DEPARTMENT OF
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VISAYAS
STATE UNIVERSITY

Exhibit K

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%)		2.40	
b. Student (50%)		2.25	
Total for Instruction	80%	4.65	3.72
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension		0.00	0.00
4. Asupport to Operation	15%	4.58	0.69
5. Administration	5%	4.83	0.24
TOTAL			**4.65**

EQUIVALENT NUMERICAL RATING: 4.65
Add: Additional points, if any:
TOTAL NUMERICAL RATING: **4.65**

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

MARLON F. SACEDON   **EUSEBIO R. LINA, JR.**
Name of Faculty   Head, DMP

Reccomending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President of Academic Affairs

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

, Marlon F. Sacedon, a faculty member of the DEPARTMENT OF MATHEMATICS AND PHYSICS 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 January - June 2021.

Approved:

MARLON F. SACEDON
Asst. Professor IV
Date: 7/16/21

EUSEBIO R. LINA, JR.
Department Head
Date: 7/26/2021

MA. THERESA P. LORETO
College Dean
Date: Oct. 12, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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 *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	30	15	5	4.5	5	4.83	VSL
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	5	5	5	5.00	
		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	10	5	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	2	5	4	5	4.67	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	10	5	5	4	4.67	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	2	5	4	5	4.67	
	PI 8: Number of students advised: *	**A16.** Number of students advised:	*Acts as academic adviser to students*	N/A						

PI	Activity	Description						
	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					
PI 9: Number of student organizations advised/ assisted *	**A19** . *Number of Student organizations advised*	*Advises student organizations recognized by USSO*	1	0				
	A20 . *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	1	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						
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	1	4	5	5	4.67
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	15	6	5	4	5	4.67

PI	Activity	Task								
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4		2	4	5	5	4.67	
	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	0							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle	2		1	4.5	5	5	4.83	
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
	Number of program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1		0					
	Number of 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							
									4.77	
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									
	In refereed int'l journals		1	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	0								
	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		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	0								
	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								

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	10							
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						
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	75%							
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	0						
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						

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	4	5	4.67	
	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	40%	4.5	5	4	4.50	
	On program accreditations								
	On institutional accreditations								
								4.58	

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			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 performfing 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							
	No. of meetings attended	Attends departmental meetings.	5	5		5	4	5	4.67	
									4.83	
Total Over-all Rating									66.50	
Average Rating									4.73	
Adjectival Rating									O	

Evaluated & Rated by:

Eusebio Lina

EUSEBIO R. LINA, JR.
Department Head
Date: 7/26/2021

Recommending Approval

mtplreto

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: Oct. 12, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

COMMENTS AND RECOMMENDATIONS:

Keep it up. Continue and complete your PhD study.

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Marlon F. Sacedon</u>
Performance Rating: <u>Outstanding</u>

Aim: Gain competence and qualification to assume higher responsibilities.

Proposed Interventions to Improve Performance:

Date: <u>March 2021</u>   Target
Date:_____

First Step:

1. Encourage him to work on his dissertation to complete his PhD studies.

Result: Completion of his PhD study at the end of AY 2021-2022.

Date: _____   Target Date: End of AY 2021-2022

Next Step: Encourage him to do research, extension and innovation activities.

Outcome: Research proposals

Prepared by:

EUSEBIO R. LINA, JR
DMP Head

Conforme:

MARLON F. SACEDON
Ratee