

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

Name of Faculty Member: Divina L. Valenzona

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	80%	4.68	3.74
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%	4.84	0.48
<b>TOTAL</b>			<b>4.73</b>

EQUIVALENT NUMERICAL RATING:

4.73

Add: Additional points, if any:

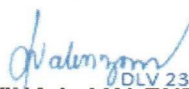
TOTAL NUMERICAL RATING:

4.73


ADJECTIVAL RATING:

Outstanding

Prepared by:

  
DLV 23-01  
**DIVINA L. VALENZONA**  
Name of 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, Divina L. Valenzona, a faculty member of the DEPARTMENT OF MATHEMATICS delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2023.

  
**DIVINA L. VALENZONA**  
Assistant Professor III  
Date: July 18, 2023

Approved:  
  
**EUSEBIO R. LINA, JR.**  
Department Head  
Date: 7/19/2023

  
**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	12.05	5	5	5	5.00	TL (on Maternity leave)-Math 11n (3 lecs); Math 126n (1 lec); Math 112 (1 lec)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	5	5	5	4	4.67	Math 11n, Math 123m, Math 113; 1st Sem, A.Y. 2022-2023
		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	6	15	5	5	5	5.00	Math 11n; Math 123m, Math 113, Math 126n
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1						To be accomplished in July-December



		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	8	5	5	5	5.00	Math 11n, Math 123m, Math 113 (1st Sem, A.Y. 2022-2023); Math 11n, Math 126n, Math 112 (2nd Sem, A.Y. 2022-2023)
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	15	5	5	5	5.00	Math 11n, Math 123m, Math 113 (1st Sem, A.Y. 2022-2023); Math 11n, Math 126n, Math 112 (2nd Sem, A.Y. 2022-2023)
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	N/A						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	55	5	5	5	5.00	Math 11n (3 lec), Math 126n (1 lec), Math 112 (1 lec)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>		1	5	5	5	5.00	SPARKS
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>		1	5	5	5	5.00	SPARKS Anniversary Booth
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	5	4.5	5	5	4.83	Math 11n (3 lec); Math 126n (1 lec); Math 112 (1 lec)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	Math 11n (3 lec); Math 126n (1 lec); Math 112 (1 lec)
		<b>A 24</b> : Number of virtual classroom created and operational	Updates virtual classroom using either Moddle or Google Classroom	1	0	4	4	4	4.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										

	<b>PI 8.</b> 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*	<b>A 44.</b> 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	
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0% complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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 departmental meetings	10	5	5	4	5	4.67	DMath Faculty and Staff Meetings
	<b>Total Over-all Rating</b>					73.17				
	<b>Average Rating</b>					4.88				
	<b>Adjectival Rating</b>					Outstanding				

Average Rating (Total Over-all rating divided by 15)		4.88
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

Deliver some accomplishments under research and extension services.

Evaluated & Rated by:

*Eusebio R. Lina, Jr.*

**EUSEBIO R. LINA, JR.**

Department Head

Date: 19 July 2023

Recommending Approval

*mtplareto*

**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 - (Divina L. Valenzona)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <ul style="list-style-type: none"><li>Conduct class observation</li><li>Discuss the TPES result for the 1<sup>st</sup> semester, SY 2021-2022</li><li>Monitor the progress of her Ph.D. study</li></ul>	April 2023  May 2023  Jan-June 2023	   Jan-June 2023			Wait for the specific comments from the TPES for further intervention.
<b>Coaching</b> <ul style="list-style-type: none"><li>Advise faculty to continue working on his dissertation</li><li>Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings</li><li>Provide some reminders and tips to submit grades on time</li></ul>	casual conversations      June 2023	     Monthly			

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

Conducted by:

*Eusebio R. Lina, Jr.*

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

Noted by:

*MA. THERESA P. LORETO*

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Divina L. Valenzona

Performance Rating: Outstanding

Aim:

1. Gain competence and qualification to assume higher responsibilities
2. Improve the RDE involvement of the faculty

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: One year from the date of intervention

First Step:

1. Encourage her to work on his dissertation to complete his Ph.D. study
2. Monitor the progress of his Ph.D. study

Result: Completion of her Ph.D. study.

Date: August 2023

Target Date: One year from the date of intervention

Next Step:


Encourage her to do research, extension, and innovation activities.

Outcome: Approved research or extension project

Final Step/Recommendation:

Advise her to initiate department programs and activities to build a research culture at DMath.

Prepared by:

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

Conforme:

  
**DIVINA L. VALENZONA**  
Ratee/Faculty