



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%)		2.48	
b. Student (50%)		2.50	
Total for Instruction	85%	4.98	4.23
2. Research			
a. Client/Dir. For Research (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	5%	2.00	0.10
3. Extension			
a. Client/Dir. For Extension (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension	5%	2.00	0.10
4. Administration			0.00
5. Production	5%	5.00	0.25
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: Outstanding

Prepared by:

MARLON F. SACEDON

Name of Faculty

Reviewed by:

REV RHIZZA L. AURE

Head, DPhys

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



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"Exhibit B"

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 ACCOMPLISHMENT in accordance with the indicated measures for the period July - December, 2022.

MARLON F. SACEDON

Asst. Professor IV

Date: 1/3/2023

Approved:

REV RHIZZA L. AURE

Department Head

Date: 1/6/23

MA. THERESA P. LORETO

College Dean

Date: 1/24/2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (July-Dec. 2022)	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	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 Moodle 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	10.75	5	5	5	5.00	Summer AY 21-22 : Physics11 (1lec); 1ST sem AY 22-23: Phys21(2Lec);Phys21(Lab);Phys102(3lec); Phys102 (2lab)
		PI 2. Number of instructional materials developed								
		New Course Outline	Prepares new course outline	1	1	5	5	5	5.00	Phys 102 University Physics II
		New syllabi OBE	Prepares new syllabi	1	1	5	5	5	5.00	Phys 102 University Physics II

		Revised syllabi	Revised syllabi	6	6	5	5	5	5.00	
		New lab. manual	Revises one (1) lecture manual	6	6	5	5	5	5.00	
		Revised Lab. Manual	Revises one (1) laboratory manual	6	6	5	5	5	5.00	
		New course outline	Prepares and compiles two (2) course outline	1	1	5	5	5	5.00	
		Revised course outline	Prepares and compiles one (1) course outline	5	5	5	5	5	5.00	
		New Lecture manual	Prepares new manual	1	1	5	5	5	5.00	
		New Powerpoint lecture presentation (per course)	Prepares powerpoint	30	30	5	5	5	5.00	Summer AY 21-22 : Physics11 (1lec); 1ST sem AY 22-23: Phys21(2Lec);Phys21(Lab);Phys102(3lec); Phys102 (2lab)
		PI 3. Additional outputs								
		Numbers of hours checking papers per week	Checks papers	10	10	5	5	5	5.00	
		Numbers of hours class preparation per week	Prepares class preparation	10	10	5	5	5	5.00	
		Numbers of seminar/attended		2	2	5	5	5	5.00	Faculty on boarding;ISO9001:2015 Awareness/Reawareness Seminar
		A9. Actual Faculty's FTE	Handles and teaches courses : Summer AY 21-22 : Physics11 (1lec); 1ST sem AY 22-23: Phys21(2Lec);Phys21(Lab);Phys102 (3lec); Phys102 (2lab) ; Approved Reduced Teaching Load for 1st semester 2022-2023 : VSFC-AS Res. No. 2616 Series of 2022	30	10.75	5	5	5	5.00	Summer AY 21-22 : Physics11 (1lec); 1ST sem AY 22-23: Phys21(2Lec);Phys21(Lab);Phys102(3lec); Phys102 (2lab)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	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	6	6	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	12	5	5	5	5.00		
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	30	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	20	5	5	5	5.00		
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to 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	20	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	2	5	5	5	5.00		
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	20	5	5	5	5.00		

		<i>Assessment tools</i>	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	6	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						
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 project 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						
		<i>In refereed int'l journals</i>		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							

		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage 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						
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	Implements 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	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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 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		zero non-conformity					
	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								
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 performing 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	
<u>Comments/Recommendations</u>				Total Over-all Rating	151	151	151	146.00	
				Average Rating	4.87	4.87	4.87	4.87	
				Adjectival Rating	Outstanding				

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date: 1/6/23

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 1/24/2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/25/23

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
✓	3 rd	
✓	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">Encouraged the faculty to make research and extension proposalsEncouraged the faculty to finish his Ph.D.		Notice of meeting and Minutes of meetings	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

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. Attend seminars, trainings, and conferences.

Prepared by:


REV RHIZZA L. AURE
DPhys Head

Conforme:


MARLON F. SACEDON
Ratee