SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: <u>Ms. Ma. Nena Q. Ramos</u>

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.42	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.92	4.18
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Operation	10%	4.67	0.47
5. Administration	5%	5.00	0.25
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: <u>Outstanding</u>

Prepared by: Reviewed by:

MA. NENA Q. RAMOS   **CLIMACO D. ESPINA, JR.**
Name of Faculty   Head, DMP

                                                      Recommending Approval:

                                                      CANDELARIO L. CALIBO
                                                      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, **MA. NENA Q. RAMOS,** of the DEPARTMENT OF MATHEMATICS AND PHYSICS, **College of Arts and Sciences,** commit to the deliver and agree to be rated on the attainment of the following accompl,ishments in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019

MA. NENA Q. RAMOS
Assistant Professor
Date: _____

CLIMACO D. ESPINA,JR.
Head,.DMP
Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO's/PAPs	Success Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Quality	Eficiency	Timeliness	Average	
Higher Education Services	**PI 1**. Number of FTE	Teaches: Math 11 (1 lec); Math 109n (2 lec.); Math 121 (1 lec, 1 lab), = 1st Sem SY 2019-2020	8	24.30	5	5	5	5.00	Vacation/Sick Leave
	PI 2. Number of instructional materials developed								
	Revised course outline	Revises course outline	1	1.00	5	5	4	4.67	Math 11
	Prepared course outline	Revises couse Outline	1	2	5	5	4	4.67	Math121n, Math109n
	New powerpoint lecture preparation	Prepares one (1) powerpoint lecture presentation	1	3	5	5	4	4.67	Math 11, Math 121, Math 109n

	PI 3. Additional outputs							0.00	
	Numbers of hours checking papers per week	Checked papers	2	8	5	5	5	5.00	Math11 (3 units), Math109n (2 lecs-5 units each), Math 121n (1 lec and 1 lab)
	Numbers of hours class preparation per week	Prepares lessons & class presentations	2	12	5	5	5	5.00	Math11 (3 units), Math109n (2 lecs-5 units each), Math 121n (1 lec and 1 lab)
				Total points				29.00	
Extension Services	PI.1 Number of proposals research/extension works	Proposal for extension/ seminar workshop together with Department Head, HRAbad, ERLina Jr.						0.00	
	PI.2 Additional Outputs								
	Number of hours training conducted inside VSU	Resource person							
	Number of hours seminar conduted	Resource person							
				Total points				0.00	

Support to Students	P.I Student advising and consultation services									
	PI.2 Number of hours spent for student consultation & thesis	Entertained/advised	10	15	5	5	4	4.67	regarding students, grades, and requirements
	P.3 Additional Outputs									
				Total points				4.67	
General Admin. & Support									
Efficient & Constumor Friendly	Zero percent complaint from clients served	Entertains clients	0%	no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
				Total points				5.00	
Total Over-all								38.67	
Average Rating								4.83	
Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)	4.83	Comments & Recommendations for Development Purpose:
Additional Points:		Needs improvement in RDE functions
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.83	
ADJECTIVAL RATING		

Evaluated and Review:

CLIMACO D. ESPINA, JR.
Head, DMP
Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

1 - Quality   2 - Efficiency   3 - Tmeliness   4 - Average

PERFORMANCE MONITORING FORM

Name of Employee: **PROF. MA. NENA Q. RAMOS**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
1.	Teaches: Math 11 (1 lec); Math 109n (2 lec.); Math 121 (1 lec, 1 lab), = 1st Sem SY 2019-2020	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 109n	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manual in Math 11n	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Follow the format prescribed by OVPI
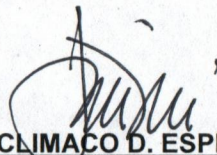
			July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	
5.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Participates actively in all activities
7.	Perform other functions assign by the head	Reports	July 2019	Aug. 2019	Aug. 2019	Impressive	Outstanding	Perform duties assigned to her

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CLIMACO D. ESPINA, JR.
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Ma. Nena Q. Ramos

Performance Rating: Outstanding

Aim: Encourage her to be involved in formulating research and extension project proposals.

Date: 8/31/19   Target Date: One year from this date

First Step:

Send her to trainings/seminars/workshops/fora related to research and extension activities.

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose her to these engagements and will motivate her to do research and be involved in extension projects.

Date: Throughout the school year   Target Date: End of SY 2019-2020.
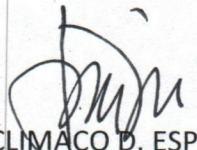
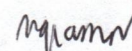Next Step: Advise her to co-author draft research or extension project proposal.

Outcome: Research/project proposal

Final Step/Recommendation: Instruct her to submit the research/project proposal to the OVPRE for approval and possible funding.

Prepared by:

CLIMACO D. ESPINA JR.
DMP Head

Conforme:

MA.NENA Q. RAMOS
Ratee