



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: **Jenelyn Villafuerte**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.87 4.71 <i>Good</i>	
b. Students			
Total for Instruction	80%	4.87 4.71 <i>Good</i>	4.14 3.77 <i>Good</i>
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	0	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)	0%	0.00	
Total for Extension	10% <i>Good</i>	0.00	0.00
4. Support to Operation	15% <i>Good</i>	4.78	0.48 0.72 <i>Good</i>
5. Administration	5%	5.00 4.67	0.25 0.23 <i>Good</i>
TOTAL	100		4.87 4.72 <i>Good</i>

EQUIVALENT NUMERICAL RATING: **4.87 4.72**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.87 4.72**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JENELYN VILLAFUERTE

Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MATHEMATICS AND PHYSICS**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jenelyn S. Villafuerte, a faculty member of the DEPARTMENT OF MATHEMATICS AND PHYSICS commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2020.

JENELYN S. VILLAFUERTE

Instructor I

Date: 1/28/2021

Approved:

EUSEBIO R. LINA, JR.

Department Head

Date: 1/29/2021

MA. THERESA P. LORETO

College Dean

Date: 3/30/2021

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	Efficiency	Timelines	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						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	36	34.95	5	5	5	5.00	Math 101 (5 lecs) Math 11n (2 lecs)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	on-going					
		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	10	on-going	5	5	5	5.00	Math 101 (5 lecs) Math 11n (2 lecs)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	4.9	4.97	VSU E-Learning Environment Training- Workshop Series
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	0					
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	0	0					
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A						
		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	30	40	5	5	5	5.00	Math 101 (5 lecs) Math 11n (2 lecs)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	N/A						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	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								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	4.5	5 4	4.83 4.5	Elim.	Math 11n and Math 101
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5 4.5	4	4.67 4.5	Elim.	Math 101 (5 lecs) Math 11n (2 lecs)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	4.5	5 4	4.83 4.5	Elim.	Math 101 (5 lecs) Math 11n (2 lecs)
	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 Moodle or Google Classroom	2	2	5	5 4.5	4	4.67 4.5	Elim.	Math 11n and Math 101
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								
	Number of 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	Designs experiential learning activities and other outputs to implement new normal	0	0						
						Total		38.97		

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 oroject 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				
		<i>In refereed int'l journals</i>							
		<i>In refereed nat'l/regional journals</i>							
	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				
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							
	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		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					
	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	0	0					
	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 (extrn. 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 the QMS 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	4	4.67	
		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	4	5	4.67	
		No. of minutes of meetings prepared	Prepares notice of meeting, minutes of meetings and attendance sheet	6	7	5	5	5	5.00	DMP Faculty and Staff Meetings
		On program accreditations								

		On institutional accreditations								
						Total		14.33		
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 4	5.00 4.67	Elim.
	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 performing 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					
		No. of meetings attended	Attends departmental meetings.	6	7	5	5 4	5	5.00 4.67	Elim.
						Total			10.00	
	Total Over-all Rating								63.30	
	Average Rating								4.87	4.72 Elim.
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.87
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Pursue graduate study in Mathematics.

Evaluated & Rated by:
Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
 Department Head
 Date: *1/29/2021*

Recommending Approval
MA. THERESA H. LORETO
MA. THERESA H. LORETO
 Dean, CAS
 Date: *3/30/2021*

Approved by:
Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *4/5/21*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENELYN S. VILLAFUERTEPerformance Rating: OutstandingAim: Encourage her to pursue graduate studies in mathematics.

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:

Endorsed her to the Scholarship Committee for study leave with pay.Result: She will be able to pursue the MS Mathematics Program by August 2021.Date: _____ Target Date: End of first semesterNext Step: To continue giving her moral support in her studies until targeted date of full completion of studies in June 2023.

Outcome: Good grades

Final Step/Recommendation:

Prepared by:


EUSEBIO R. LINA, JR.
DMP Head

Conforme:


JENELYN S. VILLAFUERTE
Ratee