SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Joy Ann A. Cañete

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.42	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.92	4.18
2. Research	0%	0	0
3. Extension	0%	0	0
4. Support of Operation	10%	5.00	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

JOY ANN A. CAÑETE
Name of Faculty

Reviewed by:

CLIMACO D. ESPINA JR.
Department Head

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, **JOY ANN A. CAÑETE**, 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 accomplishment in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018

JOY ANN A. CAÑETE
Substitute Instructor
Date: 12/18/18

CLIMACO D. ESPINA JR.
Department Head
Date: 1/14/19

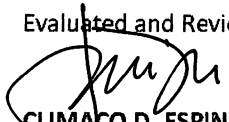| Rating Equivalents: |
| --- |
| 5 - Outstanding |
| 4 - Very Satisfactory |
| 3 - Satisfactory |
| 2 - Fair |
| 1 - Poor |

MFO & PAP's	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	Remarks
MF01 (Higher educatio n)	Instruction	**PI 1**. Number of FTE	Teaches: 1st sem. SY 2018-2019= Math 11n (5 lecs.), Math 105n (1 lec), Math 101 (2 lecs), Math 105n (1 lec.)	18	46.05	5	5	5	5.00	Teacher's leave
	Preparation/ Revising/ Encoding/ Printing	**PI 2**. Number of instructional materials developed								
	Instruction	*New Course Outline*	Prepares new course outline	1	3	5	5	5	5.00	Math 11n, Math 105n, Mah 101
		New syllabi OBE	Prepares new syllabi	1	2	5	5	4	4.67	Math 11n, Math 105n
		Revised syllabi	Revised syllabi	1	2	5	5	4	4.67	Math 11n, Math 101
		New Lecture manual	Prepares new manual	1	1	5	5	4	4.67	Math 11n
		New Powerpoint lecture presentation (per course)	Prepares powerpoint	1	8	5	5	5	5.00	1st sem. SY 2018-20-19 subjects
		PI 3. Additional outputs								
		Numbers of hours checking papers per week	Checked papers	2	8	5	5	4	4.67	1st Sem SY 2018-2019 subjects

						1	2	3	4	
		Numbers of hours class preparation per week	Prepared class preparation	2	8	5	5	5	5.00	1st Sem SY 2018-2019 subjects
									0.00	
					Total points				38.67	
MFO 5 (Support to Operation)	Support to students	PI.2 Number of hours spent for student consultation	Entertained students	30		5	5	5	5.00	regarding subject matters, grades ·
		P.3 Additional Outputs								
					Total points				5.00	
MFO 6 (GASS)	General services									
	Efficient & Constumor Friendly	Zero percent complaint from clients served	Entertains clients	0% complaint	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
					Total points				5.00	
	Total Over-all Rating								48.67	
	Average Rating								4.87	
	Adjectival Rating								O	

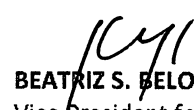|		
Average Rating (Total Over-all rating divided by 4)	4.87	Comments & Recommendations for Development Purpose:
Additional Points:		Keep it up
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.87	
ADJECTIVAL RATING		

Evaluated and Review:

CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: 1/14/19

Recommending Approval:

CANDELARIO L. CALIBO
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **MS. JOY ANN A. CAÑETE**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
1.	Teaches three (3) courses subjects (Math11n, Math 101, Math 105n)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Math 11n, Math 101, Math 105n	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Aug. 2018	Dec. 2018	Dec 2018	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	Aug. 2018	Sept. 2018	Sept. 2018	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

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY ANN CAÑETE

Performance Rating: Outstanding

Aim: Encourage her to make research/extension project proposals.

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 her to the Scholarship Committee for study leave with pay.

Result: She will be able to pursue the PhD Mathematics Program by August 2020.

Date: _____   Target Date: End of first semester

Next Step: To continue giving her moral support in her studies until targeted date of full completion of studies in June 2023.

Outcome: Good grades

Final Step/Recommendation:

Prepared by:

CLIMACO D. ESPINA JR.
DMP Head

Conforme:

JOY ANN A. CAÑETE
Ratee