



Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Ma. Nena Q. Ramos

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Student (50%)		2.00	
Total for Instruction	80%	4.47	3.57
2. Research			
a. Client/Dir. For Research (50%)		0	
b. Dept. Head/Center Director (50%)		0	
Total for Research		0	0
3. Extension			
a. Client/Dir. For Extension (50%)		0	
b. Dept. Head/Center Director (50%)		0	
Total for Extension		0	0
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin & Support Services	10%	5.00	0.50
<b>TOTAL</b>			<b>4.57</b>

EQUIVALENT NUMERICAL RATING: 4.57

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.57

ADJECTIVAL RATING: Outstanding

Prepared by:

*ng Ramos*  
**MA. NENA Q. RAMOS**

Name of Faculty

Reviewed by:

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**

Head, DMath

Recommending Approval:

*mt Loreto*  
**MA. THERESA P. LORETO**

Dean, CAS

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President of Academic Affairs



# VISAYAS

STATE UNIVERSITY



## DEPARTMENT OF MATHEMATICS

1/F Old Library Building  
VSU, Visca, Baybay City, Leyte, 6521 Philippines  
Phone: +63 53-565-0600 loc 1030  
Email: [dmath@vsu.edu.ph](mailto:dmath@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

"Exhibit B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Nena Q. Ramos, a faculty member of the DEPARTMENT OF MATHEMATICS commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2022.

*nqramos*  
**MA. NENA Q. RAMOS**  
Assoc. Professor 2  
Date: July 15, 2022

Approved:  
*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
Department Head  
Date: *7/22/2022*

*mtplncto*  
**MA. THERESA P. LORETO**  
College Dean  
Date: *7/21/2022*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						



		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<b>PI9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		A 6 : 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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A						

	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	36	22.75	5	5	5	5.00	Math 108n (2) and Math 121n (2)
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	5	5	4	4.67	
		<u>A 11.</u> 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	10	14	5	5	5	5.00	Math11n (6) and Math 109n (8)
		<u>A12.</u> Number of trainings/seminars attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	*VSUEE Webinar-Workshop 2022 and Virtual Data Privacy Act of 2012 Awareness Seminar
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	5	5	4	4.67	Math 108 (2) and Math 121n (2)
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	6	5	5	5	5.00	Math 108 (3) and Math 121n (3)
		<u>A15.</u> Number of lab reports/exercises and term papers checked and graded	Checks lab reports and term papers submitted as required	5	17	5	5	5	5.00	Math 108n (8) and Math121n (9)
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as academic advisor to students</i>	0						
		<u>A17.</u> Number of students advised on thesis/ field practice/special problem:		N/A						



		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	25	5	5	5	5.00	Math 11n (6), Math 109n (8), Math 108n (5) and Math 121n (6)
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO	0						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	Edited and Improved existing module in Math 121n
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	4	5	5	5	5.00	Math 108n(2) and Math 121n (2)
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	25	5	5	5	5.00	Long Exams (4), Quizzes (6) and Problem Set/ Exercises (15)
		<b>A 23</b> : 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	0						

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates (improves) virtual classroom using Moddle	2	2	4	5	5	4.67	Math 108n and Math 121n
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Number of program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	ISO accreditation
		Number of agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
		Number of OBE course syllabus prepared and approved for use		2	2	5	5	5	5.00	Math 108n and Math 121n
		Number of TOS prepared and submitted within prescribed period		2	2	5	5	5	5.00	Math 108n and Math 121n
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	0						
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year	0						



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		0						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by		0						
		<b>A 33.</b> 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	0						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
<b>UMFO 4. EXTENSION SERVICES</b>										

	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	0						
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	0						
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		0						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0						
	<i>Resource Persons</i>	<i>Resource Persons</i>		0						



	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS 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-conformity	zero non-conformity	5	5	5	5.00	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								

**UMFO 6. General Admin. & Support Services**

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	0						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0						
		No. of meetings attended	Attends/participates departmental meetings.	5	10	5	5	5	5.00	Department monthly meetings, emergency meetings and academic council meetings
	<b>Total Over-all Rating</b>								94.00	
	<b>Average Rating</b>								4.95	
	<b>Adjectival Rating</b>								O	

**Comments/Recommendations:**

Keep up your good work related to instruction. Engage also in RDE activities.

Evaluated &amp; Rated by:

*Eusebio R. Lina, Jr.***EUSEBIO R. LINA, JR.**

Department Head

Date: July 20, 2022

Recommending Approval

*MA. THERESA P. LORETO***MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 7/21/2022

Approved by:

*Beatriz S. Belonias***BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 7/21/22





"Exhibit G"

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DMath

Head of Office: Eusebio R. Lina, Jr.

Name of Faculty/Staff: Ramos, Ma. Nena Q. Signature: *M. Ramos* Date: 7/20/22

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <ul style="list-style-type: none"><li>Discuss the TPES result for the 2nd semester, SY 2020-2021</li><li>Conduct class observation</li></ul>	January 2022  May – June 2022				Wait for the specific comments from the TPES for further intervention
<b>Coaching</b> <ul style="list-style-type: none"><li>Advise the faculty to engage in RDE activities.</li><li>Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings</li></ul>	May 2022	Monthly			

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

Conducted by:

*Eusebio R. Lina, Jr.*  
EUSEBIO R. LINA, JR.  
Immediate Supervisor

Verified by:

*MA. THERESA P. LORETO*  
MA. THERESA P. LORETO  
Next Higher Supervisor



Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Ma. Nena Q. Ramos

Performance Rating: Outstanding

**Aim:**

1. Improve the RDE involvement of the faculty
2. Gain competence and qualification to assume higher responsibilities

Proposed Interventions to Improve Performance:

Date: March 2022 Target Date: One year from the date of intervention

**First Step:**

1. Advise him to draft a research proposal and submit it to OVPREI for approval.
2. Send her to training/seminars/workshops/fora related to research and extension activities

**Result:**

1. Attendance in research and extension-related trainings/seminars/workshops/fora.
2. Draft research/extension proposals for submission.


Date: August 2022 Target Date: One year from the date of intervention

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



Outcome: Research/extension project proposal

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

Prepared by:

  
**EUSEBIO R. LINA, JR.**  
Head, DMath

Conforme:

  
**MA. NENA Q. RAMOS**  
Ratee 

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.