

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARY ANNILYN L. VILLAR

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.933	2.467
b. Students (50%)	50%	4.500	2.25
TOTAL for Instruction	90%	4.717	4.25
2. Research	5%	5	0.25
3. Extension	0%		
4. Support to students	5%	5	0.25
5. Production	0%		
TOTAL	100%		4.75

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

Outstanding

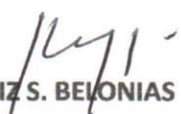
Prepared by:

Reviewed by:


MARY ANNILYN L. VILLAR
Name of Faculty


CANDELARIO L. CALIBO
CAS Dean & Department Head

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Instruction

Approved by:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANNILYN L. VILLAR, of the Department of Pure & Applied Chemistry commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2017.

MARY ANNILYN L. VILLAR

Approved:

CANDELARIO CALIBO

Ratee

Department Head

MFO No	MFO & PAPs	Success/ Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Instruction								
		PI. 2 Number of graduate student advised									
MFO:2	Higher Education Services	PI.1 FTE	Instruction	To teach Chem 11 lab, Chem 126 lab (2 sections), Chem 125 lab (2 sections)	18	32	5	5	5	5	substitute Instructor (Jan-June 2017)
		PI. 1 Number of Instructional materials developed/revised									
		Lab Manual	Instruction	To Update lab manual	1	1	5	5	4	4.667	Chem 31
		Revised syllabus									
MFO 3:	Research Services	PI.1 Number of outputs presented in local conferences	Research								
		research output presentation		To present research output	1	1	5	5	5	5	5th International & 17th PSSN Annual Scientific Conference (ICONSIE 2017)
		PI. 2. Number of seminars/trainings attended									
				national	1	1	5	5	5	5	5th International & 17th PSSN Annual Scientific Conference (ICONSIE 2017)
				institutional/local	1	4	1	5	5	5	Atomic Absorption Spectrophotometry Flame (AA-7000 F) Operations Training
											Orientation of Newly-Hired Regular and Part-time Faculty Members

Average Rating (Total Over-all rating divided by		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Received by: 
TERESITA L. QUINANOLA
PRPEO

Calibrated by: 
REMBERTO A. PATINDOL
Chair, PMT

Recommending Approval: 
BEATRIZ S. BELONIAS
Vice President

Received by: 
EDGARDO E. TULIN
President

Date: _____ Date: _____ Date: _____ Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

PERFORMANCE COACHING, COUNSELLING & MONITORING JOURNAL

Name of Faculty: Ms. Mary Annilyn L. Villar

Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
☐ a. Issuance of Memo				
☐ b. One-on-one/ Face-to-Face coaching	1. Show her student evaluation ratings & comments of students 2. Let her enumerate teaching strategies for improvements.			
☐ c. Group Coaching				
☐ d. Others				
B. Monitoring				
☐ a. Actual Class observation				
☐ b. Others (specify)				

(Note: Please use extra sheet if necessary)

Conducted By:

CANDELARIO L. CALIBO

Immediate Supervisor

Verified By:

BEATRIZ S. BELONIAS

Next Higher Supervisor

CC: OVPI
ODAHRD
PRPEO

Suggestions of students for the improvement of their teachers' teaching performance

1: Add more class activities

6.25%

Teacher: Villar, Mary Annilyn L.class standing Second Semester 2016 - 2017No. of Raters: 32

33%

Subject: 3 - Chem 125 - Organic ChemistryClass Type: Laboratory

1-4TTh

3.13%

	NA	1 Poor	2 Below Satis- factory	3 Satis- factory	4 Very Satis- factory	5 Out- standing	Median
4: Avoid favoritism							6.25%
5: Be energetic/enthusiastic when discussing	NA						25.00%
6: Be more approachable							37.50%
7: Be sensitive to slow learners							87.50%
1 Explains course objectives, requirement and grading system at the beginning of the semester			1	10	7	14	4.0 28.13%
2 Always prepared and organized in class			8	9	9	6	3.0 5%
3 Uses appropriate and updated instructional materials			5	12	12	3	3.0 9.38%
4 Gives clear instructions/guidelines in accomplishing tasks		2	8	12	7	3	3.0 9.38%
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable		4	3	9	10	6	3.5 10.94%
6 Makes classroom activities interesting and lively		4	6	8	11	3	3.0 9.38%
7 Encourages students to ask questions and welcomes comments and suggestions		1	5	7	16	3	4.0 12.5%
8 Has mastery of the subject matter			1	11	11	9	4.0 12.5%
9 Available for student consultation even outside class time		1	7	4	10	10	4.0 12.5%
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully		1	4	6	8	13	4.0 12.5%
11 Gives relevant assignments, course requirements			2	9	15	6	4.0 12.5%
12 Returns quizzes, exams, homework, assignments and exercises			2	8	9	13	4.0 12.5%
13 Fair in giving grades			1	8	12	11	4.0 12.5%
14 Wears clean and appropriate clothes/attire in class			1	6	9	16	4.5 14.06%
15 Firm in implementing policies yet approachable and understanding		1	2	8	11	10	4.0 12.5%
16 Commands respect of students				10	11	11	4.0 12.5%
17 Exercises decency in speech and actions			1	11	11	9	4.0 12.5%
Median Rating		4.0					Very Satisfactory

Median Rating (nearest whole number)

Rating Description

1

Poor

2

Fair

3

Satisfactory

4

Very Satisfactory

5

Outstanding

Suggestions of students for the Improvement of their teachers' teaching performance

Teaching Performance Evaluation						Second Semester 2016 - 2017		No. of Raters	
						1	2	3	4
1: Add more class activities									6.25%
2: Allow students to know their class standing									9.38%
3: Always have eye contact with students when discussing the lesson									3.13%
4: Avoid favoritism									6.25%
5: Be energetic/enthusiastic when discussing									25.00%
6: Be more approachable									37.50%
7: Be sensitive to slow learners									37.50%
8: Be sensitive to student needs & feelings									28.13%
9: Be well-organized in discussing the topic									6.25%
10: Discuss the lesson in a more understandable way									37.50%
11: Dismiss the class 10 minutes before the time									9.38%
12: Do not get angry easily									3.13%
13: Don't be always absent or late									6.25%
14: Don't be too bookish									3.13%
15: Don't be too serious. Crack jokes sometimes.									34.38%
16: Don't discourage the students									6.25%
17: Don't just be sitting the whole time while having class									15.63%
18: Don't just read the handouts or the powerpoint slides. Discuss them.									3.13%
19: Don't keep changing your decisions/instructions									15.63%
20: Don't talk too fast									28.13%
21: Emphasize the important points of the lesson									15.63%
22: Explain further lessons that are difficult to understand									40.63%
23: Give more examples and activities									18.75%
24: Give more problem sets & assignments									3.13%
25: Give reasonable time allotment during exams									6.25%
26: Give time for students to copy notes in class									31.25%
27: Guide the students during the laboratory									53.13%
28: Have well-prepared powerpoint presentations									12.50%
29: Improve teaching & communication skills									6.25%
30: Improve teaching strategies/techniques									31.25%
31: Improve your knowledge about the subject									15.63%
32: Inform the students ahead if you can't come to class									9.38%
33: Make voice louder									9.38%
34: Smile often									18.75%
Median Rating						5.0		Outlets	

Median Rating (nearest whole number)

Rating Description

Poor

Fair

Satisfactory

Very Satisfactory

Outstanding

VISAYAS STATE UNIVERSITY
 CERTIFIED TRUE COPY
 BY OVPI

Teacher: Villar, Mary Annilyn L.

Second Semester 2016 - 2017

No. of Raters: 15

Subject: 3 - Chem 126 - Organic Chemistry II

Class Type: Laboratory

10-1TTh

		1	2	3	4	5	Median
4. Be sensitive to slow learners							15.33%
5. Be sensitive to student needs & feelings	NA	Poor	Below Satisfactory	Satisfactory	Very Satisfactory	Outstanding	6.67%
6. Dismiss the class 10 minutes before the time							6.67%
1. Explains course objectives, requirement and grading system at the beginning of the semester				2	3	10	5.0
2. Always prepared and organized in class				2	3	10	5.0
3. Uses appropriate and updated instructional materials			1	1	5	8	5.0
4. Gives clear instructions/guidelines in accomplishing tasks				3	5	7	4.0
5. Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable				3	4	8	5.0
6. Makes classroom activities interesting and lively		1		2	4	8	5.0
7. Encourages students to ask questions and welcomes comments and suggestions			1	1	4	9	5.0
8. Has mastery of the subject matter				1	5	9	5.0
9. Available for student consultation even outside class time				1	4	10	5.0
10. Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	3	11	5.0
11. Gives relevant assignments, course requirements				1	5	9	5.0
12. Returns quizzes, exams, homework, assignments and exercises					3	12	5.0
13. Fair in giving grades					4	11	5.0
14. Wears clean and appropriate clothes/attire in class				1	5	9	5.0
15. Firm in implementing policies yet approachable and understanding				1	5	9	5.0
16. Commands respect of students				1	4	10	5.0
17. Exercises decency in speech and actions			1		3	11	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Allow students to know their class standing							20.00%
2: Always have eye contact with students when discussing the lesson							6.67%
3: Be more approachable							6.67%
4: Be sensitive to slow learners							13.33%
5: Be sensitive to student needs & feelings							6.67%
6: Dismiss the class 10 minutes before the time							6.67%
7: Don't discourage the students							6.67%
8: Don't just be sitting the whole time while having class							6.67%
9: Don't keep changing your decisions/instructions							6.67%
10: Emphasize the important points of the lesson							6.67%
11: Explain further lessons that are difficult to understand							26.67%
12: Give more examples and activities							13.33%
13: Give more laboratory activities							6.67%
14: Guide the students during the laboratory							13.33%
15: Smile often							6.67%

16: Makes classroom activities interesting and lively	4	6	8	11	3	3.0
17: Encourages students to ask questions and welcomes comments and suggestions	1	5	7	16	3	4.0
18: Has mastery of the subject matter		1	11	11	9	4.0
19: Available for student consultation even outside class time	1	7	4	10	10	4.0
20: Holds class regularly, starts and terminates class on time and uses class period fully	1	4	6	8	13	4.0
21: Gives relevant assignments, exercises, quizzes, etc.		2	9	15	6	4.0
22: Returns quizzes, exams, homework, assignments and exercises		2	8	9	13	4.0
23: Fair in giving grades		1	8	12	11	4.0
24: Maintains clear and appropriate discipline in class		1	6	9	16	4.5
25: Firm in implementing policies yet approachable and understanding	1	2	8	11	10	4.0
26: Commands respect of students			10	11	11	4.0
27: Exercises decency in speech and action		1	11	11	9	4.0
Mean Rating						4.0
						Very Satisfactory

Mean Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding