DEPARTMENT OF PHYSICS
1/F Old Library Building
VSU, Visca, Baybay City, Leyte, 6521 Philippines
Phone: +63 53-565-0600 loc 1121
Email: dphys@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.44	
b. Student (50%)		2.38	
Total for Instruction	80%	4.82	3.85
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.00	
Total for Research	5%	2.00	0.10
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.00	
Total for Extension	5%	2.00	0.10
4. Support to Operation	5%	5.00	0.25
5. Administration	5%	5.00	0.25
TOTAL			**4.55**

EQUIVALENT NUMERICAL RATING: 4.55

Add: Additional points, if any:

TOTAL NUMERICAL RATING: **4.55**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MARLON F. SACEDON   **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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"Exhibit B"

VISAYAS STATE UNIVERSITY

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marlon F. Sacedon, a faculty member of the _DEPARTMENT OF PHYSICS_ 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 - June, 2022.

Approved:

MARLON F. SACEDON
Asst. Professor IV
Date:

REV RHIZZA L. AURE
Department Head
Date: 28 July 2022

MA. THERESA P. LORETO
College Dean
Date: 7/27/2022

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	Eficiency	Timeliness	Average	
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 5: Total FTE, coordinated, implemented and monitored *	**PI 1**. Number of FTE			30	14.85					
	PI 2. Number of instructional materials developed									
		New Course Outline	Prepares new course outline	1	0	4	4	4	4.00	
		New syllabi OBE	Prepares new syllabi	1	1	5	5	5	5.00	PhSc 111n Electricity & Magnetism
		Revised syllabi	Revised syllabi	6	2	5	5	5	5.00	Phys 31- Mechanics, Electricity and Magnetism
		New lab. manual	Revises one (1) lecture manual	6	3	5	5	5	5.00	
		Revised Lab. Manual	Revises one (1) laboratory manual	6	3	5	5	5	5.00	
		New course outline	Prepares and compiles two (2) course outline	1	1	5	5	4	4.67	
		Revised course outline	Prepares and compiles one (1) course outline	5	3	5	5	5	5.00	
		New Lecture manual	Prepares new manual	1						
		New Powerpoint lecture presentation (per course)	Prepares powerpoint	30	15	5	5	5	5.00	
	PI 3. Additional outputs									
		Numbers of hours checking papers per week	Checks papers	10	5	5	5	5	5.00	
		Numbers of hours class preparation per week	Prepares class preparation	10	5	5	5	5	5.00	

			Numbers of seminar/attended		2	2	5	5	5	5.00	Trends in Soft Matter Research and Applications, Physics App. & Teaching Technologies,, White Noise Analysis & its Applications, Introduction to Metrology & Verification of Common laboratory Instruments
		A9. Actual Faculty's FTE	Teaches: PhSc111n (1 lec); Phys 31 (2 lec); Phys 31 (2 lec)		6	3	5	5	5	5.00	N126 PhSc111n Lec, N085 Phys31, N086 Phys31
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline		6	3	5	5	5	5.00	1st semester 21-22: Phys21 N434, Phys 31n N332, Phys 11 N498 2nd semester 21-22: N126 PhSc111n Lec, N085 Phys31, N086 Phys31
		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	2	5	5	5	5.00	
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings		1	1	5	5	5	5.00	
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught		12	6	5	5	4	4.67	
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab		30	15	5	5	5	5.00	
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required		20	10	5	5	5	5.00	
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students		5	0	4	4	4	4.00	
		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	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							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	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	0							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	10	5	5	4.5	4.83	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	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	N/A							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	6	3	5	5	5	5.00		
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0							
		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							
									4.88		

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	0							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	0							
	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	0							

		In refereed int'l journals		0					
		In refereed nat'l/regional journals		0					
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							
		In int'l fora/conferences		0					
		In nat'l/regional fora/conferences		0					
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		0					
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		1	0	4	4	4	4.00
	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					
									4.00

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	0						
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	4	4.00	
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	0						
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	1	0	4	4	4	4.00	In progress
	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						
									4.00	

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	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				
		On program accreditations							
		On institutional accreditations							
									5.00	

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 performfing 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						
		No. of Meetings Attended	Attend Departmental Meetings		10	5	5	5	5.00	Attended Regular and Emergency Meetings
									5.00	

	Comments/Recommendations	Total Over-all Rating	120.17
		Average Rating	4.78
		Adjectival Rating	∅

Comments/Recommendations: *Continue to be efficient and to attend conferences, trainings, among others for Professional development.*

Evaluated & Rated by:

REV RHIZZA L. AURE
Department Head
Date: 25 July 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 7/27/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7-27-22

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Prof. Marlon F. Sacedon

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Remind the faculty members during meetings on the submission of OBE Syllabus, grades, and other documents.		Notice of Meetings, Minutes of meetings	Faculty members have submitted documents
Coaching					TPES result Outstanding

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: Marlon F. Sacedon
Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2022   Target Date: Within the year

First Step:
1. Follow-up his progress in the 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 proposals.
3. Endorse his attendance to seminars, training, and conferences.
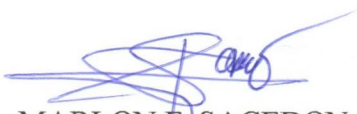
Outcome:_____
1. Completed his Ph.D. in Physics
2. Submitted research and extension proposal/s to different funding agencies.
3. Attended seminars, trainings, and conferences.

Final Step/Recommendation:
_____

Prepared by:

REV RHIZZA L. AURE
Unit Head

Conforme:

MARLON F. SACEDON
Name of Ratee Faculty/Staff