



Exhibit K

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

Name of Faculty Member: Jeffrey Lloyd L. Cagande

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|--|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 2.49 | |
| b. Student (50%) | | 2.50 | |
| Total for Instruction | 85% | 4.99 | 4.24 |
| 2. Research | | | |
| a. Client/Dir. For Research (50%) | | 0.00 | |
| b. Dept. Head/Center Director (50%) | | 2.44 | |
| Total for Research | 5% | 2.44 | 0.12 |
| 3. Extension | | | |
| a. Client/Dir. For Extension (50%) | | 0.00 | |
| b. Dept. Head/Center Director (50%) | | 2.42 | |
| Total for Extension | 5% | 2.42 | 0.12 |
| 4. Support to Operation | | | 0.00 |
| 5. Administration | 5% | 5.00 | 0.25 |
| TOTAL | | | 4.73 |

EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

JEFFREY LLOYD L. CAGANDE

Name of Faculty

Reviewed by:

REV RHIZZA L. AURE

Head, DPhys

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF PHYSICS

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEFFREY LLOYD L. CAGANDE**, a faculty member of the **DEPARTMENT OF PHYSICS** 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 - June 2023.

JEFFREY LLOYD L. CAGANDE

Asst. Professor II

Date:

Approved:

REV RHIZZA L. AURE

Department Head

Date: July 2023

MA. THERESA P. LORETO

College Dean

Date: JUL 25 2023

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target (Jan - Dec)2023 | 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 | | | | | | | | | | |
| | PI 4: Total FTE coordinated, implemented & monitored* | A1. Actual Faculty's FTE | Handles subjects/courses assigned | N/A | | | | | | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | N/A | | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | N/A | | | | | | |

| 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 | <i>Handles and teaches courses assigned</i> | 30 | 12.6 | 5 | 5 | 5 | 5.00 | Vacation Sick Leave ESci 114 (Lec & Lab) Phys32n (Lec&Lab) |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 6 | 4 | 5 | 5 | 5 | 5.00 | Esci 114 (A157, A222, A904) Phys32 (N105) |
| | | A11. 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 | 10 | 21 | 5 | 5 | 5 | 5.00 | PhSc 113, Phys 32n, Bphys 11, ESci 114 |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 2 | 5 | 5 | 5 | 5.00 | 1. DICT- Code Your Future: Coding Workshop fo Non-Coders 2.ASSERT 2023 National Convention- Education 4.0: Outcome-Based Education Amidst |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 6 | 8 | 5 | 5 | 4 | 4.67 | Phys 32n, ESci 114 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 15 | 20 | 5 | 5 | 5 | 5.00 | Phys 32n, ESci 114 |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 20 | 20 | 5 | 5 | 5 | 5.00 | Phys 32n, ESci 114 |
| | PI 8: Number of students advised: * | A16. Number of students advised: | <i>Acts as academic advisor to students</i> | 12 | 12 | 5 | 5 | 5 | 5.00 | BSAP Pioneering Batch |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | N/A | | | | | | |

| | | | | | | | | | |
|--|---|---|-----|----|---|---|---|------|-------------------------------|
| | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 20 | 30 | 5 | 5 | 5 | 5.00 | Use Logbook |
| PI 9: Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | Advises student organizations recognized by USSO | 1 | 1 | 5 | 5 | 5 | 5.00 | VSU - Applied Physics Society |
| | 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 | VSU - Applied Physics Society |
| 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 | 2 | 2 | 5 | 5 | 5 | 5.00 | Phys 32, ESci 114 |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 3 | 5 | 5 | 5 | 5.00 | ESci 114, Phys 32 |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 4 | 6 | 5 | 5 | 5 | 5.00 | Phys 32, ESci 114 |
| | A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor | Submits the course ware duly reviewed by TRP for editing by MMDC editor | 1 | 0 | | | | | |

| | | | | | | | | | | |
|--|--|--|--|---|---|---|---|---|------|---------------------------------|
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 2 | 2 | 5 | 5 | 5 | 5.00 | ISO and COPC |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 0 | | | | | | |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 0 | 1 | 5 | 5 | 5 | 5.00 | Speed of Sound using Smartphone |

4.98

| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
|----------------------------|---|--|--|---|---|---|---|---|------|--|
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | A27. 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | Study Leader: Michroreheological Characterization of Selected Plant Oils |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research project within the year | 1 | 0 | | | | | On Going Project (to be accomplished on the second half) |
| | PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | A 29. 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 | 1 | 0 | | | | | On Going Project (to be accomplished on the second half) |
| | | <i>In refereed int'l journals</i> | | | | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | | | | | | | |
| | PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences | A 30. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scienfic for a/conferences | 0 | | | | | | |
| | | <i>In int'l fora/conferences</i> | | | | | | | | |
| | | <i>In nat'l/regional fora/conferences</i> | | | | | | | | |

| | | | | | | | | | |
|--|---|---|---|---|--|--|--|--|---------------------|
| PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences | A 30. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scientific fora/conferences | 0 | | | | | | |
| | <i>In int'l fora/conferences</i> | | | | | | | | |
| | <i>In nat'l/regional fora/conferences</i> | | | | | | | | |
| PI 5. Percent of research proposals approved * | A 31. Percentage of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 2 | 0 | | | | | Target for 2nd half |
| PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 0 | | | | | | |
| | A 33. 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 | 0 | | | | | | |
| | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 0 | | | | | | |
| | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | 0 | | | | | | |
| 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 | 0 | | | | | | |
| 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 | 2 | 0 | | | | | Target for 2nd half |

| | | | | | | | | | | | |
|--|--|--|---|-----|---|--|--|--|--|--|---------------------|
| | 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 | Implementes duly approved extension projects | 1 | 0 | | | | | | Target for 2nd half |
| | 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 | 75% | | | | | | | |
| | 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 | 0 | | | | | | | |
| | <i>Research Mentoring</i> | <i>Research Mentor</i> | | 0 | | | | | | | |
| | <i>Peer reviewers/Panelists</i> | <i>Peer reviewers/Panelists</i> | | 0 | | | | | | | |
| | <i>Resource Persons</i> | <i>Resource Persons</i> | | 0 | | | | | | | |
| | <i>Convenor/Organizer</i> | <i>Convenor/Organizer</i> | | 0 | | | | | | | |
| | <i>Consultancy</i> | <i>Consultant</i> | | 0 | | | | | | | |
| | <i>Evaluator</i> | <i>Evaluator</i> | | 0 | | | | | | | |

| | | | | | | | | | | |
|---|---|--|---|---------------------|------------------|---|---|---|------|---|
| | PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | Prepares extension project proposals, submits and follow up its approval for immediate implementation | 1 | | | | | | Target for 2nd half |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | 1 | 1 | 5 | 5 | 5 | 5.00 | Advising HS Research (best paper, best presenter) |
| | | A 43. Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | 1 | 0 | 5 | 5 | 4 | 4.67 | Target for 2nd half |
| 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 hjs/her functions as faculty member | zero non-conformity | | 5 | 5 | 5 | 5.00 | |
| | | 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 | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | |
| | | On program accreditations | | | | | | | | |
| | | On institutional accreditations | | | | | | | | |
| UMFO 6. General Admin. & Support Services | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provides customer friendly frontline services to clients | Zero % complaint | Zero % complaint | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|---|---------------------------------|--|--|---|------------------------------|---|-----|-----|-------------|---|
| | PI 3: Additional Outputs | A 47. 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 | 1 | | | | | | |
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | 0 | 1 | 5 | 5 | 5 | 5.00 | VSU Flag Ceremony Guide in a Mobile App |
| | | No. of meetings attended | Attends Departmental Meetings | 6 | 8 | 5 | 5 | 5 | 5.00 | In Person Meetings |
| <u>Comments and Recommendation</u> Continue in taking initiatives for the department. Make research and explore proposals. | | | | | Total Over-all Rating | | 120 | 120 | 118 | 119.33 |
| | | | | | Average Rating | | 5 | 5 | 4.92 | 4.97 |
| | | | | | Adjectival Rating | | | | Outstanding | |

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date:

14 July 2023

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:

JUL 25 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academics Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Asst. Prof. Jeffrey Lloyd L. Cagande

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|---|------|---|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | Reminded the faculty members during meetings on the submission of OBE Syllabus, TOS, grades and other documents | | Notice of meeting, Minutes of meetings (January 18, 2023; February 6, 2023; June 15, 2023) | Faculty members have submitted the documents |
| Coaching | | <ul style="list-style-type: none">Encouraged the faculty to make research and extension proposalsEncourage the faculty to finish his Ph.D. | | Notice of meeting and Minutes of meetings (Jan 18, 2023) | TPES result Outstanding |

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

Conducted by:


REV RHIZZA L. AURE
Immediate Supervisor

Noted by:


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jeffrey Lloyd L. Cagande

Performance Rating: Outstanding

Aim:

1. Encourage him to finish his Ph.D. in Science Education (Physics)
2. Submit research and extension proposals.
3. Encourage him to attend seminars, trainings, and conferences.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: Within the year

First Step:

1. Follow-up his progress in completion of his Ph.D.
2. Inform him to submit research and extension proposals.
3. Inform him to attend seminars, trainings, and conferences.

Result:

Date: _____ Target Date:

Next Step:

1. Submit a progress report regarding his studies.
2. Follow-up the submission of research and extension proposal
3. Endorse his attendance to seminars, trainings, and conferences.

Outcome:

1. Completed his Ph.D. in Science Education (Physics)
2. Submitted research and extension proposal/s to different funding agencies
3. Attend seminars, trainings, and conferences.

Final Step/recommendation:

Prepared by:


REV RHIZZA L. AURE
DPhys Head

Conforme:


JEFFREY LLOYD L. CAGANDE
Ratee