SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
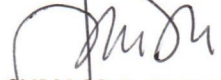
Name of Faculty Member: **Mr. Raymund M. Igcasama**
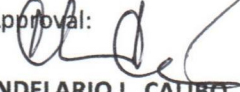
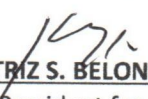| Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.39	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.89	4.16
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Students	10%	5.00	0.50
5. Administtration	5%	5.00	0.25
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: 4.91
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

RAYMUND M. IGCASAMA   **CLIMACO D. ESPINA JR.**
Name of Faculty   Department Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
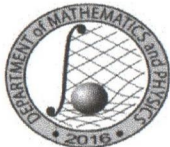
Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAYMUND M. IGCASAMA**, of the DEPARTMENT OF MATHEMATICS AND PHYSICS, **College of Arts and Sciences** 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 1, 2019 **to June 30, 2019.**

RAYMUND M. IGCASAMA
Instructor I
Date: _November 18, 2019_

CLIMACO D. ESPINA JR.
Head, DMP
Date: _____

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	Remarks
MFO1	Advanced Education Services										Not applicable
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: Math 119 (1 lec.), Math 14(1 lec.) Precal (1 lec), Math 11n (1 lec), Math 13n (1 lec), Math 108 (1 lec)=-2nd	18	30.65	5	5	5	5.00	Vacation Sick Leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New course outline	Instruction	Prepares new course	1	1	5	5	5	5.00	Math 13n
		New Syllabi (OBE)	Instruction	Prepares new syllabi	1	1	5	5	5	5.0	Math 13n
		Revised syllabi	Instruction	Revises syllabi	1	2	5	5	5	5.0	Precal, Math 11n

		New Powerpoint lecture presentation (per		Preparing one (1) powerpoint lecture	1	6	5	5	5	5.0	*2nd Sem SY 2018-2019 subjects*
		PI 3. Additional outputs									
		Number of grade sheets submitted on prescribed period	Preparation	Preparing grade sheets, 2nd sem. 2017-2018	50%	100%	5	5	5	5.00	Instruction
		Numbers of hours checking papers		Checkes papers	2	30	5	5	5	5.00	*2nd Sem SY 2018-2019 subjects*
		Numbers of hours class preparation		Prepares class preparation	2	30	5	5	5	5.00	*2nd Sem SY 2018-2019 subjects*
		Number of hours seminar/ trainings conducted inside VSU		Participant	4	8.0	5	5	5	5.00	*Seminar-Workshop on Open Data Kit (March 7, 2019)*
		Number of hours seminar/ trainings conducted inside VSU		Participant/Organizer	4	8.00	5	5	5	5.00	Seminar-Workshop on Community Entry and Needs Assessment (January 12, 2019)
		Number of hours seminar/ trainings conducted outside VSU		Resource Person	8	32	5	5	5	5.00	*Baybay City Division Leadership Training for SSG Advisers (June 20-21, 2019 and June 27-28, 2019)*
		Number of hours national convention attended		Participant	8	40.00	5	5	5	5.0	Seminar-Workshop on Educational Technologies for the 21st Century Teachers (April 29-May 3, 2019)

		Number of hours national convention attended		Participant/Organizer	4	8.00	5	5	5	5.00	*Seminar-Workshop on Teaching Mathematics in the Modern Wolrld (May 17, 2019)*
						Total points				**65.00**	
MFO 4	**Extension Services**	**P4 1**. Additional outputs									
		P4.3. Technical/Expert Services/Number of students/staff served	Judge, Dormitory Management Committee, Committee member, CWTS Training Officer, Coach	Judge, Member, Critic	1	6	5	5	5	5.00	CWTS Training Officer, Judge-VFES Science Fair, Interviews dormitory adviser applicants, Judge HRTM Culmination, Judge PICE Quiz Show
						Total Points				**5.00**	
MFO 5	**Support to Students**	P.I Student advising and consultation services	Support to students	Mentor students/group in conducting research							
		Academic Adviser	Support to students	Advises, assisted students related activities	50	300	5	5	4	4.67	Dorm Adviser, CAS-SSC
		Organization adviser	Support to students	Student Organizations	1	3	5	5	4	4.67	CAS-SSC, VSU Ultimate Frisbee Club, Cerberus
		PI.2 Number of hours spent for student consultation	Support to students	Entertained/adviser thesis students	20	54	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs									
		attended flag raising ceremony every Monday, Attended the VSU anniversary, attended the VSU									
						Total points				**14.33**	

MFO 6	Support to Operations	P5.2 Number of Activities Organized/Attended/Assisted/Participated Facilitated	Facilitator/ Organizer		1	5	5	5	5	5.00	Anniversary Convocation, Ushering Services, VSU FA Officer, Honors and Awards Convocation, Varsity Awards Night, Administer Entrance Exam At Cebu City, Conduct of Career Motivation Seminar to Grade 12 Students in Baybay City
		P5.3 Additional Outputs									
		Tutorial Programs and Counseling	Tutor	Tutor	10	25	5	5	5	5.00	Dorm Occupants, VSU Students
						Total points				10.00	
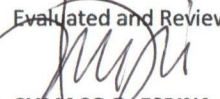
								1	2	3	4	
MFO 7	General Admin. & Support Services (GASS)	**PI 1.** Number of organized activities	Preparation/ Encoding/ Printing					5	5	5	5.00	
		PI 8. Zero percent complaint from clients served			0	0% no complaint		5	5	5	5.00	
						Total points					10.00	
	Total Over-all Rating										104.33	
	Average Rating										4.97	
	Adjectival Rating										O	

Average Rating (Total Over-all rating divided by 4)	4.97	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.97	
ADJECTIVAL RATING		

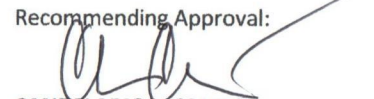Comments & Recommendations for Development Purpose:

KEEP IT UP!

Evaluated and Review:

CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: _____

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

PERFORMANCE MONITORING FORM
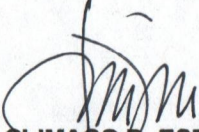
Name of Employee: MR. RAYMUND M. IGCASAMA

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: Math 119 (1 lec.), Math 14(1 lec.) Precal (1 lec), Math 11n (1 lec), Math 13n (1 lec), Math 108 (1 lec)=2nd sem SY 2018-2019	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising , academic, organization, dorm, and students consultation	Improved student performance	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 11n, Math 119, Math 108	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise syllabi	Approved course syllabi in Math 11n,	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Follow the format prescribed by MMDC
5.	Submission of midterm grades and final grades	Grades submitted to registrar	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	

6.	Conduct extension project	Progress report	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Follow-up on the effectivity of the training conducted
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Participates actively in all activities in extension
8.	Perform other functions assign by the head	Reports	Jan. 2019	June 2019	June 2019	Impressive	Outstanding	Perform functions duly assigned to him

* 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: RAYMUND M. IGCASAMA

Performance Rating: Outstanding

Aim: Assist him to pursue Master in Math Education program

Date: Target Date: One year from date of intervention

First Step:

    Endorsed his status from temporary to permanent to the Academic Personnel Committee.

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

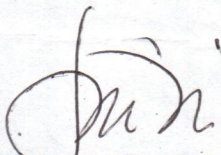Date: Target Date: End of second semester

Next Step: To continue giving his moral support in teaching.
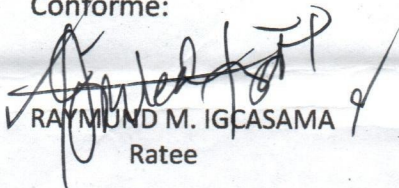
Outcome: High moral

Final Step/Recommendation: NA

Prepared by:

CLIMACO D. ESPINA JR.
DMP Head

Conforme:

RAYMUND M. IGCASAMA
Ratee