

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Ma. Nena Q. Ramos

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.42	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.92	4.18
2. Research	0%	0	0
3. Extension	5%	5.00	0.25
4. Support to Students	5%	5.00	0.25
5. Administration	5%	5.00	0.25
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.93

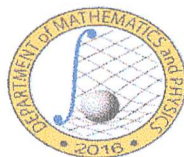
ADJECTIVAL RATING: Outstanding

Prepared by: MA. NENA Q. RAMOS
Name of Faculty

Reviewed by: CINMAGO 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, **MA. NENA Q. RAMOS**, of the DEPARTMENT OF MATHEMATICS AND PHYSICS, College 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.


MA. NENA Q. RAMOS
Assistant Professor
Date: _____


CLIMACO D. ESPINA JR.
Head, DMP
Date: _____

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

MFO & PAP's	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: Math 125), Math 11n, Math 23 , Math 112, Math 109) = 1st sem SY 2018-2019	8	23.50	5	5	5	5.00	Vacation/Sick Leave
	Preparation/ Revising/ Encoding/ Printing	PI 2. Number of instructional materials developed								
	Instruction	New Course Outline	Prepares course outline	1	1	5	4	5	4.67	Math 11n
	Instruction	Powerpoint lecture preparation	Prepares one (1) powerpoint lecture presentation (new)	1	1	5	5	5	5.00	Math 11n
			Revise one (1) powerpoint lecture presentation (old)	1	2	5	5	5	5.00	Math 125, Math 23

[illegible]

MFO 5 (Support to students)		P.1 Student advising and consultation services								
	Support to students	PI.2 Number of hours spent for student consultation & thesis advising	Entertained/advised	10	60	5	5	5	5.00	regarding students, grades, and requirements
		P.3 Additional Outputs								
		Attendance to Seminar-workshop			1	5	5	5	5.00	Effective Facilitating Skills and Practice Intervention Techniques in Responding Student-at Risk Situations" on Nov. 26-27, 2018
					Total points				10.00	
MFO 6 (GAAS)	General Admin. & Support Services (GASS)									
	General services	Zero percent complaint from clients served	Entertains clients	0%	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
					Total points				5.00	
	Total Over-all Rating								49.00	
	Average Rating								4.90	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)	4.90	Comments & Recommendations for Development Purpose:
Additional Points:		<i>Keep it up</i>
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.90	
ADJECTIVAL RATING		

Evaluated and Review:

[Signature]
CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: _____

Recommending Approval:

[Signature]
CANDELARIO L. CALIBO

Date: _____

Approved:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

“Exhibit I”

PERFORMANCE MONITORING FORM

Name of Employee: **PROF. MA. NENA Q. RAMOS**

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 five (4) course subjects (Math 125, Math 11n Math 23, Math 112, Math 209	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 109	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manual in Math 11n	July 2018	Aug.2018	Aug. 2018	Impressive	Outstanding	Follow the format prescribed by MMDC

5.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
6.	Conduct extension project	Progress report	July 2018	Aug.2018	Aug. 2018	Impressive	Outstanding	Follow-up on the effectivity of the training conducted
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2018	Aug.2018	Aug. 2018	Impressive	Outstanding	Participates actively in all activities
8.	Perform other functions assign by the head	Reports	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Perform duties 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: Prof. Ma. Nena Q. Ramos

Performance Rating: Outstanding

Aim: Encourage her to be involved in formulating research and extension project proposals.

Date: _____

Target Date: One year from this date

First Step:

Send her to trainings/seminars/workshops/fora related to research and extension activities.

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose her to these engagements and will motivate her to do research and be involved in extension projects.

Date: Throughout the school year

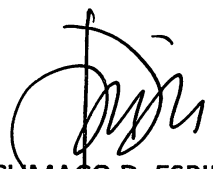
Target Date: End of SY 2018-2019

Next Step: Advise her to co-author/draft research or extension project proposal.


Outcome: Research/project proposal

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

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


MA.NENA Q. RAMOS
Ratee