SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Jenelyn S. Villafuerte

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.96	4.21
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			4.96

EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

JENELYN S. VILLAFUERTE
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, **JENELYN S. VILLAFUERTE**, 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 target in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018

JENELYN S. VILLAFUERTE
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 No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	Remarks
MF01M (Higher Education Services)	Instruction	PI 1. Number of FTE	Teaches: 1st sem. SY 2018-2019= Math 11n (9 lecs.)	18	45.75	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	1	5	5	5	5.00	Math 11n
		New syllabi	Prepares new syllabi	1	1	5	5	5	5.00	Math 11n
		Revised syllabi	Revised syllabi	1	1	5	5	4	4.67	Math 11
		New Lecture manual	Prepares new manual	1	1	5	5	5	5.00	Math 11n
		New Powerpoint lecture presentation (per course)	Prepares powerpoint	1	9	5	5	5	5.00	1st Sem SY 2018-2019 subjects
		PI 3. Additional outputs								
		Numbers of hours checking papers per week	Checked papers	2	9	5	5	4	4.67	1st Sem SY 2018-2019 subjects
		Numbers of hours class preparation per week	Prepared class preparation	2	5	5	5	5	5.00	1st Sem SY 2018-2019 subjects
									0.00	
					Total points				39.33	

MFO 5(Support to Operations)		PI.2 Number of hours spent for student consultation	Entertained students	30	60	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs								
					Total points			5.00		
MFO 6 (GAAS)										
	General services	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							49.33		
	Average Rating							4.93		
	Adjectival Rating							O		

Average Rating (Total Over-all rating divided by 4)	4.93	Comments & Recommendations for Development Purpose:
Additional Points:		*Keep it up!*
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING		

Evaluated and Review:

CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: 1/4/19

Recommending Approval:

CANDELARIO L. CALIBO
Date: 12/20/18

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

1 - Quality   2 - Efficiency   3 - Tmeliness   4 - Average
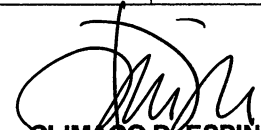
PERFORMANCE MONITORING FORM

Name of Employee: __MS. JENELYN S. VILLAFUERTE__

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 Two (2) courses subjects (Math11)	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	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: JENELYN S. VILLAFUERTE

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:

JENELYN S. VILLAFUERTE
Ratee

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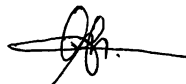

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Final Step/Recommendation:

Prepared by:

CLIMACO D. ESPINA JR.
DMP Head

Conforme:

JENELYN S. VILLAFUERTE
Ratee