	5	5.00	Math 112n, Math 130, Math 113n, Math 11n
	<b>PI 14:</b> Percentage of courses offered with IMs	<b>A 5.</b> Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	100.00%	4	5	5	4.67	Math 112n, Math 130, Math 113n, Math 11n
	<b>PI 15:</b> Number of Instructional Materials approved	<b>A 6.</b> Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1						
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses handled with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100.00	5	5	5	5.00	1st semester 2023-2024
	<b>PI 17:</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 8.</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)		100%	100.00	5	5	5	5.00	1st semester 2023-2024
	<b>PI 19:</b> Additional Outputs	<b>A 9 .</b> Number of INC forms with grades submitted within the prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	5.00	5	5	5	5.00	Math 11n
		<b>A 10 .</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	Math 112n, Math 130, Math 113n, Math 11n
		<b>A 11 .</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	Math 112n, Math 130, Math 113n, Math 11n
		<b>A 12 .</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	3	5	5	5	5.00	
		<b>A 13 .</b> Number of Student organizations advised	Advises student organizations recognized by DSO	2	2	5	5	5	5.00	Project SAVEME & ASP
		<b>A 14 .</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	10	25	5	5	5	5.00	Project SAVEME & ASP



		Number of powerpoint presentations prepared			3	4	5	5	4.67	Math 11n, Math 112, Math 130
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 15.</b> 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	0						
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	0						
		a. International		0						
		b. National		0						
		c. Regional or Institutional Conferences		0						
	<b>PI 4:</b> Number of research proposal submitted	<b>A 18.</b> Number of research proposal submitted	Submits research proposal for review	0	1	5	4.5	5	4.83	Mining the VSU College Admission Test Data
	<b>PI 5:</b> Number of research proposals approved	<b>A 19.</b> Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG	0	1	5	4.5	5	4.83	
	<b>PI 6:</b> Number of research projects/studies implemented	<b>A 20.</b> Number of research projects/studies implemented	Implements duly approved research projects/studies	0	1	5	4.5	5	4.83	
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 21.</b> Amount of research money obtained from external sources	Requests for research money from external sources	0						
	<b>PI 8:</b> Amount of research money obtained from internal sources	<b>A 22.</b> Amount of research money obtained from internal sources	Requests for research money from internal sources	0						
	<b>PI 9:</b> Number of patents applications	<b>A 23</b> Number of patents applications	Applies for patents	0						
	<b>PI 10:</b> Number of patents approved	<b>A 24.</b> Number of patents approved	Follow ups patent applications	0						
	<b>PI 11:</b> Number of creative works published	<b>A 25.</b> Number of creative works created, performed, presented, exhibited, and published.	Prepares creative works (e.g., poetry, plays, visual arts, musical, etc.)	0						



	<b>PI 12:</b> Number of research articles derived from approved research in the university submitted	<b>A 26.</b> Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication	0						
	<b>PI 13:</b> Number of research articles derived from approved research in the university published	<b>A 27.</b> Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication	0						
	<b>PI 14:</b> Number of Scopus, WoS, and ACI publications and other reputable journals	<b>A 28.</b> Number of Scopus, WoS, and ACI publications and other reputable journals	Submits research articles for publication in journals indexed by Scopus, WoS, and ACI.	1						<i>To be accomplished in July-Dec period</i>
	<b>PI 15:</b> Additional outputs*	<b>A 29.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 30.</b> 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	1	4	4	4.5	5	4.50	Journal of Educational Technology Development and Exchange, Journal of Interdisciplinary Perspectives, etc.
		<b>A 31.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</b> 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							
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects								
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses							



	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book		1	2	4	5	5	4.67	Journal of Educational Technology Developmnet and Exchange, Journal of Interdisciplinary Perspectives
		b. Review of research and extension proposal								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)								
		d. accreditor								
		e. consultancy								
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects							
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities							
	<b>PI 11:</b> Number of trainings, seminars, fora conducted	<b>A 42.</b> Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	<b>PI 12:</b> Number of IEC materials developed	<b>A 43.</b> Number of IEC materials developed	Develop IEC materials							



	<b>PI 13:</b> Number of IEC materials distributed	<b>A 44.</b> Number of IEC materials distributed								
	<b>PI 14:</b> Number of extension articles derived from approved extension projects in the university submitted	<b>A 45.</b> Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university							
	<b>PI 15:</b> Number of extension articles derived from approved extension projects in the university published	<b>A 46.</b> Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	<b>PI 16:</b> Amount of research money obtained from external sources	<b>A 47.</b> Amount of extension money obtained from external sources	Requests for extension money from external sources							
	<b>PI 17:</b> Amount of research money obtained from internal sources	<b>A 48.</b> Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	<b>PI 18:</b> Additional outputs *	<b>A 49.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	3						
		<i>International</i>			1	5	5	:5	5.00	International Training Program III (Feb 26-March 8)
		<i>National</i>			1	5	5	:5	5.00	Summer Upgrading Program for Mathematics Teachers (SUPMaT 2024)
		<i>Regional/Institutional</i>			6	5	5	:5	5.00	Wellness Seminar (Apr 2); Values in the Workplace (May 15); Faculty Onboarding (Jan 15); Basic Resilience (Jan 15-Feb 16); Gender Sensitivity Training (Feb 12-March 15); Orientation Cum MOA Signing of SUC Presidents and Training of Project Focal Persons (May 6-7)



<b>OVPI MFO 3. Registration Services</b>									
<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	N/A						
<b>PI 10:</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	N/A						
<b>OVPI MFO 4. Curricular Program Management Services</b>									
<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	1						<i>To be accomplished in July-Dec period.</i>
<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	3	5	5	5	5.00	Math 11n, Math 112n, Math 130
<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:								
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	4.5	5	5	4.83	1 BSS, 1 BPED
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities							
<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	3	4.5	5	5	4.83	1 BSS, 1 BPED, 1 SHS
<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	60	5	5	5	5.00	2nd sem 2023-2024
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>									



<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73:</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100	66.67%	5	5	5	5.00	4 out of 6 DTRs submitted within the prescribed period
<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74:</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100	100%	5	5	5	5.00	
<b>PI 17:</b> Additional Outputs	<b>A 80:</b> Number of meetings attended	Attends meetings (departmental/institutional)	5	15	5	5	5	5.00	Dept. & Institutional
	<b>A 81:</b> 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							
<b>Total Over-all Rating</b>								<b>132.67</b>	
<b>Average Rating</b>								<b>4.91</b>	
<b>Adjectival Rating</b>								<b>Outstanding</b>	

Average Rating (Total Over-all rating divided by 28)	4.91
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	Outstanding

**Comments/Recommendations:**

Start seeking university admission for your PhD. Continue working on your research project to produce output under research and extension services.

Evaluated & Rated by:

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
 Head, DMath  
 Date: *7/22/2024*

Recommending Approval:

*Glenn G. Pajares*  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: *July 25, 2024*

Approved by:

*Rotacio S. Gravoso*  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: *7/29/2024*

# PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Employee:** Raymund M. Igcasama


**Head of Office:** Eusebio R. Lina, Jr.

**Number of Personnel:** 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <ul style="list-style-type: none"><li>Conduct class observation</li><li>Discuss the TPES result for the 1<sup>st</sup> Semester, SY 2023-2024</li></ul>	May 2024  May 2024				
<b>Coaching</b> <ul style="list-style-type: none"><li>Discuss his plans for further studies and personal plans regarding job opportunities outside the department</li></ul>	April 2024				

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

Conducted by:

  
**EUSEBIO R. LINA, JR.**  
 Head, DMATH

Noted by:

  
**GLENN G. PAJARES**  
 Dean, CAS



### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
OVPI MFO 3. Higher Education Management Services								
PI 10: Total FTE, coordinated, implemented, and monitored *	Handles and teaches courses assigned	All faculty	Whole semester				100%	All offered subjects were handled
PI 13: Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	All faculty	Jan – Feb 2024				100%	All subjects offered have approved course syllabi
PI 15: Number of Instructional Materials approved	Prepares and submits IMs for review and approval	All faculty	Jan – Feb 2024					None submitted for review
PI 16: Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within the allowable period	All faculty	January 2024  July 2024				75%  75%	Some grade sheets were submitted after the deadline
A 8. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Obtains at least VS TPES ratings	All faculty	-					Depends on the result released by OIMD
A 9. Number of INC forms with grades submitted within the prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades within the prescribed period	All faculty	Whole semester					Faculty were reminded to act on the INC grades of their students before they lapse
A 10. Number of long examinations administered and checked	Administers and checks long examinations for subjects taught	All faculty	Whole semester				-	Regular monitoring is conducted
A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and lab	All faculty	Whole semester				-	
A 13. Number of Student organizations	Advises student organizations	CL Abas, JAA Cañete,	Whole semester				-	Regular monitoring

advised	recognized by DSO	ERLina, Jr., RM Igcasama, JS Valenzona, DL Valenzona						is conducted
A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student-related activities	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, JS Valenzona, DL Valenzona	Whole semester				-	Regular monitoring is conducted
<b>UMFO 3. RESEARCH SERVICES</b>								
PI 2: Number of research outputs completed within the year *	Conducts and completes research projects within the year	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				50%	Regular monitoring is conducted
PI 3: Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits, and presents research papers in scientific fora/conferences	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				30%	
PI 4: Number of research proposals submitted	Submits research proposal for review	All faculty	Jan-June 2024				0%	
PI 5: Number of research proposals approved	Follows up the submitted proposal and reviewed by TWG	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	January 2024				75%	Proposals submitted previous year
PI 6: Number of research projects/studies implemented	Implements duly approved research projects/studies	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				100%	3 projects
PI 13: Number of research articles derived from approved research in the university published	Submits research articles for publication in journals indexed by Scopus, WoS, and ACL.	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				0%	Projects are ongoing
<b>UMFO 5. SUPPORT TO OPERATIONS</b>								
PI 7: Number of trainings, seminars, and conferences attended	Attends training, seminars, and conferences	All faculty and staff	Jan-June 2024				-	Recommends participation



	attended (international, national, regional/institutional)							n of faculty and staff
PI 12: Number of IMs reviewed by the DIMRC	Submits IMs for review	All faculty	Jan-June 2024				-	None submitted for review.
PI 13: Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	All faculty	Jan-Feb 2024 June 2024				100%	Regular monitoring is conducted
A 62. Number of students entertained for consultation purposes	Entertains students consulting on the subject taught, thesis, and grades.	All faculty	Jan-June 2024				-	Regular monitoring is conducted
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>								
PI 1: Number of departments/institutes/offices supervised	Acts as head of an office	ER Lina Jr., RM Igcasama	Jan-June 2024				-	DMath and Admission's Office
PI 2: Number of management meetings conducted	Presides departmental meetings	ER Lina, Jr.	Jan-June 2024				-	Dept. meetings
PI 4: Number of routinary documents acted	Signs documents	ER Lina, Jr., GM Apas	Jan-June 2024				-	Regular monitoring is conducted
PI 5: Number of requests acted	Approves requests	ER Lina, Jr., GM Apas	Jan-June 2024				-	Acts on requests accordingly
PI 6: Number of memoranda prepared	Issues memoranda	ER Lina, Jr.,	Jan-June 2024				-	Issued memorandum whenever necessary
PI 9: Percentage of submitted DTR within the prescribed period	Submits DTR within the prescribed period	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 10: Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 11: Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 12: Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	ER Lina, Jr.	Jan-June 2024				100%	

<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	All faculty and Staff	Jan-June 2024				-	Monitored the attendance of faculty
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Prepared by:

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
 Department Head



**PERFORMANCE MONITORING FORM**Name of Employee: **RAYMUND M. IGCASAMA**


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	Handles and teaches courses assigned	12 FTE	Jan. 2024	End of the semester	End of the semester	Very Impressive	Outstanding	None
2	Teaches subjects with approved course syllabi	100%	Jan. 2024	Feb. 2024	Feb. 2024	Very Impressive	Outstanding	None
3	Prepares and submits IMs for review and approval	-						This task is optional.
4	Submits grade sheets within the allowable period	100% of courses handled	Jan. 2024	June 7, 2024	June 3-7, 2024	Very Impressive	Outstanding	Keep it up.
5	Obtains at least VS TPES ratings	75% of courses handled	-	-	-	Very Impressive	Outstanding	Facilitated by ODIE.
6	Facilitates students in their completion of the subject and submits completion forms with grades within the prescribed period	-	-	-	-	Very Impressive	Outstanding	Reminders are issued for INCs that are about to lapse.
7	Advises student organizations recognized by DSO	1	-	-	-	Very Impressive	Outstanding	None.
8	Assists student organizations in implementing student-related activities	1	-	-	-	Very Impressive	Outstanding	None.
9	Conducts and completes research projects within the year	1	January 2024	December 2024	Ongoing	Impressive	VS	To be completed within the period

10	Prepares, submits, and presents research papers in scientific fora/conferences	1	January 2024	December 2024	-	-	-	To be accomplished.
11	Submits research proposal for review	-						Optional
12	Follows up the submitted proposal and reviewed by TWG	-	January 2024	-	January 2024	Impressive	VS	Notice of approval was issued
13	Implements duly approved research projects/studies	1	January 2024	December 2024	Ongoing	Impressive	VS	To be completed within the period
14	Submits research articles for publication in journals indexed by Scopus, WoS, and ACI.	1	January 2024	-	-	-	-	To be completed within the period
15	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	January 2024	-	Various dates	Very Impressive	Outstanding	None.
16	Submits course syllabi and TOS for approval	100% of courses handled	January 2024	Start of classes/ final exam week	-	Very Impressive	Outstanding	None.
17	Entertains students consulting on the subject taught, thesis, and grades.	-		Various dates	Various dates	Impressive	Very Satisfactory	Keep student consultation record
18	Submits DTR within the prescribed period	100%	January 2024	Various dates	Various dates	Impressive	Very Satisfactory	Some were submitted late.
19	Addresses complaints on time (if any)	-	-	-	-	-	-	None.
20	Implements and monitors action plans as scheduled	-	-	-	-	-	-	None.
21	Attends meetings (departmental/institutional)	100% attendance	January 2024	Various dates	Various dates	Very Impressive	Outstanding	None.

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

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

Prepared by:

  
**EUSEBIO R. LINA, JR.**  
Head, DMath



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raymund M. Igcasama

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 2024

Target Date: One year from the date of intervention

First Step:

1. Encourage him to engage in RDE activities.
2. Remind him to prepare for his Ph.D. studies.

Result: Admission to university for his Ph.D. in Mathematics/Applied Mathematics

Date: August 2024

Target Date: December 2024

Next Step:

Encourage him to work on his research project and suggest possible extension project of the department.

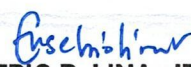
Outcome:

Research publication and draft extension project proposal


Final Step/Recommendation:

1. Advise him to continue engaging in research activities to build a research culture at DMath.
2. Recommend him for study leave.

Prepared by:

  
**EUSEBIO R. LINA, JR**  
Head, DMath

Conforme:

  
**RAYMUND M. IGCASAMA**  
Ratee/Faculty



## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: IGCASAMA, RAYMUND M.

Department: Dept. of Mathematics

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Math 11n	MATHEMATICS IN THE MODERN WORLD	LEC	4.00	Very Satisfactory	80.0%
Math 11n	MATHEMATICS IN THE MODERN WORLD	LEC	5.00	Outstanding	100.0%
Math 11n	MATHEMATICS IN THE MODERN WORLD	LEC	5.00	Outstanding	100.0%
Math 11n	MATHEMATICS IN THE MODERN WORLD	LEC	5.00	Outstanding	100.0%
Math 129	PROBLEM SOLVING, MATHEMATICAL INVESTIGATION AND MODELLING	LEC	5.00	Outstanding	100.0%
BMath	BUSINESS MATHEMATICS	LEC	5.00	Outstanding	100.0%
Average Rating			4.83	Outstanding	96.67%

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 19, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 19, 2024

Received by:

IGCASAMA, RAYMUND M.

Name and Signature of Faculty

Date: Apr-19-24

Distribution of copies: ODIE, College, Department, Faculty