

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%)		2.40	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.90	4.17
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			4.89

EQUIVALENT NUMERICAL RATING: 4.89
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: Outstanding


Prepared by:


CARA LUZ BUAR
Name of Faculty


Reviewed by:

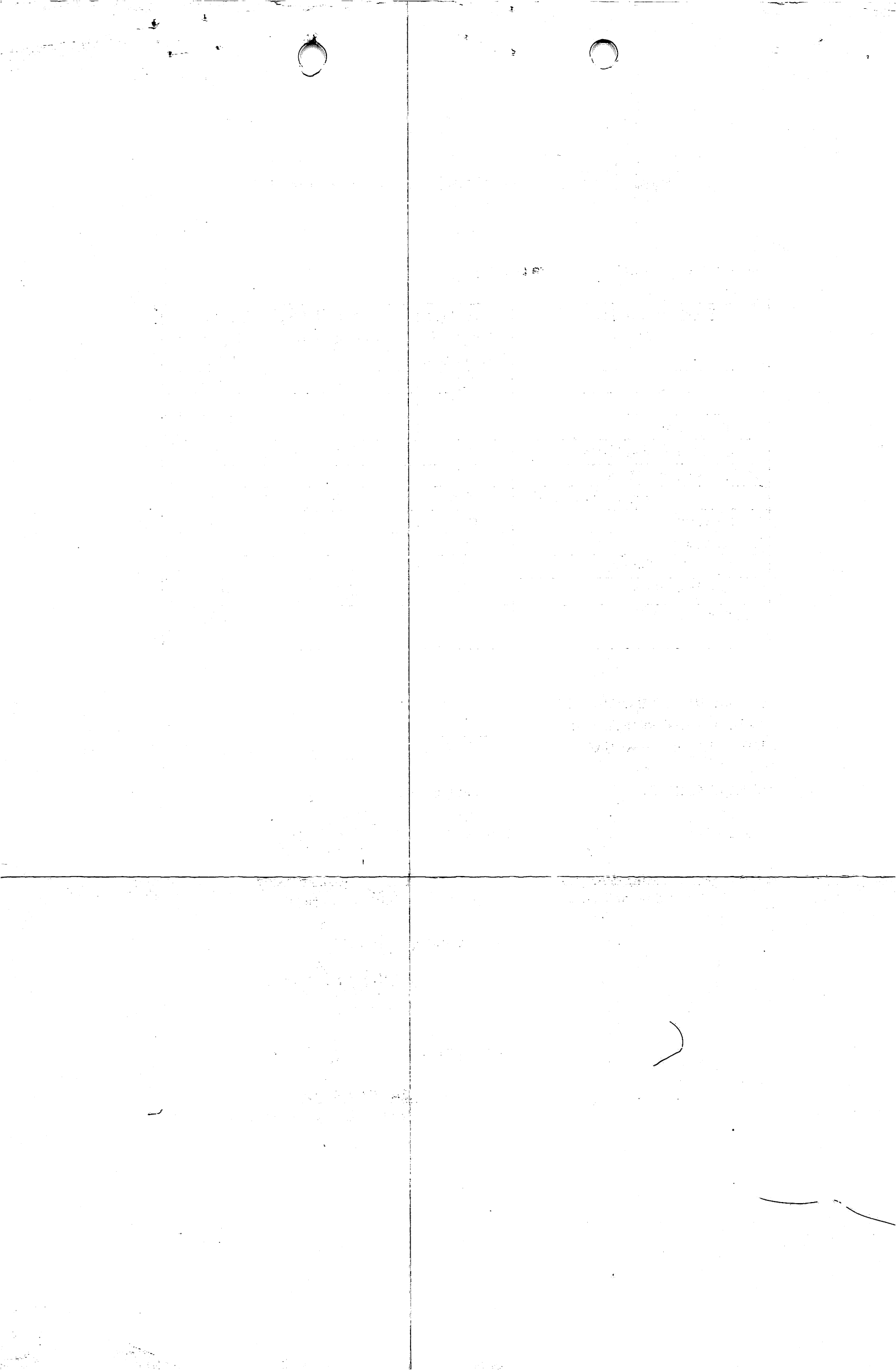

CLIMACO D. ESPINA JR.
Department Head

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 accomplishment in accordance with the indicated measures for the period January 1, 2018 to June 31, 2018

CARA LUZ BUAR

Instructor I

Date: 08/01/18

CLIMACO D. ESPINA JR.

Department Head

Date: _____

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: 2nd Sem. SY 2017-18 Math 12 (2 lecs), Math 11 (2 lecs.), Phys 11 (1 lec, 1 lab), Phys 16 (1 lab), Work Immersion SHS; Summer 2018 - Phys 131 (1 lab), Phys 13s - (1 lec, 1 lab)	18	48.60	5	5	5	5.00	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		<i>Revised syllabi</i>	Instruction	Revised syllabi	1	1	5	5	4	4.67	
		<i>New Powerpoint lecture presentation (per course)</i>		Prepares powerpoint	1	5	5	5	5	5.00	
		PI 3. Additional outputs									
		<i>Numbers of hours checking papers per week</i>		Checked papers	2	3	5	5	4	4.67	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours class preparation per week</i>		Prepared class preparation	2	3	5	5	4	4.67	2nd Sem SY 2017-2018 subjects

		Numbers of hours supervise for SHS Work Immersion		Supervised for SHS Work Immersion	2	6	5	5	4	4.67	Senior High School
		Numbers of hours attending Echo Seminar		Participants	8	24	5	5	5	5.00	Echo Seminar on New GE course: Science, Technology & Society
						Total points				33.67	
MFO 5	Support to Operations	P1.2 Number of hours spent for student consultation	Support to students	Entertained students	30	120	5	5	4	4.67	regarding subject matters, grades
		P.3 Additional Outputs									
						Total points				4.67	
MFO 6	General Admin. & Support Services (GASS)										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0% complaint	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
						Total points				5.00	
	Total Over-all Rating									43.33	
	Average Rating									4.81	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.81
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Keep up...

Evaluated and Review:

CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

"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 Six (6) courses subjects (Math 12, Math 11, Phys 11, Phys 16, Phys 131, Phys 13s, Work Immersion SHS	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising work immersion SHS and students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Physics 13s	January 2018	March 2018	March 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities in extension
6.	Perform other functions assign by the head	Reports	January 2018	June 2018	June 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.

Endorsed 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

1. THE STATE OF TEXAS

County of _____

City of _____

Know all men by these presents, that _____

do hereby certify that _____

is the true and correct copy of _____

as the same appears by the records of _____

and that the same is a true and correct copy of _____

as the same appears by the records of _____

and that the same is a true and correct copy of _____

as the same appears by the records of _____

and that the same is a true and correct copy of _____

as the same appears by the records of _____

WITNESSED my hand and the seal of the County of _____
this _____ day of _____, 19____.