

**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%)		2.46	
b. Student (50%)		2.09	
Total for Instruction	80%	4.54	3.63
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Support to Operations	10%	5.00	0.50
5. Gen. Admin & Support Services	10%	4.92	0.49
TOTAL			4.62

EQUIVALENT NUMERICAL RATING:

4.62

Add: Additional points, if any:

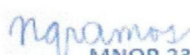
TOTAL NUMERICAL RATING:

4.62


ADJECTIVAL RATING:

Outstanding

Prepared by:


MA. NENA Q. RAMOS
Faculty


Reviewed by:


EUSEBIO R. LINA, JR.
Head, DMath

Recommending Approval:

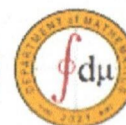

MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
MATHEMATICS

"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 accomplishments in accordance with the indicated measures for the period January - December 2023.

Approved:

nqramos
MINOR 23-01
MA. NENA Q. RAMOS
Assoc. Prof. II
Date: July 5, 2023

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
Department Head
Date: *19 July 2023*

mtplneta
MA. THERESA P. LORETO
College Dean
Date: *July 20, 2023*

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	26.8	5	5	5	5.00	TL M108n and M101e
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	12	5	5	4.5	4.83	Finals: M101 (2), M11n (4), M102e (1), M107n (1), and Midterm: M101e (2) and M108n (2)
		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	8	5	5	4.5	4.83	M108n (3), M11n (4), M107n (1)
		A12. Number of trainings/seminars attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Capability Training for College/Department-Based Guidance Facilitators:RACE Against Suicide (4/13/23)

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	4.5	4.83	M108n (6), M101e (4)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	4.5	4.83	M101e (5) and M108n (7)
	A15. Number of lab reports/exercises and term papers checked and graded	Checks exercises/ problem sets submitted as required	5	12	5	5	4.5	4.83	M101e (5) and M108n (7)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	0						
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	10	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	5	5.00	M101e (new) and M108n (improved)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	
	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	Creates virtual classroom using Moodle	1	2	5	5	4	4.67	M101e and M108n
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	1	5	5	4.5	4.83	COPC for BS Mathematics

		Number of OBE course syllabus prepared and approved for use		2	2	5	5	5	5.00	M101e and M108n
		Number of TOS prepared and submitted within prescribed period		2	2	5	5	5	5.00	M101e and M108n
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 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	
		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								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0% complaint	5	5	5	5.00	
	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							
		No. of meetings attended	Attends/participates departmental meetings (and other required academic meetings)	5	5	5	4.5	5	4.83	Departmental or academic council meeting.
	Total Over-all Rating					88.50				
	Average Rating					4.92				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 18)	4.92
Additional Points:	

Comments & Recommendations for Development Purpose:

Deliver some accomplishments under research and extension services.

Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
 Department Head
 Date: 19 July 2023

Recommending Approval

Ma. Theresa P. Loreto
MA. THERESA P. LORETO
 Dean, CAS
 Date: July 20, 2023

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: July 21, 2023

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Mathematics

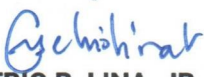
Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15 – (Ma. Nena Q. Ramos)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">Conduct class observationDiscuss the TPES result for the 1st semester, SY 2021-2022	April 2023 May 2023				Wait for the specific comments from the TPES for further intervention.
Coaching <ul style="list-style-type: none">Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings.Advise the faculty to set targets under research and extension services.	Jan-June 2023	Monthly			Plan in-house activities to capacitate faculty to perform research and extension activities.

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

Conducted by:


EUSEBIO R. LINA, JR.
 Head, DMath

Noted by:


MA. THERESA P. LORETO
 Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: 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: July 2023

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:

Involvement in the department's RDE activities

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

Advise him to write research manuscripts derived from research projects for submission to reputable journals.


Outcome:

Published research articles


Final Step/Recommendation:

Advise her to continue engaging in research activities to build a research culture at DMath.

Prepared by:


EUSEBIO R. LINA, JR.
Head, DMath

Conforme:


MNQR 23-01
MA. NENA Q. RAMOS
Ratee/Faculty