

Exhibit K

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

Name of Faculty Member: Raymund M. Igcasama

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.93	2.47	
b. Student (50%)	5.00	2.50	
Total for Instruction	70%	4.97	3.48
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.34	
Total for Research	5%	2.34	0.12
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		5.00	
Total for Extension	5%	5.00	0.25
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin. & Support Services	10%	4.93	0.49
TOTAL	100%		4.84

EQUIVALENT NUMERICAL RATING: 4.84

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

RAYMUND M. IGCASAMA

Name of Faculty

Reviewed by:

EUSEBIO R. LINA, JR.

Head, DMath

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs



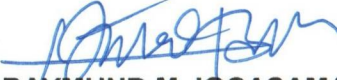
DEPARTMENT OF MATHEMATICS

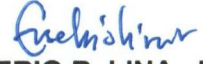
1/F Old Library Building
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Raymund M. Igcasama, 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.


RAYMUND M. IGCASAMA
Instructor 1
Date: January 4, 2024

Approved: 
EUSEBIO R. LINA, JR.
Department Head
Date: 1/22/2024


MA. THERESA P. LORETO
College Dean
Date: JAN 23 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	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	30	31.2	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	5	5	5	5.00	Math 11n, Math 129, Bmath 002
		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	5	5	5	5	5	5.00	Math 11n , Math 112n

	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	TOS Workshop, Turnitin Workshop
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	2	5	5	5	5.00	Math 11n
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	Math 11n, Bmath 002, Math 129
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	6	5	5	5	5.00	Math 11n, Math 129, BMath 002
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	N/A						
	A17. 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						
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	50	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	2	2	5	5	5	5.00	Project SAVEME, ASP
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	12	4	5	5	4.67	Meetings, assemblies, socio-cultural activities, Orientation, Blood letting, Alay Linis, HIV Awareness
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	2	3	4	5	5	4.67	Math 11n, Math 129, BMath 002

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	12	4	5	5	4.67	Math 11n, Math 129, Bmath 002
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	18	5	5	5	5.00	Math 11n, Math 129, BMath 002
		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	Creates virtual classroom using either Moddle	2	3	5	5	5	5.00	Math 11n, Math 112n, Math 129, BMath 112n
	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	1	1	5	5	5	5.00	ISO Audit
		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						
		Number of OBE course syllabus prepared and approved for use		2	2	4	5	5	4.67	Math 11n, Math 129
		Number of TOS prepared and submitted within prescribed period		2	4	4	5	5	5.00	Math 11n, Math 129
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 project 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							
		<i>In refereed int'l journals</i>		1	3	4	5	5	4.67	A Paradigm Shift in Education: Impact of Flipped Classrooms on High School Mathematics Conceptual Mastery, Enhancing Numeracy: A Technological Approach to Improve Basic Math Skills, A Review Article on the Influence of Societal Culture on Effective Practices in Educational Leadership
		<i>In refereed nat'l/regional journals</i>		0						
	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 scientific fora/conferences	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage 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 faculty or student w/ faculty)		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	2	4	5	5	4.67	Strengthening Outcome-Based Education: Capability Approach Perspective, Wala Usik Program: Exploring the Awareness and Practice on Solid-Waste Management

		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	0						
	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	Implements 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	1	1	5	5	5	5	Hosted the Radio Program #iloveVSU
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 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	zero non-conformity	5	5	5	5.00	
		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								
OVPSAS STO 1: ISO 9001:2015 Aligned Documents										
	Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of admissions requirements and enrolled	Checks admission requirements and issues admission certificate	2,500	2610	5	5	5	5	Out of 13,311 CAT applicants, 3, 605 qualified in the main campus and pre-enrolled of whom 90 were evaluated based on admission and enrollment requirements.
	OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served and rated the services received at least very satisfactory or higher								Note: To get the final rating from QAC who analyze all customer feedback

	OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises admission procedure and guidelines in the new normal for AY 2022-2023	2	3 (150%)	5	5	5	5	Revised Certificate of Admission, Application Form, and Promissory Note
		PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implements admission process based on approved quality procedure	Zero non-conformity	Zero non-conformity	5	5	5	5	
		PI.4 Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor		zero non-conformity	Zero non-conformity	5	5	5	5	
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	
	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	1	1	5	5	5	5	Hosted the Radio Program #iloveVSU
		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						
OVPSAS GASS 1: Administrative and Support Services Management										
	OGA GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/administrative documents acted within time frame	Prepares/signs/endorses financial/administrative documents	24	396	5	5	5	5	


		PI 14. No. of council/board/committee assignments served/functions performed	Serves university assigned committees	2	8	4	5	5	4.67	QS Star Assessment Application, THE Ranking, Student Organizations Evaluation Committee, Dormitory Management Committee, University Curriculum Committee, Departmental Socio Cultural Committee, Regional SCUAA, ITP
		PI 15. No. of unit heads/staff meetings presided	Presides staff meetings	3	4	5	5	5	5	
	Total Over-all Rating								152.68	
	Average Rating								4.93	
	Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 21)	4.93
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

Comments/Recommendations:

Keep it up; however, you have to improve your accomplishments under research and extension services.

Evaluated & Rated by:


EUSEBIO R. LINA, JR.

Department Head

Date: 1/22/2024

Recommending Approval:


MA. THERESA P. LORETO

Dean, CAS

Date: JAN 23 2024

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/21/24

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
	4th	

Name of Employee: Raymund M. Igcasama

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 <ul style="list-style-type: none">Conduct class observation	April 2023				
Coaching <ul style="list-style-type: none">Discuss with the faculty regarding a complaint against him and advise him on its possible implications.Advise the faculty to set targets under research and extension services.Discuss his application for another position within the university and his plans for graduate study with the faculty.	May-June 2023 July – Oct 2023 August 2023				Plan in-house activities to capacitate faculty to perform research and extension activities.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Eusebio R. Lina
EUSEBIO R. LINA, JR.
Head, DMATH

Noted by:

mtglnr
MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raymund M. Igcasama

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 him to engage in RDE activities.
2. Remind him to prepare for his Ph.D. studies.

Result: Admission to university for his Ph.D. in Mathematics/Applied Mathematics

Date: August 2023

Target Date: December 2023

Next Step: Encourage him to draft research or extension project proposals.

Outcome:

Approved research or extension project

Final Step/Recommendation:

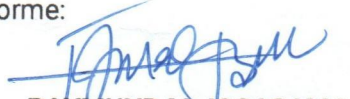
1. Advise him to continue engaging in research activities to build a research culture at DMath.
2. Recommend him for study leave.

Prepared by:



EUSEBIO R. LINA, JR
Head, DMath

Conforme:



RAYMUND M. IGCASAMA
Ratee/Faculty