

Name of Faculty Member: Ms.Florence Adelyn O. Armada

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.37	
b. Students (50%)		2.50	
TOTAL for Instruction	80%	4.87	3.90
2. Research	0%	0	0
3. Extension	0%	0	0
4. Support of Operation	10%	5.00	0.50
5. Administration	10%	5.00	0.5
TOTAL			4.90

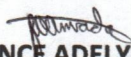
EQUIVALENT NUMERICAL RATING: 4.90

Add: Additional Points, if any:

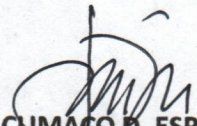
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

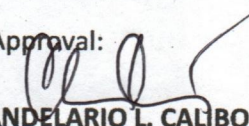
Prepared by:

  
**FLORENCE ADELYN ARMADA**  
Name of Faculty

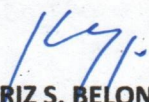
Reviewed by:

  
**CLIMACO D. ESPINA, JR.**  
Head, DMP

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction





Visayas State University  
College of Arts and Sciences  
**DEPARTMENT OF MATHEMATICS AND PHYSICS**  
Visca, Baybay City, Leyte



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

I, **FLORENCE ADELYN O. ARMADA**, of the **DEPARTMENT OF MATHEMATICS AND PHYSICS, Colleges of Arts and Sciences** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2019 to Dec. 31, 2019.

**FLORENCE ADELYN O. ARMADA**  
Substitute Instructor  
Date: 01/03/2020

**CLIMACO D. ESPINA, JR.**  
Head, DMP  
Date: \_\_\_\_\_

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

MFO's/PAPs	Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
Higher Education									
	<b>PI 1.</b> Number of FTE	Teaches: 1st sem. SY 2019-2020: Phys 32 (1 lec, 2 lab); Scts 11 (6 lec) NSTP	18	57.00	5	5	5	5.00	Teachers leave
	<b>PI 2.</b> Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing						0.00	
	<i>New Course Outline</i>	Prepares new course outline	1	1	5	5	4	4.67	CWTS
	<i>New syllabi</i>	Prepares new syllabi	1	1	5	5	4	4.67	Scts 11
	<i>Revised syllabi</i>	Revised syllabi	1	1	5	5	4	4.67	Physics 32
	<i>New Lecture manual</i>	Prepares new manual			5	5	4	4.67	CWTS
	<i>New Powerpoint lecture presentation (per course)</i>	Prepares powerpoint	1	3	5	5	4	4.67	1st sem. SY 2019-2020: Phys 32 (1 lec, 2 lab); Scts 11 (6 lec) NSTP



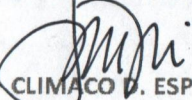
	<b>PI 3. Additional outputs</b>								
	<i>Numbers of hours checking papers per course</i>	Checked papers	2	5	5	5	4	4.67	Teaches: 1st sem. SY 2019-2020: Phys 32 (1 lec, 2 lab); Scts 11 (6 lec) NSTP
	<i>Numbers of hours class preparation per course</i>	Prepared class preparation	2	5	5	5	4	4.67	Teaches: 1st sem. SY 2019-2020: Phys 32 (1 lec, 2 lab); Scts 11 (6 lec) NSTP
	<i>Numbers of hours attending seminar</i>	Participant & Resource Person							
	<i>Numbers of hours attending seminar</i>	Participant & Resource Person	1	3	5	5	5	5.00	FOI for Higher Education, Dec. 5, 2019, Quezon City
									SPVM Manual Conference, Oct. 17-19, 2019 Mapua University
									2019 ICAFN, Oct. 17-19, Mapua University
				<b>Total points</b>				42.67	
<b>Support to Operation</b>	PI.2 Number of hours spent for student consultation	Entertained students	30	60	5	5	4		regarding subject matters, grades
	P.3 Additional Outputs								
				<b>Total points</b>				4.67	



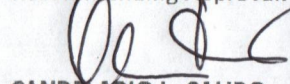
General Admin. & Support Services									
Efficient & Constumor Friendly	Zero percent complaint from clients served	Entertains clients	0% complaint	0% no complaint	5	5	5	4.67	
				Total points				9.34	
Total Over-all Rating								56.67	
Average Rating								4.72	
Adjectival Rating								0	

Average Rating (Total Over-all rating divided by 4)	4.72	Comments & Recommendations for Development Purpose:  Engage in RDE activities.
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.72	
ADJECTIVAL RATING		

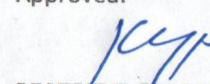
Evaluated and Review:

  
CLIMACO D. ESPINA, JR.  
Head, DMP  
Date: \_\_\_\_\_

Recommending Approval:

  
CANDELARIO L. CALIBO  
Dean, CAS

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction  
Date: \_\_\_\_\_

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



**"Exhibit I"**

**PERFORMANCE MONITORING FORM**

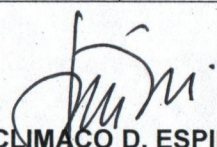
Name of Employee: **MS. FLORENCE ADELYN O. ARMADA**

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.	Teaches: 1st sem. SY 2019-2020: Phys 32 (1 lec, 2 lab); Scts 11 (6 lec) NSTP	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Phys 31 and Scts 11	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	Oct 2019	Dec.. 2019	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Perform functions duly assigned to her

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

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

Prepared by:

  
**CLIMACO D. ESPINA, JR.**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORENCE ADELYN O. ARMADA

Performance Rating: Outstanding

Aim: To assist her to study PhD in Physics program.

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

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

Target Date: One year from date of intervention

First Step:

Endorsed from temporary to permanent to the Scholarship Committee her status so that she can pursue Phd in Physics.

Result: He will be able to have a temporary position.

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

Target Date: End of Second semester

Next Step: To continue giving moral support.

Outcome: Improved/high moral

Prepared by:

  
CLIMACO D. ESPINA JR.  
DMP Head

Conforme:

  
FLORENCE ADELYN O. ARMADA  
Ratee