


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January - June 2018

Name of Faculty Member: RUFINA F. CAPUNO

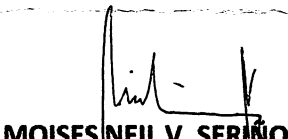
Program Involvement		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
1.	Instruction	70%		
	a. Head/Dean (50%)	4.89	2.45	
	b. Students (50%)	4.40	2.20	
	Total for Instruction		4.65	3.25
2.	Research	10%		
	a. Client/Director for Research (50%)	4.55	2.28	
	b. Dept. Head/Center Director (50%)	4.55	2.28	
	Total for Research		4.55	0.46
3.	Extension	10%		
	a. Client/Director for Extension (50%)	4.33	2.17	
	b. Dept. Head/Center Director (50%)	4.33	2.17	
	Total for Extension		4.33	0.43
4.	Administration			
5.	Others (10%)	10%		
	Attendance to Seminars & Workshops	4.33	4.33	0.43
	TOTAL			4.57

EQUIVALENT NUMERICAL RATING	4.57
Add: Additional Points, if any:	
TOTAL NUMERICAL RATING	4.57
ADJECTIVAL RATING	Outstanding


Prepared by:


RUFINA F. CAPUNO
Name of Faculty

Reviewed by:


MOISES NEIL V. SERINO
Department Head

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

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Subject: Psychology

Periodic (3) Annual (1)
 Variable (4) Fixed (2)
 Twelve month (3) X (2) (1)
 (1) (2) (3)

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ADDITIONAL RATING	TOTAL NUMERICAL RATING	NOT ADDITIONAL TO RATING	CONVERTED NUMERICAL RATING
100%	4.00	4.00	4.00
90%	3.60	3.60	3.60
80%	3.20	3.20	3.20
70%	2.80	2.80	2.80
60%	2.40	2.40	2.40
50%	2.00	2.00	2.00
40%	1.60	1.60	1.60
30%	1.20	1.20	1.20
20%	0.80	0.80	0.80
10%	0.40	0.40	0.40
0%	0.00	0.00	0.00

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1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632

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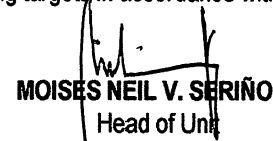
President
John F. Kennedy
Executive Order

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RUFINA F. CAPUNO of the Department of Economics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2018.


RUFINA F. CAPUNO
 Ratee

Approved:


MOISES NEIL V. SERINO
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
Advanced Education Services	Fulltime Teaching Equivalent for Graduate	Teaching graduate courses							
Higher Education Services	Fulltime Teaching Equivalent Under graduate courses	Teaching Undergrad. courses	10	31.35	5	5	5	5.00	Econ 102 & Econ 11
	Number of Instructional Materials Revised and Utilized	OBE	1	2	5	4.8	5	4.93	
	Number of Student Research Advised/Member								
	* Approved thesis outline	Major students	1	2	4.8	5	4.8	4.87	
	* Approved manuscript	Major students	1	2	5	5	4.8	4.93	
	Number of student organization advised							4.70	
	Department Based Guidance Facilitator	DOE Students	1	2	4.8	4.5	4.8		
							Ave. rating A & HES	4.89	
Research Services	Number of research proposal prepared and submitted	Research	1	1	4.5	4	4.5	4.33	
	Number of research project conducted		1	1	4.5	4	4.5	4.33	
	Seminars, workshops & trainings attended:								
	* International								
	* National								
	* Regional								
	* Local		1	2	5	5	5	5.00	
	Outputs presented in: * International								
	* National								
	* Regional								
	* Local								
							Ave. rating for Research	4.55	

United States of America, Department of the Interior, Bureau of Land Management, Washington, D.C. 20250

Figure 1. The effect of the number of trials on the number of correct responses. The number of correct responses was significantly higher than the number of incorrect responses in all cases. The number of correct responses was significantly higher than the number of incorrect responses in all cases. The number of correct responses was significantly higher than the number of incorrect responses in all cases.

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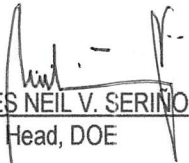
RFC

Extension Services	Resource Person (Licensure Exam for Agriculturist Review)								
	Number of Extension project conducted								
	Seminars/Workshops & trainings attended								
	* International								
	* National								
	* Regional								
	* Local		1	1	4.5	4	4.5	4.33	
							Ave. rating for Extension	4.33	
Other Services	Seminars/Forum/Conferences Attended								
	Local		1	1	4.5	4	4.5	4.33	
							Ave. rating for Other Services	4.33	
Total Over-all Rating		18.10							

Average Rating (Total Over-all rating divided by 4)	4.52
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.52
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

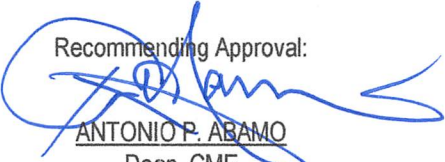
Publish research work in peer-reviewed journals

Calibrated by: 
MOISES NEIL V. SERINO
 Head, DOE


Date: _____

1 - Quality
 2 - Efficiency

3 - Timeliness
 4 - Average

Recommending Approval: 
ANTONIO P. ABAMO
 Dean, CME

Date: _____

Approved by: 
BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

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Chapman & Loomis's Manual for the Use of the U. S. Army, 1875

Date		Time		Location		Remarks	
1944	10-10-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-11-44	10:00	10:15	10:30	10:45	11:00	11:15
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1944	10-14-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-15-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-16-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-17-44	10:00	10:15	10:30	10:45	11:00	11:15
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1944	10-20-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-21-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-22-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-23-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-24-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-25-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-26-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-27-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-28-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-29-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-30-44	10:00	10:15	10:30	10:45	11:00	11:15
1944	10-31-44	10:00	10:15	10:30	10:45	11:00	11:15



VISAYAS
STATE UNIVERSITY



Department of Economics
College of Management and Economics
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 -7751
Email: economics@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Economics

Head of Office : Moises Neil V. Serio

Number of Personnel: Assoc Prof. Rufina Capuno

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Feb 20, 2018				One-on-one discussion with the faculty on her continued services as department based guidance facilitator and focal person of gender and development
	March 12, 2018				Discussion on some concerns regarding the performance of some of her students
Coaching					

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

Conducted by:

MOISES NEIL V. SERIO
Head, Dept. of Economics

Noted by:

ANTONIO P. ABAMO
Dean, CME

[illegible]

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rufina F. Capuno
Performance Rating: January – June 2018

Aim: Foster better understanding of recent economic development relevant to classroom discussions

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2018

Target Date: April 30, 2018

First Step:

Orient with recent development including the TRAIN Law and Ambisyon Natin 2040

Result:

Attended a seminar-forum about TRAIN Law which can be used in the classroom and attended orientation on Ambisyon Natin hosted by NEDA RFO 8

Date: May 1, 2018

Target Date: June 30, 2018

Next Step:

Attend a seminar series on increasing awareness on gender sensitivity and anti-sexual harassment, violence against women and children in the community

Outcome:

Apply TRAIN law in the classroom discussion and conduct gender and development forum among women group.

Final Step/Recommendation:

Spearhead the profiling of faculty for evaluation purposes.

Prepared by:

MOISES NEIL V. SERIÑO

Unit Head

Conforme:

RUFINA F. CAPUNO

Ratee

EMPLOYEE DEVELOPMENT PLAN

Employee Name: [Name]
Supervisor Name: [Name]

Employee ID: [ID]
Department: [Department]

1. Job Description and Responsibilities: [Description]

2. Performance Objectives and Evaluation: [Objectives]

3. Training Needs Assessment: [Assessment]

4. Development Activities: [Activities]

5. Progress Review and Feedback: [Review]

6. Signatures and Dates: [Signatures]

7. Review Date: [Date]

8. Comments: [Comments]

9. Additional Notes: [Notes]

10. Final Review and Approval: [Approval]

11. Signatures and Dates: [Signatures]

12. Additional Notes: [Notes]

13. Signatures and Dates: [Signatures]