



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

**Name of Faculty Member:** Florence Adelyn A. Castil

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Student (50%)		2.34	
Total for Instruction	75%	4.79	3.59
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.50	
Total for Research	5%	2.50	0.13
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.50	
Total for Extension	5%	2.50	0.13
4. Support to Operations	10%	5.00	0.50
5. Administration	5%	5.00	0.25
<b>TOTAL</b>			<b>4.59</b>

EQUIVALENT NUMERICAL RATING:

4.59

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.59

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

FLORENCE ADELYN A. CASTIL

Name of Faculty

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, Florence Adelyn O. Armada-Castil, a faculty member of the DEPARTMENT OF PHYSICS commit to deliver and agree to be rated on the attainment of the following ACCOMPLISHMENTS in accordance with the indicated measures for the period JANUARY-JUNE 2022.

FLORENCE ADELYN O. ARMADA-CASTIL

Instructor 1

Date: 07/15/2022

Approved:

REV RHIZZA L. AURE

Department Head

Date: 25 July 2022

MA. THERESA P. LORETO

College Dean

Date: 7/27/2022

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	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						



		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		<i>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</i>	Submits the course ware duly reviewed by TRP for editing by MMDC editor	N/A						
		<i>A 7 : Number of virtual classroom created and operational</i>	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A						

<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>PI 1.</b> Number of FTE	Teaches: 2nd sem, SY 2021-2022 Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)	18	13.15	5	5	5	5.00	Vacation/Sick Leave
		<b>PI 2.</b> Number of instructional materials developed								
		<i>New Course Outline</i>	Prepares new course outline	1	1	5	5	5	5.00	Phys 130n
		<i>New syllabi OBE</i>	Prepares new syllabi	1	1	5	5	4.5	4.83	Phys 130n
		<i>Revised syllabi</i>	Revised syllabi	1	1	5	5	5	5.00	
		<i>New lab. manual</i>	Revises one (1) lecture manual							
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual							
		<i>New course outline</i>	Prepares and compiles two (2) course outline							
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline							
		<i>New Lecture manual</i>	Prepares new manual							
		<i>New Powerpoint lecture presentation (per course)</i>	Prepares powerpoint	2	2	5	4.5	4.5	4.67	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		<b>PI 3.</b> Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checks papers	2	2	5	5	4	4.67	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		<i>Numbers of hours class preparation per week</i>	Prepares class preparation	2	2	5	5	5	5.00	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)

		<i>Numbers of seminar/attended</i>			5	5	5	4.5	4.83	1.) Trends in Soft Matter Research and Applications 2.) Physics App. & Teaching Technologies 3.) Microrheological & Microfluidics 4.) White Noise Analysis & its Applications 5.) Introduction to Metrology & Verification of Common laboratory Instruments
		<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned							
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4	5	5	5	5.00	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		<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	5	6	5	5	4	4.67	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Orientation-Seminar on Outcomes-Based Education (OBE) Course Syllabus
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	4.5	5	4.83	Phys 32n; Phys 130n
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	5	5	5	5.00	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)



	<b>PI 8:</b> Number of students advised: *	Acts as academic advisor to students	N/A						
	<b>A17:</b> 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						
	<b>A18:</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	4	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19:</b> Number of Student organizations advised	0						
		<b>A20:</b> Number of Student organizations assisted on student related activities	0						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> Number of on-line course ware developed and submitted :	1	1	4	5	5	4.67	Phys 130n (lab)
		On-line ready courseware	1	1	4	5	5	4.67	Phys 130n (lab)
		Supplemental learning resources	4	4	5	5	5	5.00	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		Assessment tools	4	4	4.5	5	5	4.83	Phys 32n (1 lec, 2 lab); Phys 130n (1 lec, 2 lab); Phys 10 (1 lab)
		<b>A 23:</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	1	1	5	5	4	4.67	Phys 130n (lab)

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Phys 32n, Phys 130n, Phys 10
	<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	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		<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	0						
									4.91	
<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	1	1	5	5	5	5.00	Microrheological Characterization of Selected Plant Oils
	<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 oroject within the year	0						
	<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	0						
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		0						
	<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 scienfic for a/conferences	0						



		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	<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	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		<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	0						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		<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	0						
									5.00	
<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	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	0						
	<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	0						



	<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	0						
	<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	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						

	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	<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	0						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		<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	0						
<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-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		100% compliant					
		On program accreditations								
		On institutional accreditations								
									#DIV/0!	



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		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					
		No. of meetings presided	attends departmental meetings	10	5	5	5	5.00	
								5.00	
<u>Comments/Recommendations</u>				<b>Total Over-all Rating</b>				113.00	
				<b>Average Rating</b>				4.92	
				<b>Adjectival Rating</b>				O	

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date:

25 July 2022

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:

7/27/2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

7-27-22

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Ms. Florence Adelyn O. Armada- Castil

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Remind the faculty members during meetings on the submission of OBE Syllabus, grades, and other documents		Notice of Meetings, Minutes of meetings	Faculty members have submitted documents
Coaching	Not Applicable (N/A)				TPES result Very Satisfactory

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: Florence Adelyn O. Armada-Castil

Performance Rating: Outstanding

Aim:

1. Encourage her to pursue graduate studies.
2. Encourage him to attend seminars, trainings, and conferences.

Proposed Interventions to Improve Performance: and/or Competence and Qualification to assume higher responsibilities

Date: January 24, 2022

Target Date: Within the year

First Step:

1. Endorse her application to pursue graduate studies.
2. Inform her to attend seminars, trainings, and conferences.

Result:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

1. Follow-up her application for graduate studies.
2. Endorse her attendance to seminars, trainings, and conference.

Outcome:

1. Pursuing her graduate studies.
2. Attended seminars, trainings, and conferences.

Final Step/Recommendation:

Prepared by:

REV RHIZZA L AURE  
Head, DPhys

Conforme:

  
**FLORENCE ADELYN O. ARMADA-CASTIL**  
Name of Ratee Faculty