

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MARICEL V. CALHOUN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.65	
b. Students		4.00	
TOTAL for Instruction	95%	4.33	4.11
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Support Operations	0%	0.00	0.00
5. Administration	5%	5.00	0.25
TOTAL	100%		4.36

EQUIVALENT NUMERICAL RATING: 4.36

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: **4.36**ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:


MARICEL V. CALHOUN

Name of Faculty


MAGDALENE C. UNAJan


Department Head

Recommending Approval:


JANNET C. BENCURE

College Dean

Approved by:


ROTACIO S. GRAVOSO

Vice President for Instruction



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF COMPUTER
SCIENCE AND TECHNOLOGY**


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"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARICEL V. CALHOUN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on attainment of the following targets in accordance with the indicated measures for the period **January 1, 2024 - December 31, 2024.**

Approved:


MARICEL VILLALINO-CALHOUN
Asst. Prof. 2
Date: **12/10/2024**


MAGDALENE C. UNAJAN
Department Head
Date: **21 JAN 2025**


JANNET C. BENCURE
College Dean
Date: **23 Jan. 2025**

Date: 12/10/2024		Date: 21 JAN 2025		Date: 12/10/2024						
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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	40	40.05	5	4	4	4.33	CSCI 122 (lec) - 2 ITEC 11 (lec) - 1 CSCI145 (lec) - 1 CSCI145 (lab) - 2 CSCI200 (lec) - 1 CSCI21 (lec) - 1 CSCI21 (lab) - 1 CSCI21m (lec) - 1

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	7	5	5	5	5.00	CSCI 122 (lec) - 2 ITEC 11 (lec) - 1 CSCI145 (lec) - 1 CSCI200 (lec) - 1 CSCI21 (lec) - 1 CSCI21m (lec) - 1
		A11. 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	1	1	4	4	4	4.00	Dacera, Joseph Andrey
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	4	5	4.67	Faculty Onboarding 2nd Semester, AORA Academy Train the Trainers
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	12	5	5	5	5.00	CSCI 122 (2 classes) - 4 ITEC 11 - 2 CSCI145 - 2 CSCI21m - 2 CSCI21 - 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	36	5	5	5	5.00	CSCI 122 (2 classes) - 10 ITEC 11 - 6 CSCI145 - 10 CSCI21m - 5 CSCI21 - 5
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	10	5	5	5	5.00	CSCI145 (lab) - 5 CSCI21 (lab) - 5
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	30	5	5	5	5.00	BSCS Students
		A17. Number of students advised on thesis/ field practice/special problem:		1	1	4	4	4	4.00	Roble, Diosalyn Marie L.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	4	4	4.33	Arar, Enriquez, Falguera, Lubaton

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	9	5	5	5	5.00	Alicando, Capino, Asmolo, San Jose, Monteroso, Gier, Delos Reyes, Dela Cruz, Luna
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	200	5	5	5	5.00	BSCS Students and under Gen Ed Subjects
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4.00	CS3
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	CS3
	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	1						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	4	4	4.33	CSci 21m CSci 122 CSci145 CSci21
		Flexible instructional materials								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	CSci 21m CSci 122 CSci145 CSci21
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	36	5	5	5	5.00	CSci 21m - 7 CSci 122 - 7 CSci145 - 7 CSci21 - 8 ITEC11 - 7
		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							


		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	5	5	5	5	5.00	CSci 21m CSci 122 CSci145 CSci21 ITEC11
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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							
	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	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 scientific fora/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new								
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								
	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								
	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	Implements duly approved extension projects								

	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								
	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								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	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								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new								
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-comformity							


		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							
		On program accreditations								
		On institutional accreditations								
		Additional Outputs								
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	<i>Zero % complaint</i>	0	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating				88.67	<i>Ms. Calhoun has initially taken courses for her doctorate degree but discontinued for personal reasons. She is encouraged to continue and finish her doctorate degree preferably on PhD CS.</i>				
	Average Rating				4.67					
	Adjectival Rating				Outstanding					

Evaluated & Rated by:


MAGDALENE C. UNA JAN
 Department Head
 Date: 21 JAN 2025


JANNET C. BENCURE
 Dean, College of Engineering and Technology
 Date: 23 Jan 2025

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	QUARTER
/	2nd	
/	3rd	
/	4th	

Name of Office: Department of Computer Science and Technolgy

Head of Office: Magdalene C. Unjan

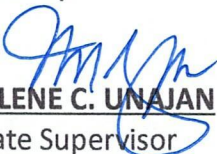
Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	


Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			September 2024 or the week after classes has started
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

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

Conducted by:


MAGDALENE C. UNAJAN
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						Remarks
				July	August	September	October	November	December	
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty								
Pi 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	July - December 2024		VC evaluation and submission s of syllabi		1 st VC Monitoring		2 nd VC Monitoring	1 st semester AY 2024 - 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September - December 2024				Topic proposal defense		Final defense	Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August - December 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

[illegible]

										University Meetings
	Prepares minutes of meetings.	<i>JMBarrera</i>	July – December 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	<i>MCUnajana</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzona</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications

	Files documents.	<i>MDag- uman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communicatio ns Students Files, Files other offices.
	Photocopies documents and other communications.	<i>MDag- uman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	<i>All faculty</i>	July – December 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation (FPES)	<i>MUnajan</i>					FPES			Or as scheduled by the university
	Clean the rooms and offices.	<i>MBorci, TValenzo na</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:


MAGDALENE C. UNAJAN
 Dept. Head, DCST

PERFORMANCE MONITORING FORMName of Employee: **MARICEL V. CALHOUN**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	August 2024	December 2024	August - December 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	August 2024	December 2024	August - December 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	August 2024	December 2024	August - December 2024	Impressive	Outstanding	GAD representative of the department

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MAGDALENE C. UNAJOAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Asst. Professor MARICEL V. CALHOUN

Performance Rating: Very Satisfactory

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Send her to training, seminar/ workshop/ for a related to research and extension activities.

Result:

Attendance in research and extension related trainings/ seminars/ workshops/ fora. This will expose her to theses engagement and will motivate her to do research and be involved in extension projects.

Date: July 2024

Target Date: December 2024

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: Research/ project proposal

Final Step/Recommendation:

Final Step/ Recommendation: Instruct her to submit the research/ proposal to the OVPRE for approval and possible funding.

Prepared by:


MAGDALENE C. UNAJOAN
Unit Head

Conforme:


MARICEL V. CALHOUN
Name of Ratee Faculty/Staff



VISAYAS
STATE UNIVERSITY

**INSTRUCTION AND
EVALUATION OFFICE**

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: CALHOUN, MARICEL V.

Department: Dept. of Computer Science and Technology

College: College of Engineering and Technology

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
CSci 122	HUMAN COMPUTER INTERACTION	LEC	3.00	Satisfactory	60.0%
ITec 11	LIVING IN THE IT ERA	LEC	4.00	Very Satisfactory	80.0%
CSci 145	PLATFORM BASED DEVELOPMENT	LEC	4.00	Very Satisfactory	80.0%
CSci 145	PLATFORM BASED DEVELOPMENT	LAB	4.00	Very Satisfactory	80.0%
CSci 145	PLATFORM BASED DEVELOPMENT	LAB	4.00	Very Satisfactory	80.0%
CSci 21	INFORMATION AND COMMUNICATION TECHNOLOGY: CONCEPTS & SKILLS	LEC	4.00	Very Satisfactory	80.0%
CSci 21	INFORMATION AND COMMUNICATION TECHNOLOGY: CONCEPTS & SKILLS	LAB	4.00	Very Satisfactory	80.0%
CSci 21m	INFORMATION AND COMMUNICATION TECHNOLOGY: CONCEPTS & SKILLS	LEC	5.00	Outstanding	100.0%
CSci 122	HUMAN COMPUTER INTERACTION	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.00	Very Satisfactory	80.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

CALHOUN, MARICEL V.

Name and Signature of Faculty

Date: 11/24/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)



INSTRUCTION AND EVALUATION OFFICE
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FM-ODI-04

No. 2nd23-24sr
DCST-02