

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LEIZABETH T. MAMASIG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		5.00 x 100% = 5.00	
b. Students			
Total for Instruction	40%	5.00	2.00
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director (100%)		4.33 x 100% = 4.33	
Total for Research	30%	4.33	1.30
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director (100%)		4.33 x 100%	
Total for Extension	30%	4.33	1.30
4. Administration			
5. Production			
TOTAL			4.60

EQUIVALENT NUMERICAL RATING: 4.60
 Add: Additional Points, if any: 0.10
 TOTAL NUMERICAL RATING: **4.70**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ELIZABETH T. MAMASIG
 Name of Faculty

Reviewed by:

WINSTON M. TABADA
 Department Head

Recommending Approval:

ROBERTO C. GUARTE
 College Dean


Approved:

BEATRIZ S. BELONIAS
 Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH T. MAMASIG, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE & TECHNOLOGY 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 -JUNE 2020.


ELIZABETH T. MAMASIG
Instructor I
Date: September 17, 2020

Approved:


WINSTON M. TABADA
Department Head
Date:


ROBERTO C. GUARTE
Dean, CET
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	Average	
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	Courses and students handled	Handles and teaches courses assigned	2	25.2	5	5	5	5.00	Courses for 2nd sem. S.Y. 2019-2020: CSci 22, Cs 192 ESci 126n, CS 134, CS 134e, ITEC 11
		A10. Number of grade sheets submitted within prescribed period	Gradesheet submission	Prepares gradesheet and submits on or before deadline	2	8	5	5	5	5.00	Offering Nos: G007, G011, G027, G040, G064, G231, G301, Y001
		A11. 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	5	5	5	5.00	No INC Grades
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	5	5	5	5.00	Webinar on Flexible Learning Modalities and Techniques in: Science and Math;
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	6	14	5	5	5	5.00	Midterm Exams for Esci 126n, CSci 122, CS 134, CS 134e, CS 192, Itec 11
		A14. Number of quizzes administered and checked	Quizzes	Prepares and checks quizzes for lec and lab	20	40	5	5	5	5.00	CSci 22, Cs 192, ESci 126n, CS 134, CS 134e, ITEC 11
		A15. Number of lab reports and term papers checked and graded	Laboratory Exercises	Checks lab reports and term papers submitted as required	20	24	5	5	5	5.00	ESci 126n, CS 134, CS 134e
	PI 8: Number of students advised: *	A16. Number of students advised:	Academic Advising	Acts as academic adviser to students	3	18	5	5	5	5.00	BSCS students (related to their course)

		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/proofreading	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
		As SRC Member	Advising/proofreading	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	
		<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	BSCS students (related to their thesis and subjects), Esci 126n, CS 134, and CS 134e students
	<u>PI 10</u> : Number of instructional materials	<u>A 21</u> : Number of on-line course ware developed and submitted :	Developed and Submitted	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Preparation	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	5	5.00	Esci 126n, CS 192, CS 122, CS 134, CS 134e
		Supplemental learning resources	Preparation	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	24	5	5	5	5.00	Esci 126n, CS 192, CS 122, CS 134, CS 134e, ITEC 11
		Assessment tools	Preparation	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	79	5	5	5	5.00	Esci 126n, CS 192, CS 122, CS 134, CS 134e, ITEC 12
		<u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Online-blended learning	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	3	5	5	5	5.00	Esci 126m, Esci 126c, CS 134
		<u>A 24</u> : Number of virtual classroom created and operational	Online-blended learning	Creates virtual classroom using either Moddle or Google Classroom	1	5	5	5	5	5.00	Esci 126n, CS 192, CS 122, CS 134, CS 134e
		<u>A 26</u> . Other outputs implementing the new normal due to covid 19	Developed	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	(1) Online Classroom (2) Facebook Group Chats (3) Instructional Module
							Total Points			85.00	
							Average Rating			5.00	

UMFO 3 . RESEARCH SERVICES											
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Research proposal	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	4	4	4.33	Mobile-based Cacao P. palmivora Disease Recognizer
							Total Points			4.33	
							Average Rating			4.33	
UMFO 4. EXTENSION SERVICES											
	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	1	1	5	4	4	4.33	
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
							Total Points			4.33	
							Average Rating			4.33	
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	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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
							Total Points			0.00	
							Average Rating			0.00	
	Total Over-all									93.67	
	Average Rating									4.56	
	Adjectival Rating										

Average Rating (Total Overall rating divided by 4)	4.56
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.56
ADJECTIVAL RATING	Outstanding

Evaluated and Review:


WINSTON M. TABADA
 Head, DCST
 Date: _____

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

Comments & Recommendations for Development Purpose:

Propose and conduct research and extension projects.

Recommending Approval:


ROBERTO C. GUARTE
 Dean, CET
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: ELIZABETH T. MAMASIG

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 assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	January 2020	June 30, 2020	June 10, 2020	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	
3	Performs other functions	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:



WINSTON M. TABADA
Unit Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **Ms. ELIZABETH T. MAMASIG**

Performance Rating: Outstanding

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: January, 2020

Target Date: One year from date of intervention

First Step:

Send her to training, seminar/ workshop/ for a related to research and extension activities.

Result:

Attendance in research and extension related trainings/ seminars/ workshops/ fora. This willexpose her to theses engagement and will motivate her to do research and be involved in Extension projects.

Date: Throughout the school year.

Target Date: End of SY 2020-2021

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: Research/ project proposal

Final Step/Recommendation:

Final Step/ Recommendation: Instruct her to submit the research/ proposal to the OVPRE for approval and possible funding.

Prepared by:


WINSTON M. TABADA
Unit Head

Conforme:


ELIZABETH T. MAMASIG
Name of Ratee Faculty/Staff