


**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MAGDALENE C. UNAJOAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.80	
b. Students		4.67	
TOTAL for Instruction	50%	4.74	2.37
2. Research	0%	0.00	0.00
3. Extension	20%	4.89	0.98
4. Support Operations	10%	4.33	0.43
5. Administration	20%	5.00	1.00
TOTAL	100%		4.78

EQUIVALENT NUMERICAL RATING: 4.78  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

MAGDALENE C. UNAJOAN

Name of Faculty

Reviewed by:

MAGDALENE C. UNAJOAN

Department Head

Recommending Approval:

JANNET C. BENCURE

College Dean

Approved by:

ROTACIO S. GRAVOSO

Vice President for Instruction



**VISAYAS**  
STATE UNIVERSITY



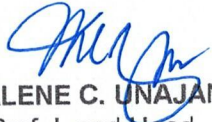
**DEPARTMENT OF COMPUTER  
SCIENCE AND TECHNOLOGY**

Visca, Baybay City, Leyte, Philippines  
Telephone No.: (053) 565-0600 (loc 1022)  
Email Address: [dcst@vsu.edu.ph](mailto:dcst@vsu.edu.ph)  
Website: <https://www.vsu.edu.ph>


"Exhibit B"

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

I, MAGDALENE CESAR UNAJAN, 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 - December 31, 2024**.

  
**MAGDALENE C. UNAJAN**  
Assoc. Prof. I and Head  
Date: December 18, 2024

Approved:

  
**JANNET C. BENCURE**  
College Dean  
Date: *23 Jan. 2025*

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 A MFO 1. Curriculum Program 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	24.65	5	5	5	5.00	CSci 134m, CSci 128, CSci 200, CSci 193, CSci14, ITec11



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5	5	4	4	4.33	CSci 134m, CSci 128, CSci 200, CSci 193, CSci14, ITec11
		<b>A11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	5	5	5	5	5.00	Moodlemoot PH, Gender Sensitivity, Financial Forum, Security and privacy in Moodle, DESO Trainers
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	4	4	4.33	4 for midterms, 4 for finals
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	30	5	5	4	4.67	15 for midterms, 15 for finals
		<b>A15.</b> 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	13 lab reports for CSci 134m and CSci 14
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	5	40	5	5	5	5.00	academic advising
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		15	20	5	5	5	5.00	20 BSCS candidate for graduation

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	25	5	5	5	5.00	<i>As head, all students pass by for consult including those for OJT manuscripts</i>
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	25	5	5	5	5.00	<i>As head, all students pass by</i>
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	4	4.67	CSSS
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	CSSS
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	CSci 134m, CSci 128, CSci 14, CSci193, ITec11
		Flexible instructional materials								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	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



		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	5	5	4	4	4.33	as VSUEE TWG
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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>A27.</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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							

	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<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	<b>A 36.</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	1	1	4	5	4	4.33	DepEd Baybay City Division
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	50	18	4	4	4	4.00	ICT Capability Building for Teachers of DepEd Baybay City Division
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	4	4	4	4.00	ICT Capability Building for Teachers of DepEd Baybay City Division
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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%	100	4	4	4	4.00	ICT Capability Building for Teachers of DepEd Baybay City Division
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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		1	1	5	5	5	5.00	Moodlemeet PH 2024, Moodle Training Workshop for VSU Newly Hired Faculty
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation		1	4	4	4	4.00	ICT Capability Building for Teachers of DepEd Baybay City Division
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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-comformity	90%	4	5	5	4.67	Some documents were no complied and was given OFI
		<b>A 45.</b> 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	5	5	4.67	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%	4	4	4	4.00	ISO internal Audit

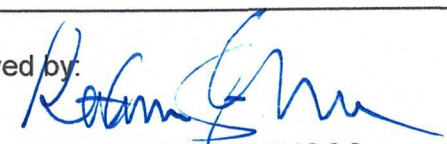


		<u>Additional Outputs</u>								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100%	5	5	5	5.00	no complaints received from clients
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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							
		<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
						Congratulations on completing doctoral studies! Time for KDE.				
	<b>Total Over-all Rating</b>				134.00					
	<b>Average Rating</b>				4.79					
	<b>Adjectival Rating</b>				Outstanding					

Evaluated & Rated by:

  
**JANNET C. BENCURE**  
 Dean, College of Engineering and Technology  
 Date: 23 Jan. 2025

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

## 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

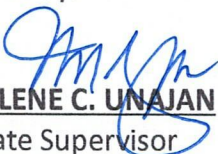
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 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
<b>Coaching</b>					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
<b>Mentoring</b>					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			September 2024 or the week after classes has started
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
				July	August	September	October	November	December	
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	July - December 2024		VC evaluation and submission s of syllabi		1 <sup>st</sup> VC Monitoring		2 <sup>nd</sup> VC Monitoring	1 <sup>st</sup> semester AY 2024 - 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September - December 2024				Topic proposal defense		Final defense	Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August - December 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations




	Gives Assignments, Quizzes, Exams, Etc.	All <i>Faculty</i>	July - December 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All <i>Faculty</i>	August - December 2024		Gives final grades (myear 2023- 2024)		Midterm Grades (AY 2024 - 2025)		Final Grades (AY 2024 - 2025)	
	Submits research progress reports	<i>Faculty involved in research</i>	July – December 2024		3 <sup>rd</sup> quarter progress report for research conducted				4 <sup>th</sup> quarter progress report for research conducted	
	Attends training, Webinar and, workshops	All <i>Faculty</i>	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As resource persons, and participants
	Engages community services	All <i>Faculty</i>	July – December 2024			Impleme ntation of the extension activity				ICT Capability Building for High School Teachers of DepEd Baybay City Division
	Entertain clients through on-line consultation, walk-in consultation	All faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	
MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	MUnajan	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department head
	Attends ManCom	MUnajan	July – December 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	All <i>Faculty</i>	July – December 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>JMBarrera</i>	July – December 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.	<i>MCUnajana</i>	July – December 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>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzona</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications



	Files documents.	<i>MDag- uman JMartinez</i>	July – December 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>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	<i>All faculty</i>	July – December 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>	July – December 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	July 2024	December 2024	August - December 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	July 2024	December 2024	August - December 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	July 2024	December 2024	August - December 2024	Impressive	Outstanding	Active member of her assigned committee of the college and the university

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

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

Prepared by:

  
**JANNET C. BENCURE**  
 CET, 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: July 2024

Target Date: December 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





**VISAYAS**  
STATE UNIVERSITY

**INSTRUCTION AND  
EVALUATION OFFICE**

## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 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
			Numerical	Adjectival	
CSci 128	INFORMATION ASSURANCE AND SECURITY	LEC	4.00	Very Satisfactory	80.0%
CSci 134m	FUNDAMENTALS OF COMPUTING 1	LEC	5.00	Outstanding	100.0%
CSci 134m	FUNDAMENTALS OF COMPUTING 1	LAB	5.00	Outstanding	100.0%
Average Rating			4.67	Outstanding	93.33%

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

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: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

UNAJAN, MAGDALENE C.

Name and Signature of Faculty

Date: 11/27/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)



**INSTRUCTION AND EVALUATION OFFICE**  
3/F Administration Building, Visayas State University  
Baybay City, Leyte  
Email: [odie@vsu.edu.ph](mailto:odie@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone/Fax: +63 053 565 0600 local 1104

Page 1 of 1

**FM-ODI-04**

No. 2nd23-24sr  
DCST-11