SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Prof. Marlon F. Sacedon**

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%	0.00	0.00
3. Extension	0%	0.00	0
4. Support to Students	5%	5.00	0.25
5. Administration	10%	5.00	0.5
TOTAL			4.93

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

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MARLON F. SACEDON   **CLIMACO D. ESPINA JR.**
Name of Faculty   Department Head

Approved by:

EDGARDO E. TULIN
President

Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARLON F. SACEDON**, Assistant Professor of the **Department of Mathematics and Physics (College of Arts and Sciences)** commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January 1, 2017 to June 31, 2017

MARLON F. SACEDON
Asst. Professor
Date: July 25, 2017

CLIMACO D. ESPINA R.
Head, DMP
Date: July 25, 2017

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	Details of Actual Accomplishment as of June 2017	Quality	Efficiency	Timeliness	Average	Remarks
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: Phys 21 (lec), Phys 133 (lec, lab), Phys 135 (lec), Phys 16 (lec, 2 lab) (2nd Sem 2016-2017); Phys 122 (lab), Phys 13e (lec) - (Summer 2017)	36	31.55	5	5	5	5.0	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing							0.0	
		New course syllabi	Instruction	Prepares new course syllabi	1	1	5	5	5	5.0	Phys 132
		Revised course syllabi		Prepares revised course syllabi	1	3	5	5	4	4.7	Phys 11,Phys 13, Phys 132
		New lecture Instrucional manual		Prepares new instrucitonal manual	1	2	5	5	4	4.7	Phys 13, Phys 16

	Revised lecture instructional manual		Prepares revised instructional manual	1	2	5	5	5	4	4.7	Phys 11, Phys 21
	Revised laboratory manual		Prepares revised laboratory manual	1	5	5	5	5	4	4.7	Phys 11, Phys 13, Phys 132, Phys 21, Phys 16
	New Powerpoint lecture presentation (per course)		Preparing one (1) powerpoint lecture presentation	2	5	5	5	5	4	4.7	Phys 11, Phys 13, Phys 132, Phys 21, Phys 16
	PI 3. Additional outputs										
	Number of days seminars/ trainings/ conventions/ workshops outside unversity	Instruction	Participants	1	1	5	5	5	5	5.0	Regional Training of Trainor Orientation at Leyte Park Hotel as Resource Person Senior High for Physics, May 19-23,
					Total points					38.33	
MFO 5	Support to Students										
	P.I Student advising and consultation services	Support to students	Mentor students/group in conducting research								
	PI.2 Number of hours spent for student consultation	Support to students	Entertained/adviser thesis students	20	40	5	5	5	5	5.00	regarding subject matters, grades
	P.3 Additional Outputs										
					Total points					5.00	

MFO 6	General Admin. & Support Services (GASS)		General services	Entertains clients		0%	0% complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
	Efficient & Constumor Friendly	Zero percent complaint from clients served										
	Total Over-all Rating						**Total points**				5.00	
	Average Rating										48.33	
	Adjectival Rating										4.83	
											O	

Average Rating (Total Over-all rating divided by 4)	4.83
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUIÑANOLA
Planning Officer
Date: 8/15/17

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date: _____

Teacher: Sacedon, Marlon F.   Second Semester 2016 - 2017   No. of Raters: 11

Subject: 4 - Phys 133 - Electricity & Magnetism   Class Type: Lecture   5-6MWF

	Work Performance	NA	1 Poor	2 Below Satisfactory	3 Satisfactory	4 Very Satisfactory	5 Outstanding	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester						11	5.0
2	Always prepared and organized in class						11	5.0
3	Uses appropriate and updated instructional materials						11	5.0
4	Gives clear instructions/guidelines in accomplishing tasks						11	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable						11	5.0
6	Makes classroom activities interesting and lively					1	10	5.0
7	Encourages students to ask questions and welcomes comments and suggestions						11	5.0
8	Has mastery of the subject matter						11	5.0
9	Available for student consultation even outside class time					1	10	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	2	8	5.0
11	Gives relevant assignments, course requirements						11	5.0
12	Returns quizzes, exams, homework, assignments and exercises					3	8	5.0
13	Fair in giving grades						11	5.0
14	Wears clean and appropriate clothes/attire in class						11	5.0
15	Firm in implementing policies yet approachable and understanding						11	5.0
16	Commands respect of students						11	5.0
17	Exercises decency in speech and actions						11	5.0
	Median Rating	5.0						Outstanding

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sacedon, Marlon F. Second Semester 2016 - 2017 No. of Raters: 9

Subject: 3 - Phys 135 - Modern Physics Class Type: Lecture 4-5MWF

	Work Performance	NA	1 Poor	2 Below Satis-factory	3 Satis-factory	4 Very Satis-factory	5 Out-standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester					1	8	5.0
2	Always prepared and organized in class				1	1	7	5.0
3	Uses appropriate and updated instructional materials				1	2	6	5.0
4	Gives clear instructions/guidelines in accomplishing tasks					4	5	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					3	6	5.0
6	Makes classroom activities interesting and lively		1		1	2	5	5.0
7	Encourages students to ask questions and welcomes comments and suggestions			1		2	6	5.0
8	Has mastery of the subject matter					1	8	5.0
9	Available for student consultation even outside class time					6	3	4.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully				2	2	5	5.0
11	Gives relevant assignments, course requirements					2	7	5.0
12	Returns quizzes, exams, homework, assignments and exercises					1	8	5.0
13	Fair in giving grades						9	5.0
14	Wears clean and appropriate clothes/attire in class						9	5.0
15	Firm in implementing policies yet approachable and understanding						9	5.0
16	Commands respect of students						9	5.0
17	Exercises decency in speech and actions						9	5.0
	Median Rating	5.0						**Outstanding**

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

Suggestions of students for the improvement of their teachers' teaching performance

Suggestion	%
1: Allow students to know their class standing	11.11%
2: Always have eye contact with students when discussing the lesson	11.11%
3: Be sensitive to student needs & feelings	11.11%
4: Dismiss the class 10 minutes before the time	66.67%
5: Don't be too bookish	11.11%
6: Don't talk too fast	11.11%
7: Emphasize the important points of the lesson	11.11%
8: Explain further lessons that are difficult to understand	33.33%
9: Give more examples and activities	33.33%
10: Give reasonable time allotment during exams	33.33%
11: Give time for students to copy notes in class	22.22%
12: Smile often	11.11%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sacedon, Marlon F.   Second Semester 2016 - 2017   No. of Raters: 42

Subject: 0 - Phys 16 - College Physics II a   Class Type: Lecture   11-12 MWF

	Work Performance	NA	1 Poor	2 Below Satis-factory	3 Satis-factory	4 Very Satis-factory	5 Out-standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester				1	8	33	5.0
2	Always prepared and organized in class				1	7	34	5.0
3	Uses appropriate and updated instructional materials				1	7	34	5.0
4	Gives clear instructions/guidelines in accomplishing tasks				4	7	31	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable				3	6	33	5.0
6	Makes classroom activities interesting and lively				5	11	26	5.0
7	Encourages students to ask questions and welcomes comments and suggestions				3	11	28	5.0
8	Has mastery of the subject matter				2	5	35	5.0
9	Available for student consultation even outside class time				4	13	25	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully				2	4	36	5.0
11	Gives relevant assignments, course requirements				3	10	29	5.0
12	Returns quizzes, exams, homework, assignments and exercises				2	10	30	5.0
13	Fair in giving grades				1	11	30	5.0
14	Wears clean and appropriate clothes/attire in class				1	5	36	5.0
15	Firm in implementing policies yet approachable and understanding				2	15	25	5.0
16	Commands respect of students				2	9	31	5.0
17	Exercises decency in speech and actions				1	12	29	5.0
	Median Rating		**5.0**					**Outstanding**

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

Sacedon, Marlon F.   0 - Phys 16 - College

Suggestions of students for the improvement of their teachers' teaching performance

1:	Discuss the lesson in a more understandable way	4.76%
2:	Improve English proficiency especially grammar and pronunciation	7.14%
3:	Add more class activities	4.76%
4:	Allow students to know their class standing	11.90%
5:	Always have eye contact with students when discussing the lesson	2.38%
6:	Avoid degrading students especially on social media	2.38%
7:	Avoid discussing matters not related to the lesson	2.38%
8:	Avoid favoritism	2.38%
9:	Avoid giving green jokes	2.38%
10:	Avoid giving requirements that are not related to the subject	2.38%
11:	Avoid insulting the students	2.38%
12:	Avoid jokes that can offend students	2.38%
13:	Avoid or lessen the use of "gay" language in class	2.38%
14:	Be energetic/enthusiastic when discussing	4.76%
15:	Be more approachable	7.14%
16:	Be sensitive to slow learners	16.67%
17:	Be sensitive to student needs & feelings	9.52%
18:	Be well-organized in discussing the topic	2.38%
19:	Discipline the students	2.38%
20:	Dismiss the class 10 minutes before the time	35.71%
21:	Do not get angry easily	4.76%
22:	Don't be always absent or late	2.38%
23:	Don't be nervous in class	4.76%
24:	Don't be too bookish	2.38%
25:	Don't be too serious. Crack jokes sometimes.	7.14%
26:	Don't discourage the students	2.38%
27:	Don't flirt with your students	4.76%
28:	Don't interfere with students' personal life	2.38%
29:	Don't just be sitting the whole time while having class	2.38%
30:	Don't just read the handouts or the powerpoint slides. Discuss them.	2.38%
31:	Don't keep changing your decisions/instructions	2.38%
32:	Don't talk too fast	11.90%
33:	Emphasize the important points of the lesson	2.38%
34:	Explain further lessons that are difficult to understand	14.29%
35:	Give more examples and activities	7.14%
36:	Give more laboratory activities	2.38%
37:	Give more problem sets & assignments	4.76%
38:	Give reasonable time allotment during exams	7.14%
39:	Give time for students to copy notes in class	11.90%
40:	Guide the students during the laboratory	4.76%

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41:	Have well-prepared powerpoint presentations	2.38%
42:	Improve teaching & communication skills	2.38%
43:	Improve teaching strategies/techniques	4.76%
44:	Improve your knowledge about the subject	4.76%
45:	Inform the students ahead if you can't come to class	9.52%
46:	Lessen talking about your personal life	4.76%
47:	Make voice louder	2.38%
48:	Smile often	4.76%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: __Sacedon, Marlon F.__ Second Semester 2016 - 2017 No. of Raters: 23

Subject: __0 - Phys 16 - College Physics II a__ Class Type: __Laboratory__ 1-4F

	Work Performance	NA	1 Poor	2 Below Satis-factory	3 Satis-factory	4 Very Satis-factory	5 Out-standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester					1	22	5.0
2	Always prepared and organized in class					2	21	5.0
3	Uses appropriate and updated instructional materials					4	19	5.0
4	Gives clear instructions/guidelines in accomplishing tasks					5	18	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					3	20	5.0
6	Makes classroom activities interesting and lively				1	5	17	5.0
7	Encourages students to ask questions and welcomes comments and suggestions					5	18	5.0
8	Has mastery of the subject matter					1	22	5.0
9	Available for student consultation even outside class time					7	16	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully					7	16	5.0
11	Gives relevant assignments, course requirements				2	3	18	5.0
12	Returns quizzes, exams, homework, assignments and exercises				2	2	19	5.0
13	Fair in giving grades					3	20	5.0
14	Wears clean and appropriate clothes/attire in class					2	21	5.0
15	Firm in implementing policies yet approachable and understanding					6	17	5.0
16	Commands respect of students					5	18	5.0
17	Exercises decency in speech and actions						23	5.0
	Median Rating	**5.0**						**Outstanding**

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

Suggestions of students for the improvement of their teachers' teaching performance

1: Add more class activities		4.35%
2: Allow students to know their class standing		8.70%
3: Avoid giving green jokes		4.35%
4: Avoid giving requirements that are not related to the subject		4.35%
5: Be more approachable		4.35%
6: Dismiss the class 10 minutes before the time		4.35%
7: Explain further lessons that are difficult to understand		4.35%
8: Give more examples and activities		4.35%
9: Improve your knowledge about the subject		4.35%
10: Inform the students ahead if you can't come to class		4.35%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sacedon, Marlon F.   Second Semester 2016 - 2017   No. of Raters: 6

Subject: 0 - Phys 16 - College Physics II a   Class Type: Laboratory   7-10F

	Work Performance	NA	1 Poor	2 Below Satis-factory	3 Satis-factory	4 Very Satis-factory	5 Out-standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester					1	5	5.0
2	Always prepared and organized in class					1	5	5.0
3	Uses appropriate and updated instructional materials					1	5	5.0
4	Gives clear instructions/guidelines in accomplishing tasks					1	5	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					1	5	5.0
6	Makes classroom activities interesting and lively					2	4	5.0
7	Encourages students to ask questions and welcomes comments and suggestions					1	5	5.0
8	Has mastery of the subject matter				1		5	5.0
9	Available for student consultation even outside class time					1	5	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully					2	4	5.0
11	Gives relevant assignments, course requirements					1	5	5.0
12	Returns quizzes, exams, homework, assignments and exercises				1	1	4	5.0
13	Fair in giving grades				1		5	5.0
14	Wears clean and appropriate clothes/attire in class					1	5	5.0
15	Firm in implementing policies yet approachable and understanding					1	5	5.0
16	Commands respect of students					1	5	5.0
17	Exercises decency in speech and actions					1	5	5.0
	Median Rating	**5.0**						**Outstanding**

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

Suggestions of students for the improvement of their teachers' teaching performance

1 : Allow students to know their class standing	16.67%
2 : Avoid discussing matters not related to the lesson	16.67%
3 : Avoid favoritism	16.67%
4 : Give time for students to copy notes in class	16.67%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sacedon, Marlon F.   Second Semester 2016 - 2017   No. of Raters: 9

Subject: 4 - Phys 133 - Electricity & Magnetism   Class Type: Laboratory   10-1T

	Work Performance	NA	1 Poor	2 Below Satis-factory	3 Satis-factory	4 Very Satis-factory	5 Out-standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester						9	5.0
2	Always prepared and organized in class						9	5.0
3	Uses appropriate and updated instructional materials					1	8	5.0
4	Gives clear instructions/guidelines in accomplishing tasks						9	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable						9	5.0
6	Makes classroom activities interesting and lively				1	1	7	5.0
7	Encourages students to ask questions and welcomes comments and suggestions						9	5.0
8	Has mastery of the subject matter						9	5.0
9	Available for student consultation even outside class time					1	8	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully						9	5.0
11	Gives relevant assignments, course requirements						9	5.0
12	Returns quizzes, exams, homework, assignments and exercises					2	7	5.0
13	Fair in giving grades					1	8	5.0
14	Wears clean and appropriate clothes/attire in class						9	5.0
15	Firm in implementing policies yet approachable and understanding						9	5.0
16	Commands respect of students						9	5.0
17	Exercises decency in speech and actions						9	5.0
	Median Rating		5.0					**Outstanding**

Median Rating (nearest whole number)	Rating Description
1	Poor
2	Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

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VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sacedon, Marlon F.   Second Semester 2016 - 2017   No. of Raters: 38

Subject: 2 - Phys 21 - College Physics   Class Type: Lecture   4-5TTh

	Work Performance	NA	1 Poor	2 Below Satis- factory	3 Satis- factory	4 Very Satis- factory	5 Out- standing	Median
1	Explains course objectives, requirementand grading system at the beginning of the semester				1	7	30	5.0
2	Always prepared and organized in class					5	33	5.0
3	Uses appropriate and updated instructional materials				2	5	31	5.0
4	Gives clear instructions/guidelines in accomplishing tasks			1	2	7	28	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable				2	4	32	5.0
6	Makes classroom activities interesting and lively		1	1	6	7	23	5.0
7	Encourages students to ask questions and welcomes comments and suggestions			1	5	9	23	5.0
8	Has mastery of the subject matter					4	34	5.0
9	Available for student consultation even outside class time		1	1	1	13	22	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully		1	4	2	8	23	5.0
11	Gives relevant assignments, course requirements					9	29	5.0
12	Returns quizzes, exams, homework, assignments and exercises			1	1	12	24	5.0
13	Fair in giving grades				1	11	26	5.0
14	Wears clean and appropriate clothes/attire in class					8	30	5.0
15	Firm in implementing policies yet approachable and understanding				2	13	23	5.0
16	Commands respect of students				3	10	25	5.0
17	Exercises decency in speech and actions				2	8	28	5.0
	Median Rating	**5.0**						**Outstanding**

Median Rating (nearest whole number)   Rating Description

1   Poor
2   Fair
3   Satisfactory
4   Very Satisfactory
5   Outstanding

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	2.63%
2: Improve English proficiency especially grammar and pronunciation	5.26%
3: Add more class activities	5.26%
4: Allow students to know their class standing	10.53%
5: Avoid degrading students especially on social media	2.63%
6: Avoid discussing matters not related to the lesson	2.63%
7: Be energetic/enthusiastic when discussing	5.26%
8: Be more approachable	7.89%
9: Be sensitive to slow learners	13.16%
10: Be sensitive to student needs & feelings	15.79%
11: Discipline the students	2.63%
12: Dismiss the class 10 minutes before the time	44.74%
13: Do not get angry easily	5.26%
14: Don't be too bookish	2.63%
15: Don't be too serious. Crack jokes sometimes.	13.16%
16: Don't discourage the students	2.63%
17: Don't flirt with your students	2.63%
18: Don't keep changing your decisions/instructions	2.63%
19: Don't talk too fast	18.42%
20: Explain further lessons that are difficult to understand	10.53%
21: Give more laboratory activities	2.63%
22: Give time for students to copy notes in class	10.53%
23: Improve teaching & communication skills	2.63%
24: Improve teaching strategies/techniques	2.63%
25: Improve your knowledge about the subject	2.63%
26: Inform the students ahead if you can't come to class	7.89%
27: Smile often	7.89%