



**Exhibit K**

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

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

<b>Program Involvement (1)</b>	<b>Percentage Weight of Involvement (2)</b>	<b>Numerical Rating (Rating x %) (3)</b>	<b>Equivalent Numerical Rating (2x3)</b>
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Student (50%)		2.50	
Total for Instruction	90%	4.93	4.43
2. Research			
a. Client/Dir. For Research (50%)		2.00	
b. Dept. Head/Center Director (50%)		2.00	
Total for Research		4.00	0.00
3. Extension			
a. Client/Dir. For Extension (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		2.00	0.00
4. Support to Operation	5%	5.00	0.25
5. Admin & Support Service	5%	5	0.25
<b>TOTAL</b>			<b>4.93</b>

EQUIVALENT NUMERICAL RATING:

4.93

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.93

ADJECTIVAL RATING:

Outstanding

Prepared by:

**MARLON F. SACEDON**

Name of Faculty

Reviewed by:

**REV RHIZZA L. AURE**

Head, DPhys

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Approved:


**ROTACIO S. GRAVOSO**


Vice President for Academic Affairs

"Exhibit B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marlon F. Sacedon**, a faculty member of the **DEPARTMENT OF PHYSICS** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period **January - June 2024**.

  
**MARLON F. SACEDON**  
 Asst. Professor IV  
 Date: 7/9/24

Approved: 

**REV RHIZZA L. AURE**  
 Head, Department of Physics  
 Date: 7/9/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec) 2024	Actual Accomplishment (Jan- June 2024)	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										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A						
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation		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						
		Number of instructional materials developed		N/A						



UMFO 2. HIGHER EDUCATION SERVICES									
OVPI MFO 3. Higher Education Management Services									
<b>PI 6:</b> Number of programs accredited	<b>A 1.</b> Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A 2.</b> Actual Faculty's FTE	Handles and teaches courses assigned	6	29	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141
<b>PI 11:</b> Number of new revised curricular proposals submitted	<b>A 3.</b> Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	0						
<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	50%	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141 (1lec)
<b>PI 14:</b> Percentage of courses offered with IMs	<b>A 5.</b> Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	25%	5	5	4	4.67	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141 (1lec)
<b>PI 15:</b> Number of Instructional Materials approved	<b>A 6.</b> Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	0					
<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	50%	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141
<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	50%	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141 (1lec)

	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	36	20	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141 (1lec)
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	30	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	52	40	5	5	5	5.00	<b>2nd Sem SY 23-24:</b> PhSc11n- (1Lec) (3lab); Phys 31 (1lec) (2lab); Phys 141 (1lec)
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	20	10	5	5	4	4.67	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 15.</b> 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						
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	0						
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 21.</b> Amount of research money obtained from external sources	Requests for research money from external sources							



## UMFO 4. EXTENSION SERVICES

	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</b> 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						
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0						
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects		0						
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	0						
	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	0						
		<i>a. Peer reviewer of journal/book</i>								
		<i>b. Review of research and extension proposal</i>								
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review	0						

	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	0						
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects	0						
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	0						
		a. <i>International</i>								
		b. <i>National</i>								
		c. <i>Regional or Institutional Conferences</i>								
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities	0						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>		1	1	5	5	5	5.00	10th Jagna International Symposium
		<i>National</i>		1	0	3	3	3	3.00	
		<i>Regional/Institutional</i>		1	1	5	5	5	5.00	VSU-USC AstroCamp
	<b>OVPI MFO 3. Registration Services</b>									
	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	0%						
	<b>PI 10.</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	20	0					
	<b>OVPI MFO 4. Curricular Program Management Services</b>									



	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	0						
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	6	5	5	5	5.00	
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	1	0					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	0					
	<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	0						
	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0						
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	0						
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	10	5	5	5	5.00	
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 1:</b> Number of departments/institutes/offices supervised	<b>A 65.</b> Number of departments/institutes/offices supervised	Acts as head of office	0						

<b>PI 2:</b> Number of management meetings conducted	<b>A 66.</b> Number of management meetings conducted	Presides departmental meetings	0						
<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	1	1	5	5	5	5.00	
<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents	12	6	5	5	5	5.00	
<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Approves requests	0						
<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda	0						
<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline							
<b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	<b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes							
<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	90%	50%	5	5	5	5.00	
<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	0%						
<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	0%						
<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	0%						



	<b>PI 13:</b> Number of classroom and lab rooms constructed and renovated	<b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	0						
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 78.</b> Percentage budget utilization (GAA)		0%						
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 79.</b> Percentage budget utilization (STF)		0%						
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	5	5.00	
		<b>A 81.</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	0						
	<b>Total Over-all Rating</b>					88	88	86	87.3	
	<b>Average Rating</b>					4.9	4.9	4.8	4.85	
	<b>Adjectival Rating</b>					Outstanding				
Continue to pursue the PhD degree, attend/present in seminars, and engage in research and extension activities.										

Evaluated & Rated by:

**REV RHIZZA L. AURE**

Head, DPhys

Date: 7/9/24

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Date: 7/10/24

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 7/11/24

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Asst. Prof. Marlon F. Sacedon

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		<ul style="list-style-type: none"><li>Encouraged the faculty to make research and extension proposals</li><li>Encouraged the faculty to finish his Ph.D.</li></ul>		Notice of meeting and Minutes of meetings	<ul style="list-style-type: none"><li>TPES result Outstanding</li><li>Asst. Prof. Sacedon currently working on his thesis dissertation</li></ul>

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

Conducted by:

REV RHIZZA L. AURE  
Immediate Supervisor

Noted by:

GLENN G. PAJARES  
Next Higher Supervisor



### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1: ADVANCED EDUCATION SERVICE (20%)								
MFO 2: HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	Dept. Head & Faculty	Jan 2024					No. of BSAP students enrolled=33
PI 5:	Percentage increase in enrolment	Dept. Head & Faculty	Jan 2024					2 <sup>nd</sup> Sem 23-24: 3 <sup>rd</sup> Year (7); 2 <sup>nd</sup> Year (12); 1 <sup>st</sup> Year (14) = 33 Previous Year no. of students= 24
PI 7:	Number of degree programs implemented	Dept. Head & Faculty						BSAP Program
PI 8:	Number of programs with COPC	Dept. Head & Faculty						BSAP has been awarded with COPC
PI 10:	Total FTE monitored	Dept. Head & Faculty	2 <sup>nd</sup> semester				100%	Ensures that all course offering by the department are catered.
PI 11	Number of new revised curricular proposal submitted	Dept. Head & Faculty						BSAP revised curriculum
PI 12:	Number of new revised proposal approved by UCC							Curriculum Review (BSAP)
PI 13:	Percentage of course	Dept. Head & Faculty	Whole semester	100%				Ensures that all course syllabi are

[illegible]



								Characterization of Selected Plant Oils; 2. Investigating the relationship of GMSL and ENSO using white noise analysis
c.	<i>Regional or Institutional Conferences</i>							1. Microrheological Characterization of Selected Plant Oils; 2. Investigating the relationship of GMSL and ENSO using white noise analysis
PI 4.	Number of research proposal submitted	Dept. Head & Faculty	April 2024				100%	Submitted to DA-RFO 8 in April, 2024 ODSemblante & HRFAbad
PI 5.	Number of research proposals approved *	Dept. Head & Faculty					50%	In progress
PI 6.	Number of approved research projects/studies implemented	Dept. Head & Faculty						
PI 7.	Amount of research money obtained from external sources	Dept. Head & Faculty						Proposal under review
PI 8.	Amount of research money obtained from internal sources	Dept. Head & Faculty						Proposal under review
PI 12	. Number of research articles derived from approved research in the	Dept. Head & Faculty						

	university, submitted							
PI 13.	Number of research articles derived from approved research university, published	Dept. Head & Faculty						In progress
PI 14.	Number of Scopus, WoS, and ACI publications and other reputable journals	Dept. Head & Faculty						N/A
MFO 4								
EXTENSION SERVICES (10%)								
PI 1.	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty					100%	1. MOU with DLSU; 2. MOU with USC; 3. MOU with RCTP, CVIF
PI 4.	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	Whole Semester				100%	1. 1 <sup>st</sup> USC-VSU AstroCamp 2. Lawag/Suga: Igniting Curiosity through Optics and Photonics 3. Research Adviser/s (e.g.VFES)
PI 5.	Number of expert services							



	rendered:							
	a. Peer reviewers of journal/book	Dept. Head & Faculty						
	b. Review of research and extension proposal							
	c. resource speaker/person (panelist, discussant, judge in academic and research competitions, moderator in conferences, convenor, facilitator)	Dept. Head & Faculty	January 2024	100%				<b>Organizer:</b> (Department of Physics) DLSU Physics Seminar <b>Sponsors</b> (Department of Physics): 10th Jagna International Workshop
			March 2024		100%			<b>Organizer:</b> (RRLAure) UP-NIP Seminar on Frontiers in Theoretical and Experimental Physics
			March 2024			100%		<b>Facilitator</b> (Department of Physics) during the VSU-DLSU Physics Seminars
			April 2024			100%		<b>Facilitator</b> (Department of Physics) during the USC-VSU AstroCamp Judge, Elementary Investigative Projects Presentation: JLLCagande
			May 2024				100%	<b>Resource Speakers:</b> (ODSemblante & JLLCagande) during Lawag/Suga: Igniting

								Curiosity through Optics and Photonics, at FCIC, Baybay City, May 25, 2024
	d. accreditor							
	e. consultancy							
PI 6.	Number of extension proposal submitted	Dept. Head & Faculty						Extension proposal (In progress)
PI 7.	Number of extension proposal approved	Dept. Head & Faculty						
PI 10:	Number of extension activities conducted	Dept. Head & Faculty	April 2024					1. 1st USC-VSU AstroCamp
								2. Research Adviser/s (e.g., VFES)
			May 2024					3. Lawag/Suga: Igniting Curiosity through Optics and Photonics
PI 11.	Number of trainings, seminar conducted	Dept. Head & Faculty	April 2024					1. 1st USC-VSU AstroCamp
			May 2024					2. Lawag/Suga: Igniting Curiosity through Optics and Photonics
								3. Research Adviser/s (e.g., VFES)
PI 17.	Amount of extension money generated from internal sources							Extension Proposal (In progress)
Additional Output								
	Research Mentoring						100%	VFES Adviser; VSUIHS Research
MFO 5								



Support to Operations	OVPI MFO 1. Faculty Development Services							
PI 1:	Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *							Ph.D. in Physics-2; Ph.D. in Science Education major in Physics-1
PI 2:	Number of faculty-scholars who completed their advance degrees							Graduate studies of faculty scholar (in progress)
PI 3:	Number of faculty granted with external scholarship							JRPLesidan (DOST Scholar) under VSU Fellowship Contract
PI 4:	Number of faculty granted with internal scholarship/fellowship							Faculty Development Plan (FDP) was revised
PI 7:	Number of faculty sent to trainings, seminars and conferences	Dept. Head & Faculty & staff						<b>10th Jagna International Workshop:</b> 1.RRL Aure; 2. HRF Abad; 3. AVC Casangcapan; 4. JLL Cagande; 5. MLTTimosa; 6. MAA Villocin; 7. MF Sacedon; 8. OD Semblante <b>Frontier in Theoretical &amp; Experimental Physics:</b> 1.RRL Aure; 2. HRF Abad; 3. AVC

								Casangcapan; 4. JLL Cagande; 5. MLT Timosa; 6. MAA Villocin; 7. MF Sacedon; 8. OD Semblante <b>Training          Workshop on          Research          Proposal:</b> 1. HRF Abad; 2. OD Semblante <b>Chemical Waste          Management and          Safety in the          Chemical          Laboratory- 1          DLSU Physics          Seminar-</b> Department of Physics <b>1st VSU-USC          AstroCamp-</b> Department of Physics <b>VSU Going Green          Seminar-4</b>
<b>Additional          outputs</b>								
	<i>Number of          planning          sessions,          tracking and          monitoring of          targets, etc.          conducted to          ensure          attainment of          department          targets</i>	Dept. Head & Faculty	Whole semester	30%		70%		during department meetings
	<i>Number of          coaching          sessions          among faculty          and staff</i>	Dept. Head & Faculty	Whole semester		50%		50%	coaching sessions during department meetings
<b>OVPI MFO 2.          Faculty          Recruitment/Hir          ing Services</b>								
<b>PI 8:</b>	Number of	Dept. Head &						



	new faculty hired with at least Master's degree	Faculty						
<b>OVPI MFO 3. Registration Services</b>								
<b>PI 9:</b>	Percentage of students enrolled and validated within the registration period	Dept. Head & Faculty		100%				<b>2nd Sem SY23-24:</b> (7) 3rd Year; (12) 2nd Year; (14) 1st Year; <b>Mid Year SY23-24:</b> (5) 3rd Year ; (7) 2nd Year; (8) 1st Year
<b>PI 10:</b>	Number of students advised during the registration period	1. JLLCaganded 2. HHRF Abad 3. ODSe mblante		100%				BS Applied Physics
<b>OVPI MFO 4. Curricular Program Management Services</b>								
<b>PI 11:</b>	Number of curricular reviews conducted	Dept. Head & Faculty & staff						BSAP Curriculum Revision
<b>PI 12:</b>	Monthly accomplishment report submitted on time.	Dept. Head & Faculty & staff						
<b>PI 13:</b>	Number of course syllabi and TOs reviewed and approved	Dept. Head & Faculty						Syllabi (1) TOs 2nd Sem. SY 23-24 (16)
<b>PI 14:</b>	Number of OJT MOAs prepared	Dept. Head & Faculty						(1) DLSU Institutional MOA (2) DLSU Student MOAs (1) PAGASA MOAs

								(2) USC MOAs
<b>PI 15:</b>	Number student interns deployed and monitored						60%	OJT is scheduled in the Midyear, A.Y. 2023-2024 (MOAs in progress)
<b>PI 16:</b>	Number of thesis students advised							
<b>PI 17:</b>	Number of exchange students supervised							
<b>PI 18:</b>	Number of students from other schools having summer program supervised							
<b>PI 19:</b>	Number of external institutions/agencies conducting benchmarking activities served		March 2024					DLSU's visit at VSU
<b>PI 20:</b>	Number of students from other academic departments conducting research activities served							VFES and VSU-IHS
<b>MFO 6</b>								
<b>General Admin. &amp; Support Services (GASS)</b>								




<b>PI 1.</b>	Number of departments/institutes/offices supervised							Department of Physics and Alumni Community Relations Office
<b>PI 2.</b>	Number of management meetings conducted							regular/special meeting to be conducted
<b>PI 3.</b>	Number of committee meetings conducted							atleast 1 regular/special meeting to be conducted
<b>PI 4.</b>	Number of routinary documents acted	Dept. Head & Faculty & staff						
<b>PI 5.</b>	Number of requests acted	Dept. Head & Faculty & staff						1. Request to paint computer table & and counter table 2. Request to repair faucet at the DPhys Pantry 3. Request installation Aircondition unit at DPhys Equipment Room 4. Request installation of additional LAN for DPhys Biophysics Room
<b>PI 6.</b>	Number of memoranda prepared	Department Head						
<b>PI 7:</b>	Percentage of IFWs submitted to OVPAA on or before September 30	Department Head & clerk						2nd Sem SY 23-24 IFW
<b>PI 8:</b>	Percentage of Report of Actual teaching loads submitted to OVPAA 30	Department Head & clerk						2nd Sem 23-24 RATL (Feb 14, 2024)

	days after the start of classes							
<b>PI 9:</b>	Percentage of faculty and staff who submitted a DTR every month	Dept. Head & Faculty & staff						
<b>PI 10:</b>	Percentage of complaints, if any, addressed on time	Dept. Head & Faculty & staff						
<b>PI 11:</b>	Percentage of action plans implemented and monitored as scheduled	Dept. Head & Faculty & staff						
<b>PI 12:</b>	Monthly accomplishment report submitted on time.	Dept. Head & Faculty & staff						
<b>PI 13:</b>	Number of classrooms and Lab rooms constructed and renovated							1. Installation of Air Conditioner for the DPhys Laboratory Storage Room; 2. Computer/ Laboratory Tables
<b>PI 14:</b>	Percentage budget utilization (GAA)	Dept. Head & Faculty & staff						
<b>PI 15:</b>	Percentage budget utilization (STF)	Dept. Head & Faculty & staff						
Additional Outputs								
	<i>Number of /new initiatives introduced resulting to best practice</i>	Dept. Head & Faculty & staff						<b>JLLCagande:</b> Flag Ceremony Android App



	<i>replicated/benchmarked by other dept/agencies*</i>							
	<i>Submission of department PPMP for the following year within deadline as prescribed by BAC</i>	Dept. Head & Faculty & staff						for office, instructional used
	Number of admin staff sent to trainings, seminars and conferences	Dept. Head & Faculty & staff	Feb-May 2024					<b>1. Chemical waste Management and safety in the Chemical Laboratory</b> , Feb. 23, 2024 (HGMazo & WFSoriano) <b>2. Sparkling Spaces: Mastering the Arts of Housekeeping</b> (HGMazo & PAGucela) <b>3. Financial Transaction Forum</b> (HGMazo & PAGucela)

Prepared by:

  
**REV RHIZZA L. AURE**  
 Unit Head

## PERFORMANCE MONITORING FORM

Name of Employee: **Marlon F. Sacedon**

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 grades sheets within the prescribed period, and makes herself available for student consultations during consultation hours.	Very Impressive	January 2024	June 2024	June 30, 2024	Impressive	Very Satisfactory	Submitted Syllabus, and grades on time. Entertains the concerns of advisees and is always available for student consultation
2	Performs functions such as, Chairman of Instructional Materials Committee	Very Impressive	May 2024	June 2024	June 30, 2024	Very Impressive	Very Satisfactory	
3	Attends seminar/workshops, serves training and workshops.	Very Impressive	January 2024	June 2024	Jan 8-11, 2024 (10 <sup>th</sup> Jagna International Symposium)	Very Impressive	Outstanding	Actively participated in seminars/ workshops

Prepared by:

  
**REV RHIZZA L. AURE**  
 Head, DPhys



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marlon F. Sacedon

Performance Rating: Outstanding

Aim:

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

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: One year from date of intervention

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:

He will be able to undergo graduate studies.

Date: \_\_\_\_\_ Target Date: End of Second Semester

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 Physics.
2. Submitted research and extension proposal/s to different funding agencies
3. Attended seminars, trainings, and conferences.

Prepared by:

  
**REV RHIZZA L. AURE**  
DPhys Head

Conforme:

  
**MARLON F. SACEDON**  
Ratee



**TEACHING PERFORMANCE EVALUATION**  
**Summary by Department**

Department: Dept. of Physics

Semester and Academic Year: First Semester 2023-2024

College: College of Arts and Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ATHENA VALERIE C. CASANGCAPAN	7	4.57	91.43 %	Outstanding
BEHLL FLORENCE O. SANACO	7	5.00	100.00 %	Outstanding
HANNAH RISSAH FORIO ABAD	5	5.00	100.00 %	Outstanding
JEFFREY LLOYD LORETO CAGANDE	5	4.40	88.00 %	Very Satisfactory
MARLON FLORES SACEDON	6	5.00	100.00 %	Outstanding
MARY ANGELICA A. VILLOCINO	7	5.00	100.00 %	Outstanding
MIRA LUNA T. TIMOSA	6	4.83	96.67 %	Outstanding
OLIVER D. SEMBLANTE	4	4.75	95.00 %	Outstanding
REV RHIZZA LIONG AURE	2	5.00	100.00 %	Outstanding
Department Mean		4.84	96.79%	Outstanding

Prepared by:

**VANESSA W. NAZAL**  
TPES in-Charge  
Date: April 19, 2024

Attested by:

**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation  
Date: April 19, 2024

Received by:

**REV RHIZZA LIONG AURE**  
Name and Signature of Department head  
Date: 27 May 2024

**MA. THERESA POSAS LORETO**  
Name and Signature of College Dean  
Date: May 31, 2024

Distribution of copies: ODIE, College, Department

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.