

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Cara Luz Buar

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.39	
b. Students (50%)		2.39	
TOTAL for Instruction	85%	4.78	4.06
2. Research	0%	0	0
3. Extension	0%	0	0
4. Support of Operation	10%	4.67	0.47
5. Administration	5%	5.00	0.25
TOTAL			4.78


EQUIVALENT NUMERICAL RATING: 4.78
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

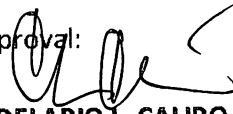
Prepared by:


CARA LUZ BUAR
Name of Faculty


Reviewed by:


CIMACO D. ESPINA JR.
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARA LUZ BUAR, of the DEPARTMENT OF MATHEMATICS AND PHYSICS, Colleges of Arts and Sciences 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 1, 2018 to December 31, 2018

CARA LUZ BUAR

Instructor I

Date: 1/18/19

CLIMACO D. ESPINA JR.

Department Head

Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MF01 (Higher Education Services)	Instruction	PI 1. Number of FTE	Teaches: 1st sem. SY 2018-2019= masht 11n (3 lecs), Scts 11 (4 lecs)	18	39.15	5	5	5	5.00	Teacher's leave
	Preparation/ Revising/ Encoding/ Printing	PI 2. Number of instructional materials developed								
	Instruction	<i>New Course Outline</i>		1	2	5	5	4	4.67	Math 11n, Scts 11
		<i>New syllabi</i>	Prepares new syllabi	1	2	5	5	4	4.67	Math 11n, Scts 11
		<i>Revised syllabi</i>	Revised syllabi	1	2	5	5	4	4.67	Math 11n, Scts 11
		<i>New Powerpoint lecture presentation (per course)</i>	Prepares powerpoint	1	5	5	5	4	4.67	1st Sem SY 2018-2019 subjects
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers</i>	Checked papers	2	7	5	5	4	4.67	1st Sem SY 2018-2019 subjects
		<i>Numbers of hours class preparation</i>	Prepared class preparation	2	7	5	5	4	4.67	1st Sem SY 2018-2019 subjects

		<i>Numbers of hours seminar participate and present papers</i>	Participation and Resource Person	8	24.00	5	5	5	5.00	2 nd International STEAM Research Congress on August 28-30, 2018 at Summit Hotel, Tacloban City. She is going to present her paper entitled "A Phenomenological Study on the Lived Experiences of Physics Students in their Physics Laboratory Classes" on Aug 28-29, 2018 Sumit Tacloban City
				8	24	5	5	5	5.00	20th SPVM Naitonal Physics Conference. Entitled "Effect of Using Mother Tongue as a Medium of Instruction for Physics Class", Oct. 19-212, 2028 2018, Almonty Island Resort in Butuan City
					Total points				43.00	

MFO 5 (support of Operations)	Support to students	Pl.2 Number of hours spent for student consultation	Entertained students	30	60	5	5	4	4.67	regarding subject matters, grades
		P.3 Additional Outputs								
					Total points				4.67	
MFO 6 m(GASS)										
	General services	Zero percent complaint from clients served	Entertains clients	0% complaint	0% no comaplain	5	5	5	5.00	Students, Parents, Faculty & Staff
					Total points				5.00	
	Total Over-all Rating								52.67	
	Average Rating								4.79	
	Adjectival Rating								0	

Average Rating (Total Over-all rating divided by 4)	4.79	Comments & Recommendations for Development Purpose: <i>Keep it up</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.79	
ADJECTIVAL RATING		

Evaluated and Review:


CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

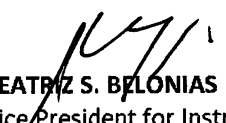
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO

Date: _____

Approved:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

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

“Exhibit I”

PERFORMANCE MONITORING FORM

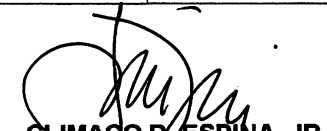
Name of Employee: **MS. CARA LUZ BUAR**

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 Two (2) courses subjects (Math 11, Scts 11)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Scts 11	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Aug. 2018	Dec. 2018	Dec 2018	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	Aug. 2018	Sept. 2018	Sept. 2018	Needs improvement	Very Satisfactory	Perform functions duly assigned to her

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CLIMACO D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARA LUZ BUAR

Performance Rating: Outstanding

Aim: Assist her to pursue Masteral degree in Physics.

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: Let her continue her MAEd Chem and take courses that would be credited in MAEd Physics which is expected to be offered next school year.

Endorse her to the Academic Personnel Committee her status from substitute to temporary so that she can pursue graduate studies with pay.

Result: She will be able to have a regular position.

Date: _____ Target Date: End of first semester

Next Step: To continue giving her moral support in teaching.


Outcome: High moral

Final Step/Recommendation: NA

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


CARA LUZ BUAR
Ratee