SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ma. Nena Q. Ramos

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.91	2.46	
b. Student (50%)	4.50	2.25	
Total for Instruction	80%	4.71	3.76
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin. & Support Services	10%	5.00	0.50
TOTAL	100%		4.76

EQUIVALENT NUMERICAL RATING: 4.76

Add: Additional points, if any:

TOTAL NUMERICAL RATING: **4.76**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MA. NENA Q. RAMOS   **EUSEBIO R. LINA, JR.**

Name of Faculty   Head, DMath

Reccomending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs

DEPARTMENT OF MATHEMATICS
1/F Old Library Building
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Nena Q. Ramos, a faculty member of the __DEPARTMENT OF MATHEMATICS__ commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period __July - December 2023.__

Approved:

MA. NENA Q. RAMOS
Assoc. Professor 2
Date: January 5, 2024

EUSEBIO R. LINA, JR.
Department Head
Date: 01/22/2024

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	36	23.55	5	5	5	5.00	M108n and M101e
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	5	4	5	5	4.5	4.83	Midterms: M102e (1), M163 (1), and M107 (2)
		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	5	3	5	5	5	5.00	M101e (1), M11n (2),

PI	Activity	Description	Target	Accomp.				Avg	Remarks
	A12. Number of trainings/seminars attended related to instruction	Attend mandated trainings/seminars	1	1	5	5	5	5.00	Aug 25,2023. USSO sponsored. Campus Advisership Training and Team Building Seminar
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	7	5	4	4.5	4.50	Long and Midterm Exams: M108n (1), M102e (2), Math 163 (2), M107n (2)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	4	5	5	5	5.00	M102e (1) and M108n (3)- (1st half)
	A15. Number of lab reports/exercises and term papers checked and graded	Checks exercses/ problem sets submitted as required	5	20	5	5	5	5.00	M102e (5), M163(5), M107n (5) and M108n (5) - First half of 1Sem 23-24
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	0						
	A17. Number of students advised on thesis/ field practice/special problem:		N/A						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	10	5	5	5	5.00	related to INC remarks on Grades
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	0						
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
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*	0						
			Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	4	8	4.5	5	5	4.83	M163 (new), and M102e, Math 107n, M108n (improved)
			Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	Exams, Quizzes, and Problem Sets for each subject Taught
			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						
			A 24 : Number of virtual classroom (revised or improved)	Creates (improves) virtual classroom using Moddle	1	4	5	4.5	5	4.83	M101e. M107n, M163 and M108n
	PI 11. Additional outputs	**A 25.** Number of Additional outputs accomplished:									
			Number of program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	4.5	4.83	ISO internal audit
			Number of agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
			A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
			Number of OBE course syllabus prepared and approved for use		2	4	5	5	4.5	4.83	M102e,M163, M108,and M107
			Number of TOS prepared and submitted within prescribed period		2	4	5	5	4	4.67	one for each subject taught
UMFO 3 . RESEARCH SERVICES											

	PI	A	Description								
	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							
	PI 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	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								
		In refereed int'l journals		0							
		In refereed nat'l/regional journals		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							
		In int'l fora/conferences		0							
		In nat'l/regional fora/conferences		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							
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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							
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						
	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						
	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						
	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							
	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	0						
	Research Mentoring	*Research Mentor*		0						
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		0						
	Resource Persons	*Resource Persons*		0						
	Convenor/Organizer	*Convenor/Organizer*		0						
	Consultancy	*Consultant*		0						
	Evaluator	*Evaluator*		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						

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			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							

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	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						
	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						

		No. of meetings attended	Attends/participates departmental meetings (and other required academic meetings)	5	5	5	5	5	5.00	Departmental or academic council meeting.
Total Over-all Rating									88.33	
Average Rating									4.91	
Adjectival Rating									Outstanding	

Average Rating (Total Over-all rating divided by 21)		4.91
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

Comments/Recommendations:

Deliver some accomplishments under research and extension services.

Evaluated & Rated by:

EUSEBIO R. LINA, JR.
Department Head
Date: 01/22/2024

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 2 3 2024

Approved by:

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

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A R
▓	3rd	T
▓	4th	E R

Name of Employee: Ma. Nena Q. Ramos

Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring • Conduct class observation	April 2023				
Coaching • Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings. • Advise the faculty to set targets under research and extension services.	July – Oct 2023	Monthly			Plan in-house activities to capacitate faculty to perform research and extension activities.

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

Conducted by:

EUSEBIO R. LINA, JR.
Head, DMath

Noted by:

MA. THERESA P. LORETO
Dean, CAS

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ma. Nena Q. Ramos**
Performance Rating: **Outstanding**

Aim:
1. Improve the RDE involvement of the faculty
2. Gain competence and qualification to assume higher responsibilities

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: One year from the date of intervention

First Step:
1. Advise her to draft a research proposal and submit it to OVPREI for approval.
2. Send her to training/seminars/workshops/fora related to research and extension activities

Result:
Involvement in the department's RDE activities

Date: August 2023   Target Date: One year from the date of intervention

Next Step:
Advise her to write research manuscripts derived from research projects for submission to reputable journals.

Outcome:
Published research articles

Final Step/Recommendation:
Advise her to continue engaging in research activities to build a research culture at DMath.

Prepared by:

EUSEBIO R. LINA, JR.
Head, DMath

Conforme:

MA. NENA Q. RAMOS
Ratee/Faculty