

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

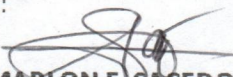
Name of Faculty Member: Prof. Marlon F. Sacedon

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.23	
b. Students (50%)		2.50	
TOTAL for Instruction	80%	4.73	3.78
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Operation	10%	5.00	0.50
5. Administration	10%	5.00	0.5
TOTAL			4.78

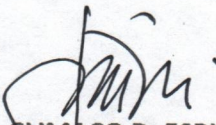
EQUIVALENT NUMERICAL RATING: 4.78
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

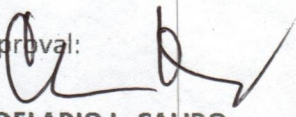
Prepared by:


MARLON F. SACEDON
Name of Faculty

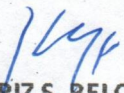
Reviewed by:

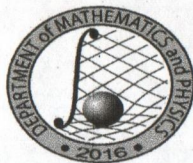

OLIMACO D. ESPINA, JR.
Head, DMP

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



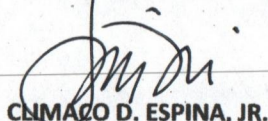
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON F. SACEDON**, Assistant Professor of the **Department of Mathematics and Physics (College of Arts and Sciences)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019


MARLON F. SACEDON

Asst. Professor

Date: 2/5/2020


CIMACO D. ESPINA, JR.

Head, DMP

Date: _____

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

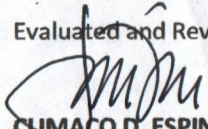
MFO's/PAPs	Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
Higher Education Services	PI 1. Number of FTE	Teaches: Math 105n (2 lecs), Phys 132(1 lec, 2 lab); Phys 135, Phys 1 (2 lec, 2 lab); Gphys 002x - (2 lec, 2 lab); hys 190= 1st Sem. SY 2019-2020	8	38.35	5	5	5	5.0	Vacation/Sick Leave
	PI 2. Number of instructional materials developed								
	New course syllabi	Prepares new course syllabi	1	1	5	5	4	4.7	Phys 1
	Revised course syllabi	Prepares revised course syllabi	1	1	5	5	4	4.7	Gphys 002x
	New lecture Instrucional manual	Prepares new instrucional manual	1	1	5	5	4	4.7	Math 105n

	<i>Revised lecture instructional manual</i>	Prepares revised instructional manual	1	1	5	5	5	5.0	Gphys 002x
	<i>Revised laboratory manual</i>	Prepares revised laboratory manual	1	1	5	5	5	5.0	Gphys 002x
	<i>New Powerpoint lecture presentation (per course)</i>	Preparing powerpoint lecture presentation	2	1	5	5	5	5.0	Math 105n
	PI 3. Additional outputs							0.0	
	<i>Numbers of hours checking papers</i>	Checks papers	2	5	5	5	5	5.0	Teaches: Math 105n (2 lec) Phys 1(1 lec, 1 lab); Gphys 002x - (2 lec, 2 lab); hys 190= 1st Sem. SY 2018-2019
	<i>Numbers of hours class preparation</i>	Prepares class preparation	2	5	5	5	5	5.0	Teaches: Math 105n (2 lec) Phys 1(1 lec, 1 lab); Gphys 002x - (2 lec, 2 lab); hys 190= 1st Sem. SY 2018-2019
	<i>Numbers of hours supervise for SHS</i>	Supervise SHS	2	3	5	5	5	5.0	Research SHS
	<i>Number of hours seminar/ trainings conducted inside VSU</i>	Resource Person						0.0	
	<i>Number of hours seminar/ trainings conducted outside VSU</i>	Resource Person	8	8	5	5	5	5.00	21st SPVM National Conference & 2019 International Conferences on Adadvanced functional materials Nano technolog
				Total points				49.00	
Support to Students	P.I Student advising and consultation services	Mentor students/group in conducting research	1	1	5	5	5	5.00	High School students Research
	PI.2 Number of hours spent for student consultation	Entertained/adviser thesis students	20	60	5	5	5	5.00	regarding subject matters, grades
	P.3 Additional Outputs								
				Total points				10.00	

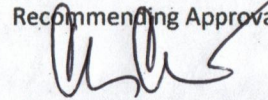
General Admin. & Support Services (GASS)	Signing of documents for Physics administrative Staff	Physics Coordinator	50%	100%	5	5	5	5.00	As Physics Coordinator
Efficient & Constumor Friendly	Zero percent complaint from clients served	Entertains clients	0%	no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
				Total points				10.00	
Total Over-all Rating								69.00	
Average Rating								4.60	
Adjectival Rating								0	

Average Rating (Total Over-all rating divided by 4)	4.60	Comments & Recommendations for Development Purpose:
Additional Points:		Needs improvement in RDE
Punctuality		functions.
Approved Additional points (with copy of approval)		
FINAL RATING	4.60	
ADJECTIVAL RATING		

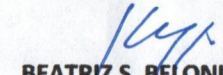
Evaluated and Review:


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

Recommending Approval:


CANDELARIO L. CALIBO
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **PROF. MARLON F. SACEDON**

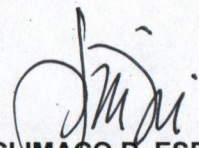
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teaches: Math 105n (2 lecs), Phys 132(1 lec,2 lab); Phys 135, Phys 1 (2 lec, 2 lab); Gphys 002x - (2 lec, 2 lab); hys 190= 1st Sem. SY 2019-2020	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	Aug.2019	Aug. 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and consultation	Improved student performance	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 105n	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manuals in Gphys 002x	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Follow the format prescribed by MMDC

5.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Participates actively in all activities
7.	Perform other functions assign by the head	Reports	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Perform duties 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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Marlon F. Sacedon

Performance Rating: Outstanding

Aim: Encourage him finish his PhD in Physics and get involve with research/extension activities.

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:

Send him to trainings/seminars/workshops/fora related to research and extension activities, while finishing his dissertation.

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose and motivate him to do research and be involved in extension projects, and finally get the PhD diploma.

Date: Throughout the school year

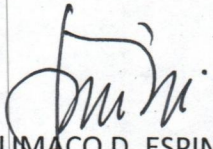
Target Date: End of SY 2019-2020.

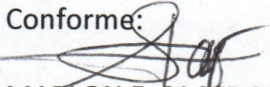
Next Step: Advise him to draft research proposal or extension project proposal.

Outcome: research/project proposal

Final Step/Recommendation: Instruct him to submit the research/project proposal to the OVPRE for approval and possible funding, and work for the finishing touches of his dissertation.

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme: 
MARLON F. SACEDON
Ratee