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)	Numberical Rating (Rating x %) (3)	Equivalent Numberical 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. SERIÑO
Department Head

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBER
WITH ADJUSTMENT/DIRECTION
January-June 2013

Name of Faculty Member: PURNIMA R. LABITAO

Program Involvement	Percent of Involvement (1)	Numerical Weight of Rating (2)	Equivalent Numerical Rating (3) (2 x 3)
1. Instruction	50%		
a. Head/Dean (10%)	4.50	4.50	
b. Students (40%)	4.40	1.77	
Total for Instruction		4.27	2.13
2. Research	10%		
a. Chief/Director for Research (50%)	4.45	2.23	
b. Dept. Head/Center Director (50%)	4.25	2.13	
Total for Research		4.36	0.44
3. Extension	20%		
a. Chief/Director for Extension (50%)	4.35	2.17	
b. Dept. Head/Center Director (50%)	4.25	2.13	
Total for Extension		4.30	0.86
4. Administration			
5. Other (10%)	10%		
Adherence to Manual & Work Ethic	4.20	2.42	0.24
TOTAL			
COMPUTED NUMERICAL RATING		4.47	
Add: Additional Points, if any			
TOTAL NUMERICAL RATING		4.47	
ADJECTIVAL RATING		Outstanding	

PREPARED BY: REVIEWED BY:

PURNIMA R. LABITAO
Name of Faculty

DIRECTOR/DEAN
Department Head

Approved:

EDGARDO A. TUAZE
President

RENATO S. BERTUMEN
Vice President for Instruction

"Exhibit B"

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. SERIÑO
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**	

MUNICIPAL REPORT CARD OF COMPLIANCE AGAINST PROGRAM [illegible]

I, [illegible] of the Department of Economic [illegible] and [illegible] in [illegible] the attainment of the following [illegible] as shown, as well as indicated measures for the period January 1 - June 30, 2012

[illegible]
[illegible]
Mayor

Approved

[illegible]
Head of [illegible]

MFOS PAPs	Success Indicators	Target Assigned	Total	Annual Actuals	Q1	Q2	Q3	Q4	Remarks
Assessment Education Services	Putting Teaching Guidance for Graduate	Teaching process Classes							
	Putting Teaching Supervision Monitoring process courses	Teaching Delegated Journal	10	31.35	3	3	0	0.00	Exceeded Target
	Number of Innovation & Alternative Approach Applied	CDP	1	2	0	0.5	0	4.00	
	Number of Science Research Advocacy Made								
Higher Education Services	Awarding Tertiary Scholarship	Higher students	1	2	0.5	0	0.5	3.00	
	Awarding Postgraduate	Postgraduate	1	2	0	0	0	4.00	
	Number of Academic Organization Attended							0.00	
	Department Based Training Evaluation	DCS Students	1	2	0.5	0	0	0.00	
							Average %	4.00	
Research Functions	Number of Research programs produced and published	Research	1	1	0.5	0	0.5	4.00	
	Number of Research Advocacy Conducted		1	1	0.5	0	0.5	3.00	
	Seminars, Workshop & Training Attended								
	International								
	National								
	Regional								
	Local		1	2	0.5	0	0	3.00	
	Outcome Assessed in Institutional								
	National								
	Regional								
	Local								
							Average for Research	4.00	

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:		
Puntuality		
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: _____

Recommending Approval:

ANTONIO P. ABAMO
Dean, CME

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

Date: _____

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

Extension Service	Research Based Information Used for Application									
	Number of extension related publications									
	Demonstrations/Models/Pilot Projects Established									
	* International									
	* National									
	Regional									
	* Local			45	1	1.5	1.25			
						Add weighing for Extension	0			
Other Services	Science and Technology Information Dissemination									
	Local			45	1	4.5	1.25			
						Add weighing for Other Services	1.56			
Total Overall Rating							4.00			

Average Score (Total Overall rating divided by 4)		1.12
Additional Points		
Quality		
Approved Additional Points (with copy of approval)		
FINAL RATING		1.12
QUALITATIVAL RATING		Non Satisfactory

Comments & Recommendations for Improvement By User:

Received by: Delivered by: Recommending Approval: Approved by:

TERESITA L. QUIRANTE
Planning Officer

JOSEPH V. SEGALO
Head, PDE

ANTONIO P. BAWID
Dean, CNE

ED JOHN S. DELCINO
Vice-President for Instruction

Date: Date: Date: Date:

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

/	1st	QUARTER
	2nd	
	3rd	
	4th	

Name of Office: Department of Economics
Head of Office : Moises Neil V. Seriño
Number of Personnel: Assoc Prof. Rufina Capuno

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Feb 20, 2018 March 12, 2018				One-on-one discussion with the faculty on her continued services as department based guidance facilitator and focal person of gender and development 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. SERIÑO
Head, Dept. of Economics

Noted by:

ANTONIO P. ABAMO
Dean, CME

EXHIBIT L

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 classrrom 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