SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Jedan A. Cavero

Program Involvement	Percentage	Numerical Rating	Equivalent
	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2 x 3)
		•	
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.29	
TOTAL INSTRUCTION	70%	4.60	3.22
2. Research	10%	5.00	0.50
3. Extension			
4. Support Operations	10%	4.00	0.40
5. Gen. Admin. & Support Services	10%	4.50	0.45
TOTAL			4.57

EQUIVALENT NUMERAL RATINGS:	4.57
Add: Additional Points, if ny:	
TOTAL NUMERICAL RATING:	4.57

ADJECTIVAL RATING:

Prepared by:

Outstanding

IFDAN A. CAVER

Name of Faculty

Reviewed by:

ZYRA MAY H. CENTINO Department Head

Recommending Approval:

HILIAN B. NO

Dean, CME

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



Visayas State University College of Management and Economics **DEPARTMENT OF ECONOMICS** Visca, Baybay City, Leyte



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jedan A. Cavero, a faculty member of the <u>DEPARTMENT OF ECONOMICS</u> commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2024.

Ratee:

Approved:

Department Head
Date: July 12, 100 CP

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Accom-		ı	Rating		REMARKS (Indicators in percentage should be supported with numerical
			Target Complishment (Jan-June 2024)	Timeliness	Average	values in numerators and denominators)			
UMFC	1. ADVANCED EDUCATION	ON SERVICES							
OVPI	MFO 2. Graduate Student	Management Services	1						
	PI 1: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned						
	PI 2: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students						
		A3 . Number of students advised on thesis/dissertation							
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript		r				
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript						

)			
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty						,	
PI 3: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 6 : 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							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
PI 3 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new							
MFO 2. HIGHER EDUCATION S	SERVICES								
VPI UMFO 3. Higher Education	n Management Services								
PI 1: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20.00	21.45	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period.	Prepares gradesheet and submits on or before deadline	5	5	4.5	4.5	4.5	4.50	
	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							

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	A12. Number of trainings attended related to instruction	Attend mandated trainings							
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	8	5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	11	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	4.5	4.5	4.5	4.50	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	17	17	4.5	4.5	4.5	4.50	
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As Thesis/field practice/ special problem adviser	Advises, and corrects research outline and thesis/SP manuscript	3	3	4.5	4.5	4.5	4.50	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	4.5	4.5	4.5	4.50	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	20	5	5	5	5.00	
<u>PI 9:</u> Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4.00	
	<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
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							

		Supplemental learning resource	assignments depending on course taught	20	20	4.5	4.5	4.5	4.50	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	18	21	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	4	4	4	4.00	
	PI 11. Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation (RQAT)							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal * Number of learning guides, obelidzed syllabus, TOS and item							
UMFO	3 . RESEARCH SERVICES									
7.77.3	PI 1. Number of research outputs in the last three (3)	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							
					l					J

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	Pl 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	2	5	5	5	5.00	
	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						
		In refereed int'l journals							
		In refereed nat'l/regional journals							
	Pl 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 scienfic for a/conferences						
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by							
		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						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output						
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						
UMFC	4. EXTENSION SERVICE	JES	L						

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PI 1. Number of activ partnerships with LG industries, NGOs, NG SMEs, and other stakeholders as a reextension activities PI 2. Number of train weighted by the leng training	Js, partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained Bes A 37. Number of trainees weighted	Identifies and links with probable partners for extension activities and maintains this active partnership * (Activie partnership with LGU-students IM's) Conducts trainings among beneficiaries of technologies for transfer						
PI 3. Number of exterprograms organized supported consistent the SUC's mandated priority programs	programs/projects implemented with	Implementes duly approved extension projects						
PI 4. Percentage of	satisfactory or higher in terms of	Provides quality and relevant training courses and advisory services						
PI 5. Number of technical/expert serv	A 40 . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries						
Research Ment	oring Research Mentor					 911 T		
Peer reviewers/Panelists	Peer reviewers/Panelists							
Resource Perso								
Convenor/Orga	nizer Convenor/Organizer					 		
Consultancy	Consultant		 		-	 	 	
Evaluator	Evaluator	Prepares extension project		+-+		 		
PI 8. Percent of exterproposals approved	* proposals approved *	proposals, submits and follow up its approval for immediate implementation						
PI 11. Additional out	awards (extn. conducted by faculty or student & faculty) *							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

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A 15 5.

UMF	5. SUPPORT TO C	PERATIONS								
	OVPI MFO 4. Program an	d Institutional Accreditation Serv	rices							
	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 theQMS 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 % complaint	zero complaint	4	4	4	4.00	
		<u>A 45</u> . Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the	100% compliant	100% compliant	4	4	4	4.00	
		On program accreditations								
		On institutional accreditations								
		A.46. Number of seminars/ trainings/workshop attended International								
		National								
		Regional								
		Institutional			1000					
		A.47. Number of meetings attended	Department meeting	8	8	4	4	4	4.00	
		A.48 Number of meeting attended (APB, UAC, etc)								
UMF	6. General Admin	. & Support Services								
		A 49. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero% complaint	4	4	4	4.00	

77

15 75

951.43

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	introduced resulting to best practice replicated/benchmarked	Initiates/introduces improvements in performfing functions resulting to best practice							
	A.51. Number of meetings presided								
	A.52. Number of staff evaluated/monitored								
	A.53. Number of committee membership		2	4	5	5	5	5.00	
	A.54. Number of meetings attended outside of the university								
	A.55. Other outputs implementing the new normal due to covid 19								-
Total Over-all Rating Average Rating								86.00 4.52	
Adjectival Rating									

Evaluated & Rated by:

ZYRAMAY H. CENTINO Department Head Date: July 5 4000

Recommending Approval

Dean, CME Date: Jocke 17, 10

Comments & Recommendations for Development Purpose:

More involvement in research and extension activity.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs
Date: Like 17,0000

PERFORMANCE MONITORING & COACHING JOURNAL January-June 2024

Name of Office

: Department of Economics

Head of Office

: Ms. Zyra May H. Centino

Number of Personnel : 9 Regular Faculty, 2 Admin Staff, 4 Affiliate Faculty, 1 GTA

		MECHA	NISM		
Activity	Meet	ing	Name	Others (Pls.	Remarks
	One-on-One	Group	Memo	specify)	
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job- related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department.		Attendance to activities Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/c ollege memo/no tice of meeting	Attendance certificate	Jan-June 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Jan. & June 2024
Coaching & Mentor	ing				
Discuss ways to improve classroom management, teaching methods,		Teaching performance evaluation results		-	All faculty members were given a copy of their TPES
IMs and syllabus		especially the			regarding the

preparation and	negative	students
evaluation reports	feedbacks	evaluation (Jan-
of staff	from students	June 2024)
	were	
	discussed with	
	the concerned	
	faulty	

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

Conducted by:

ZYRA MAY H. CENTINO

Head, DOE

Noted by:

LIAN B. NUÑEZ

Dean, CME

Exhibit H

TRACKING TOOL FOR MONITORING TARGETS

Major Final	TASK	ASSIGNED TO	DURATION	TASK STATUS						
Output/Perform ance Indicator				JAN	FEB	MAR	APR	MAY	JUNE	REMARKS
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JAN-JUNE 2024							
PI 1. Instruction	Instructional Materials Developed/R evised & Utilized	ALL FACULTY	JAN-JUNE 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentatio ns				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGEC 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGEC 144, ECON 129E, BCON 146, AGEC 199-C, ECON 133, AGEC 251, AGEC 213, AGEC 221, AGEC 241, APEC 252, ECON 214, AGEC 235, AGEC 299, AGEC 211
	Spent Hours For Students Consultations (face to face)	ALL FACULTY	JAN-JUNE 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

sers	ams	75 77 77 44 74 77 77 77 77 77 77 77 77 77 77 77 77 7	5, 34A 1,
ic Advi	schedu	CON 1411 CON	AGSC 12, SOST 111, AGSC 12, SOST 111, ECON 153, BCON141 ECON 1154, ECON 115A, ECON 110A, MGMT 2 NCON143, ECON198,
cadem	and Fi	43, NC 2, SOS 53, BC 15A, E 101A, M 13, EC 17, NC 17, NC 18, NC 1	AGEC 211 N 143, NC C 12, SOS N 153, BC N 115A, EC N 101A, M
Head, Academic Advisers	Midterm and Final Exams were given as scheduled by the university	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 1154, ECON 134A ECON 101A, MGMT 21, NCON 148, ECON 147, NCON 146, AGEC 115, ECON 131, ECON103, ECON 145, AGEC 144, ECON 129E, BCON 146, AGEC 231, AGEC 197, AGEC 221, AGEC 213, AGEC 221, AGEC 211, AGEC 221, AGEC 221, AGEC 221, AGEC	AGSC 12, SOST 111, BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198,
I			N N N N N N N N N N N N N N N N N N N
A CONTRACTOR OF THE CONTRACTOR	Gives	Final	
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en en la laceratura en esperar a este en en este en es	Give midterm exam	Grades	
Section of Control of	Give	Gradie	NATIONAL AND ADDRESS OF THE ADDRESS
			PROPERTY CONTACTOR CONTACT
rende de de contrata de contra			No. Achieves of the Achieves o
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	Gives quizze s and long exams as agreed in the		eller er rebeller
ш			. 4
JAN-JUNE 2024	2024 2024	2024 2024	JAN-2024- JUNE 2024
20 A	20,4	2024 2024	A 5
T.			
CENTINO.	All Faculty	All Faculty	All Faculty
ZYR	A#	All Fi	All Fe
distributions and missing control of the control of	ments, s, Etc.	60	ss ooint Is
	Gives Assignments Quizzes, Exams, Etc.	Submits Grade Sheets	Prepares power point lecture materials
est de la companya de			
. Signature construction of the construction o			
Skarger April (polifyctus			

				ECON 131, ECON148,N BCON 145, ECON 129E AGEC 199- 133,AGEC 197, AGEC 213, AGEC 241, APEC 214, AGEC 299, AGEC	NCON141, AGEC 144, E, , BCON 146 C, ECON 151, AGEC 231, AGEC 221, AGEC 252, ECON 235, AGEC
			Jan. 2023 - Dec. 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia	Ongoing
			Jan. 2023- Dec. 2024	Impact Assessment of Coastal Resource Management in Southern Camotes Sea and Selected Municipalities of Leyte	Ongoing
<i>[</i>		Moises Neil V. Serino	Jan. 2023- Mar 2024	Impact Assessment of the Phil LiDAR Program	Ongoing
1			Jan. 2022- June 2024	Establish the Regional Agribusiness Hub for the Pre-Commercialization of Technologies through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in Region 8.	Ongoing
			Jan. 2022- June 2024	RAISE Region 8	Ongoing
	3	1	Jan. 2023 - Dec. 2024	Inclusive Value Chain	Ongoing
		Karl John A. Galvez	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette	Completed
	The second of th	lan Dave B. Custodio	JAN. 2024- DEC. 2024	Strengthening Local Governance and SUC'S Extension Services Through BIDANI Strategy	Ongoing
	The second secon		JAN. 2024- DEC. 2024	Coalescing Organizations for Locally-Led Actions to Boost Development (COLLABDEV) for Inopacan Development	Ongoing
The second secon	CONTROL OF STREET AND A PARAMENT, Indianated	LSPreciados	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette	Completed
ne - commente de la fill de la fille d	от подеть, котролучит чето надарательной подет надага, выпуская до до надага, до до надага, до до надага, до д		JAN. 2024- DEC. 2024	Agribusiness-led Development for Small Holder Vegetable Farming Systems in Southern Philippines	On going
A CONTRACTOR OF THE CONTRACTOR	- The state of the	Jedan A. Cavero	JAN. 2024- JUNE 2024	Regional Agri-Aqua Technology Business Incubator of ViCARP	Completed
			JAN. 2024-	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected	Completed

			JUNE 2024	by Typhoon Oddette	9	The state of the s			
		Israel C. Embayarte	JAN. 2024- JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					
gand is propositive proper a whole recipile, and a stock to according to the stock of the stock		Babylyn C. Lambert	JUNE 2024 Carbon Emissions in the Philippines and Indonesia						
		Zyra May H. Centino	JAN-JUNE 2024	by Typhoon Oddette	ds and Enhancing I	Resilience of Farn	ners & Fisher-folks Affected	Completed	
	Makes appointments	ZYRA MAY H. CENTINO	JAN-JUNE 2023	all research projects				As Department Head	
	Submits research progress reports	MNVSERINO	JAN-DEC. 2024					as project leader	
		IAN DAVE B. CUSTODIO	JAN-Dec. 2024 4			ms a ment many file sees many ordination above you are fault 6,000 discovered in a see also and		As project/ study leade	
		KJAGALVEZ	JAN-JUNE 2024					as study leader	
		LSPRECIADOS	JAN-JUNE 2024			and the second section of the section		As study leader	
		Jedan A. Cavero	JAN-JUNE 2024			од не бил у за одна во водинения за удинения водинения вод не	N	As study leader	
		Michelle Aubrey D. Cabase	JAN-JUNE 2024			etter skullet er en still de mel et skill i de live van de en konstant beweier under um stade i de bladelijkeuw		As study leader	
		Zyra May H. Centino	JAN-JUNE 2024				And the first of the second of	As study leader	
		Israel C. Embayarte	JAN-JUNE 2024					As study leader	
		Babylyn C. Lambert	JAN-JUNE 2024					As study leader	
	ATTENDS training, SEMINAR and workshops	ALL FACULTY	JAN-JUNE 2024					As resource persons, participant, and Poster presenter	

MFO 4. Administration Services	Signs appointments requests,	ZYRA MAY H. CENTINO	JAN-JUNE 2024	As Department Head	as Departmen t Head	As Departmen t Head	As Department Head	As Department Head	As Departmen t Head	
	certificates, and etc.	LEMUEL S. PRECIADOS, ERNESTO F. BULAYOG, ZYRA MAY H. CENTINO	JAN-JUNE 2024	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	
	Attends meetings.	All Faculty	JAN-JUNE 2024	Department Meetings	Departmen t Meetings	Department Meetings	Departmen t Meetings	Departmen t Meetings	Departmen t Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	JACAVERO	JAN-JUNE 2024				Mel de Carachin (amenica hance chinica) gracia higher ant va apparet magazini va parece			As Department Secretary
	Reviews communicati ons, letters, requests and appointments	ZMHCENTINO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Se minars/Works hops
	Releases students forms, certifications, permits and other communicati ons.	COSUGANOB	JAN-JUNE . 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledge	COSUGANOB	JAN-JUNE. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports,

not entire entre consistent mensal in automorphism consistent mensal in au	ment letters and other communicati ons.									Vouchers, Purchase Requests/PP MP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communicati ons
	Files documents.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communicati ons Students Files, docs from other offices.
	Photocopies documents and other communicati ons.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments
The second secon	Clean offices and surroundings	ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	

Prepared by:

WA MAY H. CENTINO

Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: Jedan A. Cavero

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	Jan. 2024	June 2024	June 2024	Ipressive	Very Satisfactory	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	Jan. 2024	March 2024	June 2024	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	Jan. 2024	June 2024	June 2024	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	Jan. 2024	June 2024	June 2024	Impressive	Very Satisfactory	Done

^{*}Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

A MAY H. CENTINO

Unit Head

^{**}Outstanding, very satisfactory, unsatisfactory, poor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: Jedan A. Cavero

Performance Rating

: Outstanding

Aim:

To improve teaching capability of faculty member.

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

Date:

Jan. 2024

Target Date: March 2024

First Step:

Required Mr. Cavero to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 2nd semester, A.Y. 2024-2025.

Result:

Updated graduate and undergraduate course syllabi and other teaching materials.

Date:

April 2024

Target Date: June 2024

Next Step:

Improved further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Mr. Cavero has prepared and updated instructional materials developed.

Prepared by:

ZYRA MAY H, CENTIN

Unit Head

Conforme:

JEDANA CAVERO

Ratee





INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: <u>CAVERO, JEDAN A.</u> Department: Dept. of Economics

College: College of Management and Economics

	Course No. &	Lab/		% Evaluation		
	Descriptive Title	Lec	Num.	Adjec.	Rating	
AgSc 12	AGRICULTURAL ECONOMICS AND MARKETING	LEC	5.00	Outstanding	100.0%	
Econ 115a	ECONOMETRICS	LAB	4.00	Very Satisfactory	80.0%	
Econ 115a	ECONOMETRICS	LEC	5.00	Outstanding	100.0%	
Econ 115a	ECONOMETRICS	LEC	4.00	Very Satisfactory	80.0%	
Econ 115a	ECONOMETRICS	LAB	5.00	Outstanding	100.0%	
Econ 115a	ECONOMETRICS	LAB	4.00	Very Satisfactory	80.0%	
Bcon 141	INTRODUCTION TO BUSINESS ECONOMICS	LEC	5.00	Outstanding	100.0%	
			4.57	Outstanding	91.43%	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE Legend:

1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory(S)

3.50 - 4.49 Very Satisfactory(VS)

4.50 - 5.00 Outstanding(O)

Prepared by:

VANESSA'W. NAZAL

TPES in-Charge Date: <u>April 18, 2024</u>

Attested by:

MA. RACHEL KHW L. AURE

Director, Instruction and Evaluation

Date: April 18, 2024

Received by:

CAVERO, JEDAN A.

Name and Signature of Faculty

Date: May 27, 402

Distribution of copies: ODIE, College, Department, Faculty

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Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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