DEPARTMENT OF PHYSICS
1/F Old Library Building
Visca, Baybay City, Leyte, 6521 PHILIPPINES
Phone:+63 53-565-0600 loc 1121
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VISAYAS STATE UNIVERSITY

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Jeffrey Lloyd L. Cagande

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Student (50%)		2.25	
Total for Instruction	85%	4.68	3.98
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.13	
Total for Research	5%	2.13	0.11
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		1.78	
Total for Extension	5%	1.78	0.09
4. Support to Operation			0.00
5. Administration	5%	4.51	0.23
TOTAL			4.40

EQUIVALENT NUMERICAL RATING: 4.40
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.40**

ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:

JEFFREY LLOYD L. CAGANDE   **REV RHIZZA L. AURE**
Name of Faculty   Head, DPhys

Reccomending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President of Academic Affairs

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VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEFFREY LLOYD L. CAGANDE**, a faculty member of the **DEPARTMENT OF PHYSICS** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2022.

Approved:

JEFFREY LLOYD L. CAGANDE
Instructor 3
Date: 1/3/2023

REV RHIZZA L. AURE
Department Head
Date: 1/6/23

MA. THERESA P. LORETO
College Dean
Date: 1/24/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan - Dec)2022	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										
	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	Indicator	Description	Target	Actual	Q	E	T	Rating	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	30	34.95	5	5	5	5.00	Vacation Sick Leave
	A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	6	3	5	5	5	5.00	ESci 114 (3 sections)
	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	12	5	5	5	5.00	4 Phys 32 and 2 PhSc 113 6 BPhys 11
	A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	1	5	5	5	5.00	Faculty Onboarding
	A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	6	3	5	4	5	4.67	ESci 114 (3 sections)
	A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	ESci 114 (3 sections)
	A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	0						
PI 8: Number of students advised: *	**A16.** Number of students advised:	*Acts as academic adviserto students*	20	12	5	5	5	5.00	BSAP Sophomores
	A17. *Number of students advised on thesis/ field practice/special problem:*		N/A						
	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	8	5	5	5	5.00	In Person

PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU Applied Physics Students' Society
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	VSU Applied Physics Students' Society
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	1	5	5	4	4.67	ESci 114
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	4	5	4.67	ESci 114
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	2	5	5	5	5.00	ESci 114
	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	1	0	4	3	3	3.33	In Progress
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	5	5	5	5.00	ESci 114
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	2	2	4	4	4	4.00	Syllabus and TOS

		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						
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	1		5	5	4	4.67	On Going Project
	PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *	Conducts and completes research project within the year	1		5	4	3	4.00	On Going Project
	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	1		4	4	3	3.67	On Going Project
		In refereed int'l journals								
		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	0						
		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	2	1	5	4	5	4.67	Research Staff -Adapting to the New Normal in Education: A Curriculum Modification Design Using Blended Learning Model
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		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						
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	15	0	4	4	4	4.00	
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	4	4	3	3.67	
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	75%	0%	3	3	3	3.00	
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						

		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						
		On program accreditations								
		On institutional accreditations								

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						
	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 performing functions resulting to best practice	1		4	5	5	4.67	
		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	Attends Departmental Meetings	6	8	5	5	5	5.00	Regular and Emergency Meetings
Recommendation/Comments					Total Over-all Rating	117	113	111		
					Average Rating	4.7	4.5	4.4	4.55	
					Adjectival Rating	Outstanding				

Evaluated & Rated by:

REV RHIZZA L. AURE
Department Head
Date: 1/6/23

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 1/24/23

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/25/23

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
✓	3rd	R T
✓	4th	E R

Name of Office: <u>Department of Physics</u>

Head of Office: <u>Dr. Rev Rhizza L. Aure</u>

Name of Faculty: <u>Asst. Prof. Jeffrey Lloyd L. Cagande</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Reminded the faculty members during meetings on the submission of OBE Syllabus, TOS, grades and other documents		Notice of meeting, Minutes of meetings	Faculty members have submitted the documents
Coaching		• Encouraged the faculty to make research and extension proposals • Encourage the faculty to finish his Ph.D.			TPES result Very Satisfactory

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

Conducted by:

REV RHIZZA L. AURE
Immediate Supervisor

Noted by:

MA. THERESA P. LORETO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jeffrey Lloyd L. Cagande
Performance Rating: Very Satisfactory

Aim:
1. Encourage him to finish his Ph.D. in Science Education (Physics)
2. Submit research and extension proposals.
3. Encourage him to attend seminars, trainings, and conferences.

Proposed Interventions to Improve Performance:

Date: _____   Target Date: Within the year

First Step:
1. Follow-up his progress in completion of his Ph.D.
2. Inform him to submit research and extension proposals.
3. Inform him to attend seminars, trainings, and conferences.

Result:

Date: _____   Target Date:

Next Step:
1. Submit a progress report regarding his studies.
2. Follow-up the submission of research and extension proposal
3. Endorse his attendance to seminars, trainings, and conferences.

Outcome:
1. Completed his Ph.D. in Science Education (Physics)
2. Submitted research and extension proposal/s to different funding agencies
3. Attend seminars, trainings, and conferences.

Final Step/recommendation:

Prepared by:

REV RHIZZA L. AURE
DPhys Head

Conforme:

JEFFREY LLOYD L. CAGANDE
Ratee