

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

Name of Faculty Member: **HELMAR G. YCONG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		4.73	(2.37)
f. Students (50%)		4.80	(2.40)
Total for Instruction	80%	4.77	3.82
12. Research			
13. Extension	20%	5.00	1.00
14. Administration			
15. Production			
TOTAL			4.82

EQUIVALENT NUMERICAL RATING: 4.82

Add. Additional Points, if any:

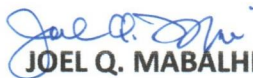
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**HELMAR G. YCONG**  
Name of Faculty

Reviewed by:

  
**JOEL Q. MABALHIN**  
Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
College Dean


Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HELMAR G. YCONG**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July-December 2022.

  
**HELMAR G. YCONG**  
 Assistant Professor III  
 Date: December 12, 2022

Approved:  
  
**JOEL Q. MABALHIN**  
 Department Head  
 Date: December 12, 2022

  
**BAYRON S. BARREDO**  
 College Dean  
 Date: December 12, 2022

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	Timelines	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	36	43.95	5	5	5	5.00	PrEd 125 (Midyear 2022), PrEd 146n, PrEd 153, PrEd 161n, PrEd
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	10	5	5	5	5.00	
		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	1	20	5	4	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	5	4.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	84	5	4	3	4.00	

		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	20	25	5	5	5	5.00	
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		5	0					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<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	10	203	5	5	4	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>	1	1	5	5	5	5.00	Math Majors' Society
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	College of Education Students' Onboarding
	<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>	1	5	5	5	4	4.67	PrEd 125, PrEd 146n, PrEd 153, PrEd 161n, PrEd 191n



		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	30	5	4	4	4.33	PrEd 125, PrEd 146n, PrEd 153, PrEd 161n, PrEd 191n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	92	5	4	5	4.67	PrEd 125, PrEd 146n, PrEd 153, PrEd 161n, PrEd 191n
		<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	1	5	5	5	4	4.67	PrEd 125, PrEd 146n, PrEd 153, PrEd 161n, PrEd 191n
	<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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	DepEd Baybay City Division
		<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>		0						
		<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								
		<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							



UMFO 4. EXTENSION SERVICES									
	<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	0					
	<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		17	5	5	5	5.00
	<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	Implements duly approved extension projects		1	5	5	5	5.00
	<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		100%	5	5	5	5.00
	<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		1					
	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons		0	1	5	5	5	5.00
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
									DepEd Baybay Division's 8th Division Basic Education Research and

	<i>Evaluator</i>	<i>Evaluator</i>								
	<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							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. 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	0	zero non-conformity					
		<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	1	100% compliant					
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint				
	<b>PI 3:</b> Additional Outputs	<b>A 47.</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	0					
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0					
	<b>Total Over-all Rating</b>							91.00	
	<b>Average Rating</b>							4.79	
	<b>Adjectival Rating</b>							Outstanding	

Comments & Recommendations for Development Purpose:

*A brilliant, funny and generous colleague. These traits are factors of being loved by your students. Keep it up.*

Evaluated & Rated by:

*Joel Q. Mabalin*  
**JOEL Q. MABALHIN**  
 Department Head  
 Date: *12-02-2021*

Recommending Approval

*Bayron S. Barredo*  
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: *1-3-23*

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *1-8-2023*



## PERFORMANCE MONITORING FORM

Name of Employee: **HELMAR G. YCONG**

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	Teach undergraduate courses	18 FTE	1st week of September, 2022	Before the end of semester	December, 2022	Very Impressive	Outstanding	43.95 FTE
2	Develop on line courseware	Develop 3 online courseware, 5 supplemental resources	1st week of September, 2022	Before the end of the semester	December, 2022	Impressive	Very Satisfactory	Developed 5 online courseware, 30 supplemental learning resources & 92 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of September, 2022	Before end of the semester	December, 2022	Impressive	Very Satisfactory	Advised and served Math Major's Society
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of September, 2022	Before end of the Semester	November 25, December 10 and 13, 2022	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

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

Prepared by:


  
**JOEL Q. MABALIN**

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HELMAR G. YCONG

Performance Rating: 4.82

Aim: Increases involvement in research and extension activities  
Produces instructional materials on handled  
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December, 2022

Target Date: January-June, 2023

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: December, 2022

Target Date: January-June, 2023

Next Step:

Conduct In-service Trainings

Submit Instructional Materials for ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research




Final Step/Recommendation:


Conduct Research, Trainings and Extension Activities

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Prepared by:

  
**JOEL Q. MABALHIN**  
Unit Head

Conforme:

  
**HELMAR G. YCONG**  
Name of Ratee Faculty/Staff