

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LEO A. MAMOLO**

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head/Dean (50%)	100%		
	b. Students (50%) from Teaching Performance Eval'n. By-Students	0.00		
Total for Instruction		75%	4.62	3.47
2	Research			
	a. Client/Dir. for Research (50%)			
	b. Dept. Head/Center Director (50%)			
Total for Research		25%	5.00	1.25
3	Extension			
	a. Client/Dir. for Extension (50%)			
	b. Dept. Head/Center Director (50%)			
Total for Extension				
4	Administration			
5	Production			
6	Support to Operations			
		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.72

EQUIVALENT NUMERICAL RATING: 4.72

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING:

Outstanding

Prepared by:


LEO A. MAMOLO

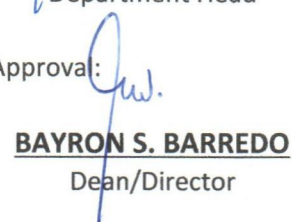
Name of Faculty

Reviewed by:




SHALOM GRACE C. SUGANO
 Department Head

Recommending Approval:



BAYRON S. BARREDO
 Dean/Director


Approved:





BEATRIZ S. BELONIAS
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEO A. MAMOLO**, a faculty member of the **VSU INTEGRATED HIGH SCHOOL** commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2020**.


LEO A. MAMOLO
 Instructor
 Date: December 12, 2020

Approved: 
SHALOM GRACE C. SUGANO
 Department Head
 Date: 1/26/2021


BAYRON S. BARREDO
 College Dean
 Date: _____

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
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	18	25.6	5	5	5	5.00	General Mathematics

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0	0	3	3	3	3.00	General Mathematics
	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 period							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	0	2	5	5	5	5.00	General Mathematics
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	5.00	General Mathematics
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	24	5	5	5	5.00	General Mathematics
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0	0	0	0	0.00	
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	0	0	3	3	3	3.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	70	5	5	5	5.00	G11 (STEM A, STEM B, TVL, HUMSS, ABM)
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	0	2	5	5	4	4.67	G11 (STEM A, STEM B)

		A20 : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	4	4	5	5	4.67	Commencement Exercise 2020, Promotional Exercises 2020, Distribution of Modules, Entrance Exam 2020
	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	2	5	5	4	4.67	Gen Math (Volume I and II)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	4	5	5	4.67	Gen Math (Volume I and II)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	7	4	5	5	4.67	Powerpoint Presentations, Video Presentations
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	24	5	5	5	5.00	Gen Math (Volume I and II)
		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	1	2	5	5	5	5.00	

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	General Mathematics (STEM A, STEM B, TVL, HUMSS, ABM)
	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	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	1	0					
		<i>In refereed int'l journals</i>		1	0					
		<i>In refereed nat'l/regional journals</i>		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	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						

	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by faculty or		0						
		<u>A 33.</u> 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	0	1	5	5	5	5.00	Tech Trends
		<u>A 34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
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	2						
	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	100						
	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	0						
	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	1						
	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	1	0					
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	0					
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0						
	<i>Resource Persons</i>	<i>Resource Persons</i>		0						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0						

	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0						
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	0	zero non-conformity					
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	75%	100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	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 performing functions resulting to best practice	0						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0					
	Total Over-all Rating								74.33	Comments & Recommendation for Development Purpose: <i>He creates a positive/optimistic environment. His passion and enthusiasm towards research is praiseworthy. Publish more paper and train other faculty to engage more into research.</i>
	Average Rating								4.37	
	Adjectival Rating									
										VERY SATISFACTORY

Evaluated & Rated by:

SHALOM GRACE C. SUGANO

Department Head

Date:

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Leo A. Mamolo

Performance Rating: Very Satisfactory

Aim: To write a more research proposals and submit to OVPRE for findings.
To produce instructional materials on subjects handled for distance learning.

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: December 2020

First Step:

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1. Attend seminar on Research Proposal Writing.
 2. Attend In-House Review conducted by the University.
 3. To produce at least one (1) learning guide per subject taught ready to be used for instruction in the new normal.
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Result: Carried out responsibilities as an instructor and research coordinator.

Date: January 2021

Target Date: May -June 2021

Next Step: 1. Submit more research articles to reputable journals for publication.
2. Finish the approved research on time.

Outcome: 1. Published research outputs.


Final Step/Recommendation:

- 1.) Plan more research proposals and coordinate it with the faculty of the department and college.
- 2.) Mentor and encourage novice faculty to engage more into research. You made a good start on this. Keep it up!

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:


LEO A. MAMOLO, Ph.D.
Name of Ratee Faculty/Staff