

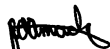
Name of Faculty Member: Ms.Florence Adelyn O. Armada

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		2.33	
TOTAL for Instruction	85%	4.78	4.07
2. Research	0%	0	0
3. Extension	0%	0	0
4. Support of Operation	10%	5.00	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.82


EQUIVALENT NUMERICAL RATING: 4.82
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding


Prepared by:


FLORENCE ADELYN ARMADA
Name of Faculty


Reviewed by:

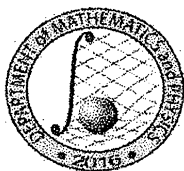

CLIMACO D. ESPINA JR.
Department Head

Recommending Approval:


CANDELARIO L. CALBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction



Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FLORENCE ADELYN O. ARMADA**, of the **DEPARTMENT OF MATHEMATICS AND PHYSICS, Colleges of Arts and Sciences** commit to the deliver and agree to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018

FLORENCE ADELYN O. ARMADA

Substitute Instructor

Date: 01/04/19

CLIMACO D. ESPINA JR.

Department Head

Date: 1/14/19

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

MFO & PAP's	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MF01 (Higher Education)	Instruction	PI 1. Number of FTE	Teaches: 1st sem. SY 2018-2019 = Phys 11a (1 lec, 2 lab), {Phys 134 (1 lec, 1 lab), Phys 13s (1 lab), Scts 11 (2 lec)	18	22.80	5	5	5	5.00	Teacher's leave
	Preparation/ Revising/ Encoding/ Printing	PI 2. Number of instructional materials developed								
	Instruction	<i>New Course Outline</i>	Prepares new course outline	1	2	5	5	5	5.00	Scts11, Phys 134
		<i>New syllabi</i>	Prepares new syllabi	1	2	5	5	5	5.00	Scts 11, Phys134
		<i>Revised syllabi</i>	Revised syllabi	1	1	5	5	4	4.67	Phys 11a
		<i>New Lecture manual</i>	Prepares new manual	1	1	5	5	4	4.67	Scts 11
		<i>New Powerpoint lecture presentation (per course)</i>	Prepares powerpoint	1	4	5	5	4	4.67	4 subjects
		PI 3. Additional outputs							0.00	
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	1	5	5	5	5.00	1st Sem SY 2018-2019 subjects
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	1	5	5	5	5.00	1st Sem SY 2018-2019 subjects

Average Rating (Total Over-all rating divided by 4)	4.92	Comments & Recommendations for Development Purpose: <i>Keep it up</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.92	
ADJECTIVAL RATING		

Evaluated and Review:

[Signature]
CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: 1/14/19

Recommendation Approved
[Signature]
CANDELARIO L. CALIBO
College Dean

Approved:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

"Exhibit I"

PERFORMANCE MONITORING FORM

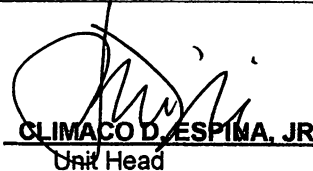
Name of Employee: **MS. FLORENCE ADELYN O. ARMADA**

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 four (4) courses subjects (Phys 11, Phys 134, Phys 13s, Scts 11)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Scts 11	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Aug. 2018	Dec. 2018	Dec 2018	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	Aug. 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	Perform functions duly assigned to her

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

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

Prepared by:


OLIMACO D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORENCE ADELYN O. ARMADA

Performance Rating: Outstanding

Aim: To assist her to study PhD in Physics program.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: _____

Target Date: One year from date of intervention

First Step:

Endorsed from substitute to temporary to the Scholarship Committee her status so that she can pursue Phd in Physics.

Result: He will be able to have a temporary position.

Date: _____

Target Date: End of Second semester

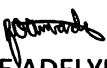
Next Step: To continue giving moral support.

Outcome: Improved/high moral

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


FLORENCE ADELYN O. ARMADA
Ratee