SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JOY S. ESPINOSA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.38	
b. Students		4.20	
TOTAL for Instruction	60%	4.29	2.57
2. Research	5%	4.67	0.23
3. Extension	15%	5.00	0.75
4. Support Operations	15%	5.00	0.75
5 Administration	5%	5.00	0.25
TOTAL	100%		4.56

EQUIVALENT NUMERICAL RATING: 4.56

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.56**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

JOY S. ESPINOSA   **MAGDALENE C. UNAJAN**
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved by:

ROTACIO S. GRAVOSO
Vice President for Instruction

DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1022)
Email Address: dcst@vsu.edu.ph
Website: https:www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY S. ESPINOSA, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2024 - December 31, 2024.**

Approved:

JOY S. ESPINOSA
Instructor I
Date: 12/18/2024

MAGDALENE C. UNAJAN
Department Head
Date: 2 1 JAN 2025

JANNET C. BENCURE
College Dean
Date: 23 Jan. 2025

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	Handles and teaches courses assigned	40	76.95	4	4	4	4.00	ITec11, CSci 120, CSci 144, CSci 123

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	14	5	5	5	5.00	*ITec11 (9), CSci 120 (2), CSci 144(1), CSci 200.4 (1), CSci 123 (1)*
		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	1	8	4	4	4	4.00	*Ezekiel Abasolo, Zoe Harvey Sy, Djanah Marie Sy, Jayson Impang, Karen Imoria, El Jireh Van Sepulveda, Breanna Lee Brion, Jeremiah Ben Cinto*
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	5	4	4	4	4.00	*AORA, Seminar - Workshop on the Implementation of Continuous Quality Improvement (CQI) on Delivery of Instruction, Training Workshop on Research Proposal Writing, Enhancement Training-Workshop on OBE Implementation, Presentation AI Tools for Teachers*
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	4	4	4	4.00	*ITec11 (4), CSci 120 (2), CSci 144(2), CSci 123 (2)*
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	18	5	4	4	4.33	*ITec11 (8), CSci 120 (3), CSci 144(2), CSci 123 (5)*
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	15	5	5	5	5.00	*ITec11 (2), CSci 120 (4), CSci 144 (3), CSci 123 (6)*

PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	33	5	4	4	4.33	BSCS Students
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		2	5	5	4	4.67	Lourence San Jose, Desiree Asmolo
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	9	5	4	4	4.33	Manaog, Piamonte, Salar, Cazar, Manlangit, Albero, Salar, Delos Reyes, Niño Austria
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	200	5	5	5	5.00	advisees and students under subjects taught
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	4	4	4	4.00	ITec11, CSci 120, CSci 144, CSci 123
	Flexible instructional materials		1	4	4	4	4	4.00	ITec11, CSci 120, CSci 144, CSci 123

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		23	5	5	4	4.67	ITec11 (6), CSci 120 (8), CSci 144 (4), CSci 123 (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	34	5	4	4	4.33	ITec11 (12), CSci 120 (10), CSci 144 (4), CSci 123 (8)
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										

	Performance Indicator	Activity	Task							Output
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals		1	5	5	4	4.67		*Convolutional Neural Network Model for Cacao Phytophthora palmivora Disease Recognition*
		In refereed nat'l/regional journals								
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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 student w/ faculty)								

		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								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**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 mandated and priority programs	**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	A	Description							
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							
Research Mentoring	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*			1	5	5	5	5.00	*E2P ICT Batch 2023-24 Project Final Defense*
Resource Persons	*Resource Persons*								
Convenor/Organizer	*Convenor/Organizer*								
Consultancy	*Consultant*								
Evaluator	*Evaluator*								
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							
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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							
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	**A 44**. Compliance to all requirements of theQMS 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-comfor mity						

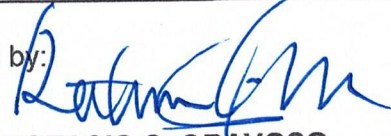|						1	2	3	4		
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools								
		On program accreditations									
		On institutional accreditations									
		Additional Outputs									
		VSU CAT 2024			1	5	5	5	5.00	*VSU CAT Proctor*	

UMFO 6. General Admin. & Support Services (GASS)

						1	2	3	4		
PI 2. Zero percent complaint from clients served		A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0	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 performfing 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 Over-all Rating					85.34					Ms. Espinosa is encouraged to continue with her masteral degree as soon as possible.	
Average Rating					4.74						
Adjectival Rating					**Outstanding**						

Evaluated & Rated by:

MAGDALENE C. UNAJAN
Department Head
Date: 2 1 JAN 2025

JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 23 Jan 2025

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

| | | QUARTER |

Name of Office: <u>Department of Computer Science and Technolgy</u>

Head of Office: <u>Magdalene C. Unjan</u>

Number of Personnel: <u>10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			September 2024 or the week after classes has started
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

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

Conducted by:

MAGDALENE C. UNAJAN
Immediate Supervisor

Noted by:

JANNET C. BENCURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS							Remarks
				July	August	September	October	November	December		
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty									
Pi 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	July – December 2024		VC evaluation and submissions of syllabi		1st VC Monitoring		2nd VC Monitoring		1st semester AY 2024 – 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September – December 2024				Topic proposal defense		Final defense		Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August – December 2024				Topic proposal defense		Final defense		As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

MFO	Activity	Who	Timeline	P1	P2	P3	P4	P5	P6	Remarks
	Gives Assignments, Quizzes, Exams, Etc.	All Faculty	July - December 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All Faculty	August - December 2024		Gives final grades (midyear 2023-2024)		Midterm Grades (AY 2024 - 2025)		Final Grades (AY 2024 - 2025)	
	Submits research progress reports	Faculty involved in research	July – December 2024		3rd quarter progress report for research conducted				4th quarter progress report for research conducted	
	Attends training, Webinar and, workshops	All Faculty	July – December 2024	On-going	On-going	On-going	On-going	On-going	On-going	As resource persons, and participants
	Engages community services	All Faculty	July – December 2024			Implementation of the extension activity				ICT Capability Building for High School Teachers of DepEd Baybay City Division
	Entertain clients through on-line consultation, walk-in consultation	All faculty	July – December 2024	On-going	On-going	On-going	On-going	On-going	On-going	
MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	MUnajan	July – December 2024	On-going	On-going	On-going	On-going	On-going	On-going	As department head
	Attends ManCom	MUnajan	July – December 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	All Faculty	July – December 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College,

										University Meetings
	Prepares minutes of meetings.	*JMBarrera*	July – December 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	*MCUnajan*	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	*MDag-uman JMartinez*	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	*Tommy Valenzona*	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	*MDag-uman JMartinez*	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	*MDag-uman JMartinez*	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications

				Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, Files other offices.
	Files documents.	MDag-uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, Files other offices.
	Photocopies documents and other communications.	MDag-uman JMartinez	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	All faculty	July – December 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation (FPES)	MUnajan					FPES			Or as scheduled by the university
	Clean the rooms and offices.	MBorci, TValenzona	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:

MAGDALENE C. UNAJAN
Dept. Head, DCST

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOY S. ESPINOSA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	August 2024	December 2024	August - December 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	August 2024	December 2024	August – December 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	August 2024	December 2024	August – December 2024	Impressive	Outstanding	Active member of her assigned committee

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOY S. ESPINOSA**
Performance Rating: Outstanding

Aim: To finish her masteral studies

Proposed Interventions to Improve Performance:

Date: July 2024   Target Date: December 2024

First Step:
Encourage her to continue her masteral studies.

Result:
Additional units taken for AY 2024-2025

Date: July 2024   Target Date: December 2024

Next Step:
Advise her to enroll back in her MS Computer Science degree.

Outcome: Additional units are taken in her MSCS degree.

Final Step/Recommendation:

Instruct her to enroll back in MS Computer Science degree

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Conforme:

JOY S. ESPINOSA
Name of Ratee Faculty/Staff

![VISAYAS STATE UNIVERSITY logo] **VISAYAS** STATE UNIVERSITY | **INSTRUCTION AND EVALUATION OFFICE**

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: ESPINOSA, JOY S.

Department: Dept. of Computer Science and Technology

College: College of Engineering and Technology

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
CSci 120	OBJECT-ORIENTED PROGRAMMING	LAB	3.00	Satisfactory	60.0%
CSci 120	OBJECT-ORIENTED PROGRAMMING	LEC	3.00	Satisfactory	60.0%
CSci 120	OBJECT-ORIENTED PROGRAMMING	LAB	3.00	Satisfactory	60.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
ITec 11	LIVING IN THE IT ERA	LEC	4.00	Very Satisfactory	80.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
CSci 120	OBJECT-ORIENTED PROGRAMMING	LEC	4.00	Very Satisfactory	80.0%
ITec 11	LIVING IN THE IT ERA	LEC	5.00	Outstanding	100.0%
CSci 144n	PARALLEL AND DISTRIBUTED COMPUTING	LEC	5.00	Outstanding	100.0%
CSci 144n	PARALLEL AND DISTRIBUTED COMPUTING	LAB	5.00	Outstanding	100.0%
Average Rating			**4.20**	**Very Satisfactory**	**84.00%**

Source: Results of Teaching Performance Evaluation by Students filed at IEO
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: 11-08-2024

Received by:

ESPINOSA, JOY S.
Name and Signature of Faculty
Date: _____

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 11-12-2024

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION OFFICE
3/F Administration Building, Visayas State University
Baybay City, Leyte
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph
Phone/Fax: +63 053 565 0600 local 1104

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