SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Divina L. Valenzona

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.90	2.45	
b. Student (50%)	4.00	2.00	
Total for Instruction	70%	4.45	3.12
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%)		4.83	
Total for Extension	10%	4.83	0.48
4. Support to Operations	10%	4.92	0.49
5. Gen. Admin. & Support Services	10%	5.00	0.50
TOTAL	100%		**4.59**

EQUIVALENT NUMERICAL RATING: 4.59
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.59**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

DIVINA L. VALENZONA   **EUSEBIO R. LINA, JR.**
Name of Faculty   Head, DMath

Reccomending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President of Academic Affairs

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Divina L. Valenzona, a faculty member of the DEPARTMENT OF MATHEMATICS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2023.

Approved:

DIVINA L. VALENZONA
Assistant Professor III
Date: January 4, 2024

EUSEBIO R. LINA, JR.
Department Head
Date: 01/22/2024

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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*	36	26.95	5	5	5	5.00	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7	5	5	4	4.67	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)

		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	8	18	5	5	5	5.00	Math 11n (1st Sem, A.Y. 2022-2023) Math 123m (1st Sem, A.Y. 2022-2023) Math 106n (1st Sem, A.Y. 2022-2023)
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	0					
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	5	16	5	5	4.5	4.83	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	8	12	5	5	5	5.00	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	0	0					
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	N/A	N/A						
		A17. *Number of students advised on thesis/ field practice/special problem:*		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	35	60	4.5	5	5	4.83	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
PI 9: Number of student organizations advised/ assisted *	*A19*. *Number of Student organizations advised*	*Advises student organizations recognized by USSO*	1	1	4	5	5	4.67	SPARKS	

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	SPARKS
	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	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	15	5	5	5	5.00	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	20	5	5	5	5.00	Math 11n (2 lecs) Math 106n (2 lecs) Math 123m (1 lec) Math 113 (1 lec)
		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	0						
		A 24 : Number of virtual classroom created and operational	Updates virtual classroom using either Moddle or Google Classroom	1	0					
	PI 11. Additional outputs	A 25. 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	0						
		Number of OBE course syllabus prepared and approved for use	Prepares and submits OBE course syllabus	1	0					
		Number of TOS prepared and submitted within prescribed period	Prepares and submits TOS	1	1	5	5	5	5.00	Math 11n (1 lec)

		Number of 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						
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	0						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	0						
	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	0						
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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						
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		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	1	1	4.5	5	5	4.83	Kabalikat Civicom
	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	0						
	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	0						
	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	0						
	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						
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						

	Resource Persons	Resource Persons		0						
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		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	0						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
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 theQMS 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	4.5	5	4.83
		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

				0							
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	0							
		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							
		No. of meetings attended	Attends departmental meetings.	10	3	5	5	5	5.00	DMath Faculty and Staff Meetings
	Total Over-all Rating									78.33	
	Average Rating									4.90	
	Adjectival Rating								Outstanding		

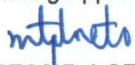|		
Average Rating (Total Over-all rating divided by 21)		4.90
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments/Recommendations:

Continue working on your dissertation proposal to complete your Ph.D. Deliver some accomplishments under research and extension services.

Evaluated & Rated by:

EUSEBIO R. LINA, JR.
Department Head
Date: 01/22/2024

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/31/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Divina L. Valenzona

Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring • Conduct class observation • Monitor the progress of her Ph.D. study	Dec 2023 July-Dec 2023	 July-Dec 2023			
Coaching • Advise faculty to continue working on his dissertation • Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings • Provide some reminders and tips to submit grades on time	casual conversations Dec 2023	 Monthly			

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Divina L. Valenzona**
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 her to work on her dissertation to complete her Ph.D. study
2. Monitor the progress of his Ph.D. study

Result: Completion of her Ph.D. study.

Date: August 2023   Target Date: One year from the date of intervention
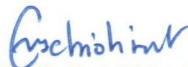
Next Step:
    Encourage her to do research, extension, and innovation activities.

Outcome: Approved research or extension project

Final Step/Recommendation:

    Advise her to initiate department programs and activities to build a research culture at DMath.

Prepared by:

EUSEBIO R. LINA, JR.
Head, DMath

Conforme:

DIVINA L. VALENZONA
Ratee/Faculty