

**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%)		2.31	
b. Student (50%)		2.42	
Total for Instruction	75%	4.73	3.54
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)		4.67	
Total for Extension	5%	4.67	0.23
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin. & Support Services	10%	4.80	0.48
<b>TOTAL</b>			<b>4.75</b>

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

Outstanding

Prepared by:

RAYMUND M. IGCASAMA

Name of Faculty

Reviewed by:

EUSEBIO R. LINA, JR.

Head, DMath

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs



DEPARTMENT OF  
**MATHEMATICS**

"Exhibit B"

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

I, Raymund M. Igcasama, a faculty member of the DEPARTMENT OF MATHEMATICS, delivered and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2023.

**RAYMUND M. IGCASAMA**  
Instructor 1  
Date: July 7, 2023

Approved:  
  
**EUSEBIO R. LINA, JR.**  
Department Head  
Date: 7/19/2023

**MA. THERESA P. LORETO**  
College Dean  
Date: July 20, 2023

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 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	30	21.675	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
		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	5	5	5	5	5	5.00	Math 11n , Math 112n
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	2	5	5	5	5.00	Math 11n

		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	24	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
		<b>A15</b> . 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	Math 11n, Math 112n, Math 129, BMath 112n
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	N/A						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	50	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	2	2	5	4	5	4.67	CAS-SSC, USSC
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	2	12	5	4	5	4.67	Meetings, assemblies, socio-cultural activities
	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	4	4	5	5	4.67	Math 11n, Math 112n, Math 129, BMath 112n
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	18	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	24	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle	2	4	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								

		Number of program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	BS Math COPC, ISO Audit
		Number of OBE course syllabus prepared and approved for use		2	3	5	5	5	5.00	Math 11n, Math 112n, Math 129
		Number of TOS prepared and submitted within prescribed period		2	6	5	5	5	5.00	Math 11n, Math 112n, Math 129
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<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>		1						
		<i>In refereed nat'l/regional journals</i>								
<b>UMFO 4. EXTENSION SERVICES</b>										
	<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							
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0	1	4	5	4	4.33	Served as panelist during the Grade 12 research defense
	<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	1	1	5	5	5	5.00	Hosted the Radio Program #iloveVSU
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									

	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	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								
<b>OVPSAS STO 1: ISO 9001:2015 Aligned Documents</b>										
Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of admissions requirements and enrolled	Checks admission requirements and issues admission certificate	2,500	3605 (144.20%)	5	5	5	5.00	Out of 15,511 CAT applicants, 3,605 qualified in the main campus and pre-enrolled of whom 90 were evaluated based on admission and enrollment requirements	
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served and rated the services received at least very satisfactory or higher								Note: To get the final rating from QAC who analyze all customer feedback	
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises admission procedure and guidelines in the new normal for AY 2022-2023	2	3 (150%)	5	5	5	5.00	Revised Certificate of Admission, Application Form, and Promissory Note	
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implements admission process based on approved quality procedure	Zero non-conformity	Zero non-conformity	5	5	5	5.00		
	PI.4 Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor		zero non-conformity	Zero non-conformity	5	5	5	5.00		

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	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	1	5	5	5	5.00	Hosted the Radio Program #iloveVSU
		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						
OVPSAS GASS 1: Administrative and Support Services Management										
	OGA GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/administrative documents acted within time frame	Prepares/signs/endorses financial/administrative documents	30	88	5	5	5	5.00	
		PI 14. No. of council/board/committee assignments served/functions performed	Serves university assigned committees	2	8	4	4	4	4.00	QS Star Assessment Application, THE Ranking, Student Organizations Evaluation Committee, Dormitory Management Committee, University Curriculum Committee, Anniversary Ushering Committee, Departmental Socio Cultural Committee, Anniversary Goodwill Games
		PI 15. No. of unit heads/staff meetings presided	Presides staff meetings	3	11	5	5	5	5.00	
	Total Over-all Rating					142.00				
	Average Rating					4.90				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 29)		4.90
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

Deliver some accomplishments under research and extension services.

Evaluated & Rated by:

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

Department Head

Date: 7/19/2023

Recommending Approval:

*Ma. Theresa P. Loreto*  
MA. THERESA P. LORETO

Dean, CAS

Date: July 20, 2023

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: July 21, 2023

# PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Department of Mathematics


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

**Number of Personnel:** 15 – (Raymund M. Igcasama)

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 2021-2022</li></ul>	April 2023  May 2023				Wait for the specific comments from the TPES for further intervention.
<b>Coaching</b> <ul style="list-style-type: none"><li>Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings.</li><li>Advise the faculty to set targets under research and extension services.</li></ul>	Jan-June 2023	Monthly			Plan in-house activities to capacitate faculty to perform research and extension activities.

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

Conducted by:

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

Noted by:

  
**MA. THERESA P. LORETO**  
 Dean, CAS

## 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 2023

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 2023

Target Date: December 2023

Next Step: Encourage him to draft research or extension project proposals.

Outcome:

Approved research or extension project

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