VISAYAS STATE UNIVERSITY

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mira Luna T. Timosa

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Student (50%)		2.50	
Total for Instruction	90%	4.95	4.45
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		0.00	0.00
4. Support to Operation	5%	5.00	0.25
5. Admin. & Support Services	5%	4.83	0.24
TOTAL			4.94

EQUIVALENT NUMERICAL RATING: 4.94
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.94**

ADJECTIVAL RATING: Outstanding

Prepared by:

MIRA LUNA T. TIMOSA
Name of Faculty

Reviewed by:

REV RHIZZA L. AURE
Head, DPhys

Reccomending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President of Academic Affairs

DEPARTMENT OF PHYSICS
1/F Old Library Building
Visca, Baybay City, Leyte, 6521 PHILIPPINES
Phone:+63 53-565-0600 loc 1121
Email: dphys@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mira Luna T. Timosa, a faculty member of the DEPARTMENT OF PHYSICS commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period August- December 2023.

Approved:

MIRA LUNA T. TIMOSA
Instructor
Date: 18 JAN 2024

REV RHIZZA L. AURE
Department Head
Date: 22 JAN 2024

MA. THERESA P. LORETO
College Dean
Date: JAN 22 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan.-Dec.)	Actual Accomplishment	Rating				REMARKS (Indicators In percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

	A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A						
PI 9: 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	N/A	N/A						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A						
	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	N/A	N/A						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A						
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A						

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE, coordinated, implemented and monitored *	PI 1. Number of FTE									
	PI 2. Number of instructional materials									
	New Course Outline	Prepares new course outline								
	New syllabi OBE	Prepares new syllabi								
	Revised syllabi	Revised syllabi	0	0						
	New lab. manual	Revises one (1) lecture manual	0	0						
	Revised Lab. Manual	Revises one (1) laboratory manual	0	0						

		New course outline	Prepares and compiles two (2) course outline	0	0						
		Revised course outline	Prepares and compiles one (1) course outline	0	0						
		New Lecture manual	Prepares new manual	0	0						
		New Powerpoint lecture presentation (per	Prepares powerpoint	2	4	5	5	5	5.00	
		PI 3. Additional outputs									
		Numbers of hours checking papers per week	Checks papers	3	3						
		Numbers of hours class preparation per week	Prepares class preparation	6	8	5	5	4	4.67	
		Numbers of seminar/attended		1	1	5	5	5	5.00	
		A9. Actual Faculty's FTE	Handles and teaches courses assigned	8	33.65	5	5	5	5.00	**MidYear AY 22-23:** Phys 11 (1lab);PhSc 114 (1lec) **1st Sem AY 23-24:** ScTS11a(2lec);ESci114 (1lec)(1lab);PhSc 113n(1lec)(1lab)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.00	PhSc114;Scts11a;PhSc113n ;Esci 114
		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	0	0					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	2	5	5	5	5.00	Follow-up Training Course on Reactor Engineering 2023 Training on Inverted Fluorescence Microscope
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	15	5	5	5	5.00	**MidYear AY 22-23:** Phys 11 (1lab);PhSc 114 (1lec) **1st Sem AY 23-24:** ScTS11a(2lec);ESci114 (1lec)(1lab);PhSc 113n(1lec)(1lab)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	4	4.67	**MidYear AY 22-23:** Phys 11 (1lab);PhSc 114 (1lec) **1st Sem AY 23-24:** ScTS11a(2lec);ESci114 (1lec)(1lab);PhSc 113n(1lec)(1lab)

PI	Activity	Description							Remarks
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	15	5	5	5	5.00	**MidYear AY 22-23:** Phys 11 (1lab) **1st Sem AY 23-24:** ESci114(1lab);PhSc 113n(1lab)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A	N/A					
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	4	5	4	4.33	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	N/A	N/A					
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
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	0	0					
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5.00	**MidYear AY 22-23:** Phys 11 (1lab);PhSc 114 (1lec) **1st Sem AY 23-24:** ScTS11a(2lec);ESci114 (1lec)(1lab);PhSc 113n(1lec)(1lab)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	**MidYear AY 22-23:** Phys 11 (1lab);PhSc 114 (1lec) **1st Sem AY 23-24:** ScTS11a(2lec);ESci114 (1lec)(1lab);PhSc 113n(1lec)(1lab)

		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	0	0							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								#DIV/0!		
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	0							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0							
		A 26. Other outputs implementing the new normal due to covid 19										
UMFO 3 . RESEARCH SERVICES												
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	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	0	0							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0							
	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	0	0							
		In refereed int'l journals		0	0							
		In refereed nat'l/regional journals		0	0							
	PI 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									

				0	0						
		In int'l fora/conferences		0	0						
		In nat'l/regional fora/conferences		0	0						
	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	0	0						
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0						
		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	0	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0						
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0						
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	0	**0**						
	PI 2. Number of trainees weighted by the length of training	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	0						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects	0	0						

				0	0					
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services		0	0					
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
Research Mentoring	Research Mentor			0	0					
Peer reviewers/Panelists	Peer reviewers/Panelists			0	0					
Resource Persons	Resource Persons			0	0					

Convenor/Organizer	*Convenor/Organizer*		0	0						
Consultancy	*Consultant*		0	0						
Evaluator	*Evaluator*		0	0						
PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0						
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0						

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

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 non-conformity	5	5	5		5.00

~		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00		
		On program accreditations									
		On institutional accreditations									

UMFO 6. General Admin. & Support Services

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero complaint	5	5	5	5.00		
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	0	0						
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0						
		Attend meetings	Attend departmental and other meetings	6	7	5	5	4	4.67	Monthly and Emergency Meetings	

Comments / Recommendation	Total Over-all	79	80	76		
She is creative and has the willingnes to learn.	Average Rating	4.9	5	4.75	4.90	
	Adjectival Rating	Outstanding				

Evaluated & Rated by:

REV RHIZZA L. AURE
Department Head
Date: 2 2 JAN 2024

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 2 2 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/31/24

PERFORMANCE MONITORING & COACHING JOURNAL

		QUARTER
	1st	Q
	2nd	U A
✓	3rd	R T
✓	4th	E R

Name of Office: <u>Department of Physics</u>

Head of Office: <u>Dr. Rev Rhizza L. Aure</u>

Name of Faculty: <u>Mira Luna T. Timosa</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Reminded the faculty members during meetings on the submission TOS, grades and other documents		Notice of meeting, Minutes of meetings (January 18, 2023; February 6, 2023; June 15, 2023)	Faculty members have submitted the documents
Coaching		• Encouraged the faculty to make research and extension proposals • Recommended the faculty to attend seminars/conferences • Encourage the faculty to finish her Master's degree		Notice of meeting, Minutes of meetings	TPES result Very Satisfactory Ms. MLT Timosa is currently working on her thesis proposal

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

Conducted by:

REV RHIZZA L. AURE
Immediate Supervisor

Noted by:

MA. THERESA P. LORETO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mira Luna T. Timosa
Performance Rating: _____

Aim:
1. Encourage her to attend seminars, trainings, and conferences.
2. Encourage her to finish her MS in Physics
3. Submit research and extension proposals.

Proposed Interventions to Improve Performance:
Date: _____   Target Date: Within the year

First Step:
1. Inform her to attend seminars, training, and conferences.
2. Follow up on her progress in completion of her MS in Physics.
3. Inform her to submit research and extension proposals

Result:

Date: _____   Target Date:_____
Next Step:

Outcome:
1. Attend seminars, trainings, and conferences.
2. Completed her Master of Science in Physics.
3. Submitted research and extension proposal/s to different funding agencies

Prepared by:

REV RHIZZA L. AURE
DPhys Head

Conforme:

MIRA LUNA T. TIMOSA
Ratee