**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
Website: vsu.edu.ph

**VISAYAS STATE UNIVERSITY**

**Exhibit K**

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

**Name of Faculty Member:** Emily L. Casinillo

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 2.45 | |
| b. Student (50%) | | 2.00 | |
| Total for Instruction | 80% | 4.45 | 3.56 |
| 2. Research | | | |
| a. Client/Dir. For Research (50%) | | 0.00 | |
| b. Dept. Head/Center Director (50%) | | 4.83 | |
| Total for Research | 5% | 4.83 | 0.24 |
| 3. Extension | | | |
| a. Client/Dir. For Extension (50%) | | 0.00 | |
| b. Dept. Head/Center Director (50%) | | 0.00 | |
| Total for Extension | | 0.00 | 0.00 |
| 4. Support to Operations | 10% | 4.83 | 0.48 |
| 5. Gen. Admin. & Support Services | 5% | 4.83 | 0.24 |
| TOTAL | | | 4.53 |

EQUIVALENT NUMERICAL RATING:           4.53

Add: Additional points, if any:

TOTAL NUMERICAL RATING:         **4.53**

ADJECTIVAL RATING:           Outstanding

Prepared by:                            Reviewed by:

**EMILY L. CASINILLO**                **EUSEBIO R. LINA, JR.**
Name of Faculty                         Head, DMath

Reccomending Approval:

**MA. THERESA P. LORETO**
Dean, CAS

Approved:

**BEATRIZ S. BELONIAS**
Vice President of Academic Affairs

**"Exhibit B"**

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Emily L Casinillo**, a faculty member of the **DEPARTMENT OF MATHEMATICS** 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 **July - December 2021**.

Approved:

**EMILY L CASINILLO**
Instructor III
Date: Jan 24, 2022

**EUSEBIO R. LINA, JR.**
Department Head
Date: 01/25/2022

**MA. THERESA P. LORETO**
College Dean
Date: Jan. 27, 2022

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Quality | Eficiency | 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 | | | | | |
| | | **A4** *. Number of students entertained for consultation purposes* | Entertains students seeking consultation with faculty | N/A | | | | | |
| | **PI 9:** Number of instructional materials developed * | **A5** *. 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 | | | | | |
| | **PI 10** *. Additional outputs:* | *A 8. Other outputs implementing the new normal due to covid 19* | Designs experiential learning activities and other outputs to implement new normal | N/A | | | | | |

| 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 | *Teaches: Math 11n, Math 13n, and Math 1* | 18 | 18 | 5 | 5 | 5 | 5.00 | Teacher's Leave |
| | **A10**. *Number of grade sheets submitted within prescribed period* | Prepares gradesheet and submits on or before deadline | 3 | 7 | 5 | 5 | 4 | 4.67 | |
| | **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 | 5 | 6 | 5 | 5 | 5 | 5.00 | |
| | **A12**. *Number of trainings attended related to instruction* | Attend mandated trainings | 1 | 1 | 5 | 5 | 5 | 5.00 | International Seminar-Training on Pedagogical Resilience, Innovative Assessment for Practices for Specific Discipline, and Learning Management in the New Normal |
| | **A13**. *Number of long examinations administered and checked* | Administers and checks long examination for subjects taught | 4 | 14 | 5 | 5 | 4 | 4.67 | |
| | **A14**. *Number of quizzes administered and checked* | Prepares and checks quizzes for lec and lab | 15 | 20 | 5 | 5 | 4 | 4.67 | |
| | **A15**. *Number of lab reports and term papers checked and graded* | Checks lab reports and term papers submitted as required | 0 | 0 | | | | | |
| **PI 8:** Number of students advised: * | **A16**. Number of students advised: | *Acts as academic adviser to students* | N/A | | | | | | |
| | **A17**. *Number of students advised on thesis/ field practice/special problem:* | | N/A | | | | | | |

| | | Activity | Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *As SRC Chairman* | Advises, and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | | *As SRC Member* | Advises and corrects research outline and thesis/SP manuscript | N/A | | | | | | |
| | | **A18**. *Number of students entertained for consultation purposes* | Entertains students consulting on subject taught, thesis and grades | 20 | 30 | 5 | 4 | 5 | 4.67 | |
| | **PI 9:** Number of student organizations advised/ assisted * | **A19**. *Number of Student organizations advised* | *Advises student organizations recognized by USSO* | 1 | 0 | | | | | |
| | | **A20**. *Number of Student organizations assisted on student related activities* | *Assists student organizations in implementing student related activities* | 1 | 0 | | | | | |
| | **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* | 2 | 0 | | | | | |
| | | Supplemental learning resources | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | 3 | 10 | 4 | 5 | 5 | 4.67 | |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 4 | 34 | 5 | 5 | 4 | 4.67 | |
| | | **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 | 0 | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 2 | 3 | 4 | 5 | 5 | 4.67 | |
| | PI 11. Additional outputs | A 25. 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 | 0 | | | | | |
| | | Number of OBE course syllabus prepared and approved for use | Prepares and submits OBE course syllabus prepared and approved for use | 1 | 2 | 4.5 | 5 | 4 | 4.50 | Math 13 and Math 13n |
| | | Number of TOS prepared and submitted within prescribed period | Prepares TOS and submitted within prescribed period | 0 | | | | | | |
| | | Number of Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 0 | | | | | | |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 0 | | | | | | |
| | | | | | | | | | 4.74 | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | 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 | 0 | | | | | | |
| | 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 | 0 | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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 | 0 | | | | | | | |
| | | *In refereed int'l journals* | 1 | 2 | 4.5 | 5 | 5 | 4.83 | | |
| | | *In refereed nat'l/regional journals* | 0 | | | | | | | |
| **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 | 0 | | | | | | | |
| | | *In int'l fora/conferences* | 0 | | | | | | | |
| | | *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 | 0 | | | | | | | |
| **PI 6.** Additional outputs* | **A 32.** No. of research-related awards (research conducted by | | 0 | | | | | | | |
| | **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 | 0 | | | | | | | |
| | **A 34.** Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 0 | | | | | | | |
| | **A 35.** Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | 0 | | | | | | | |
| | | | | | | | | 4.83 | | |

**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 | 0 | | | | | | | | |
| **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 | 0 | | | | | | | | |
| **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 | 1 | 0 | | | | | | | |
| **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 | 0 | | | | | | | | |
| **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 | 0 | | | | | | | | |
| *Research Mentoring* | *Research Mentor* | | 0 | | | | | | | | |
| *Peer reviewers/Panelists* | *Peer reviewers/Panelists* | | 0 | | | | | | | | |
| *Resource Persons* | *Resource Persons* | | 0 | | | | | | | | |
| *Convenor/Organizer* | *Convenor/Organizer* | | 0 | | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| *Consultancy* | *Consultant* | | | 0 | | | | | | |
| *Evaluator* | *Evaluator* | | | 0 | | | | | | |
| **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 implementation | 0 | | | | | | | |
| **PI 11**. Additional outputs * | **A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | 0 | | | | | | | |
| | **A 43**.Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | 0 | | | | | | | |

## 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 ISO 9001:2015* | **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-conformity | zero non-conformity | 4 | 5 | 5 | 4.67 | |
| | **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 | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | |
| | On program accreditations | | | | | | | | |
| | On institutional accreditations | | | | | | | | |
| | | | | | | | | 4.83 | |

## UMFO 6. General Admin. & Support Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **PI 2**. Zero percent complaint from clients served | **A 46**. Customerly friendly frontline services | Provides customer friendly frontline services to clients | Zero % complaint | Zero % complaint | 5 | 5 | 4 | 4.67 | |
| **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 | 0 | | | | | | |
| | **A 48**.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 | Conducts departmental meetings. | 6 | 6 | 5 | 5 | 5 | 5.00 | |
| | | | | | | | | 4.83 | |
| **Total Over-all Rating** | | | | | | | | 76.33 | |
| **Average Rating** | | | | | | | | 4.81 | |
| **Adjectival Rating** | | | | | | | | O | |

**Comments/Recommendations:**

Engage in RDE activities.

Evaluated & Rated by:

*Aschoshimf*

**EUSEBIO R. LINA, JR.**
Department Head
Date: 01/25/2022

Recommending Approval

*mtploreto*

**MA. THERESA P. LORETO**
Dean, College of Arts and Sciences
Date: Jan. 27, 2022

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 1/28/22

Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee:  Emily L. Casinillo
Performance Rating:  Outstanding

Aim: Gain competence and qualification to assume higher responsibilities.

Proposed Interventions to Improve Performance:

Date: _____  Target Date: One year from date of intervention

First Step: _____

1. Encourage her to pursue advanced studies in mathematics.
2. Remind her to apply for admission for PhD in Mathematics/Applied Mathematics.

Result: Admission to her chosen university

Date: _____  Target Date: End of first Semester

Next Step: Monitor the progress of her study.

Outcome: Good performance in her PhD study.

Prepared by:

*Eschiohina*

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

Conforme:

**EMILY L. CASINILLO**
Ratee