



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: Ms. 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%)		4.92	
b. Students			
Total for Instruction	80%	4.92	3.93
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		0.00	0.00
4. Support to Operation	15%	4.72	0.71
5. Administration	5%	5.00	0.25
TOTAL			4.89

EQUIVALENT NUMERICAL RATING: 4.89

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JENELYN VILLAFUERTE

Name of Faculty

EUSEBIO R. LINA JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs




Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte





"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JENELYN S. VILLAFUERTE, a faculty member of the DEPARTMENT OF MATHEMATICS AND PHYSICS commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO JUNE 2020.


JENELYN S. VILLAFUERTE
Instructor I
Date: 11/21/2020

Approved:

EUSEBIO R. LINA, JR.
Department Head
Date: 11/23/2020


CANDELARIO L. CALIBO
College Dean
Date:

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

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							
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	Teaches: 2nd sem, SY 2019-2020; Math 101 (1 lec.); Math 11n (4 lecs); Math 113N (1 lec)	18	33.75	5	5	5	5.00	Math 101 (1 lec.); Math 11n (4 lecs); Math 113N (1 lec)
		PI 2. Number of instructional materials								
		New Course Outline	Prepares new course outline	1	1	5	5	5	5.00	Math 101
		New syllabi OBE	Prepares new syllabi	1	1	5	4.5	5	4.83	Math 101

		<i>Revised syllabi</i>	Revised syllabi	1	1	5	4	4.5	4.50	Math 101
		<i>New lab. manual</i>	Revises one (1) lecture manual							
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual							
		<i>New course outline</i>	Prepares and compiles two (2) course outline							
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline							
		<i>New Lecture manual</i>	Prepares new manual							
		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	3	3	5	5	5	5.00	Math 101, 11n, 113n
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	3	5	5	5	5.00	Teaches: 6 subjects (3 hrs per subjects)
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	5	5	5	5	5.00	Teaches: 6 subjects (5 hrs per subjects)
		<i>Numbers of seminar/attended</i>		1	1	5	5	5	5.00	Webinar
		A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	(4) Math11n, (1) Math101, (1) Math113n
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	5	5	4	5	4.67	(2) Math11n, (2) Math101, (1) Math113n
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	15	5	5	5	5.00	(9) Math11n, (4) Math101, (2) Math113n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							

	PI 8: Number of students advised: *	A16. Number of students advised: <i>Acts as academic advisor to students</i>								
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	40	5	5	5	5.00	Math11n, Math101, Math113n
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	on-going					to be fully accomplished in the second half of the year
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	on-going					to be fully accomplished in the second half of the year
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	26	on-going					Math11n, Math101, Math113n
		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	3	on-going					to be accomplished in the second half of the year

	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							
		<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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	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							
	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							
	PI 3. Number of extension programs organized and supported consistent with the SUC's	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							

	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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	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	5	4	5	4.67
			Number of minutes of meetings prepared	5	4	5	5	4.5	4.83
		On program accreditations							
		On institutional accreditations							
						Total			14.17

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	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 performing functions resulting to best practice						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
						Total			5.00
	Total Over-all Rating								88.00
	Average Rating								4.89
	Adjectival Rating								O

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.89
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Pursue advanced studies in Mathematics.

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.

Department Head

Date: 11/23/2020

Candelario L. Calibo
Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: 12/9/20

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/9/20

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: June 2022Target 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