

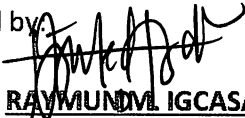
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mr. Raymund M. Igcasama


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.96	4.21
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Students	10%	4.95	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.96


EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by: 
RAYMUND M. IGCASAMA
Name of Faculty

Reviewed by: 
CLIMACO D. ESPINA JR.
Department Head

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, **RAYMUND M. IGCASAMA**, 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 accomplishments in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018


RAYMUND M. IGCASAMA

Instructor I

Date: 07 August 2018


CLIMACO D. ESPINA JR.

Head, DMP

Date: _____

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timelines	Average	
MFO1	Advanced Education Services										Not applicable
MF02	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches: Math 108 (1 lec), Math 103 (1 lec), Math 14 (1 lec), Math 119 (1 lec), Math 107 (1 lec), NSTP and Work Immersion (SHS); (2nd Sem. 2017-2018); Math 117 (1 lec), Math 118 (1 lec) = Summer 2018	18	35.60	5	5	5	5.00	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New Syllabi (OBE)	Instruction	Prepares new syllabi	1	2	5	5	4	4.7	Math 118, Math 116

		<i>Revised syllabi</i>	Instruction	Revises syllabi	1	2	5	5	4	4.7	Math 107, Math 108
		<i>New Powerpoint lecture</i>		Preparing one (1) powerpoint	1	2	5	5	5	5.0	Math 116, Math 118
		PI 3. Additional outputs									
		<i>Number of grade sheets submitted on prescribed period</i>	Preparation	Preparing grade sheets, 2nd sem. 2017-2018	50%	100%	5	5	4	4.67	Instruction
		<i>Numbers of hours checking paper per week</i>		Checks papers	2	40	5	5	5	5.00	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours class preparation per week</i>		Prepares class preparation	2	40	5	5	5	5.00	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours supervise for SHS</i>		Supervise SHS	2	20	5	5	5	5.00	Work Immersion
		<i>Number of hours seminar/ trainings conducted inside VSU</i>		Resource Person	4	8	5	5	5	5.00	Enhancement training for Math High School Teachers, 13 Jan. 2018 to 10 March 2018
		<i>Number of hours Echo Seminar Attended</i>		Participant	8	24	5	5	5	5.00	Echo Seminar on New GE course: Mathematics in the Modern World, April 12-14, 2018
		<i>Number of hours national convention attended</i>		Participant	8	24	5	5	5	5.0	CFASCUP National Convention, Davao City, May 3-5, 2018
		<i>Number of hours seminar/ trainings conducted outside VSU</i>		Resource Person	4	8	5	5	5	5.00	Enhancement training for Math High School Teachers, 16 April 2018
						Total points				59.00	
MFO 5	Support to Students	P5.I Student advising and consultation services	Support to students	Mentor students/group in conducting research							
		<i>Academic Adviser</i>	Support to students	Advises, assisted students related activities	50	400	5	5	5	5.00	Dorm Adviser, CAS-SSC

		<i>Organization adviser</i>	Support to students	Student Organizations	1	1	5	5	5	5.00	CAS-SSC
		<i>Student Coaching</i>	Coach	Varsity Program	1	15	5	5	5	5.00	Athletics Team
		P5.2 Number of hours spent for student consultation	Support to students	Entertained/adviser thesis students	30	50	5	5	5	5.00	regarding subject matters, grades
		P5.3 Additional Outputs									
		<i>Technical/Expert Services/Number of students/staff served</i>	Judge, Dormitory Management Committee, Committee member	Judge, Member, Critic	1	8	5	5	4	4.67	VFES Research Presentation, HRTM Enterprenurial Presentation and Culmination, Screen and interviews applicants, helps in dormitory management, JPICE Quiz, Food Tech Quiz, TOM Quiz, CAS quiz
		<i>Number of Activities Organized/Attended/Assisted/Participated Facilitated</i>	Facilitator/ Organizer		2	6	5	5	5	5.00	CAS Month Celebration, Alumni Homecoming, Commencement Exercises, UISB Sportfest, SHS Honors and Awards Committee, AdHoc Committee Classroom Readiness, Honors and Awards Convocation
		Tutorial Programs	Tutor	Tutor	10	40	5	5	5	5.00	Dorm Occupants, VSU Students
						Total points				34.67	

MFO 7	General Admin. & Support Services (GASS)	PI 1. Number of organized activities	Preparation/ Encoding/ Printing	Prepared and organized Departmental activities/Educational Tour							Chairman, Socials
		PI 8. Zero percent complaint from clients served			0	0% no complaint	5	5	5	5.00	
						Total points				5.00	
	Total Over-all Rating									98.67	
	Average Rating									4.93	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.93
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Keep up...

Evaluated and Review:

[Signature]
CINMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: _____

Recommending Approval:

[Signature]
CANDELARIO L. CALIBO

Dean, CAS

Date: _____

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: **MR. RAYMUND M. IGCASAMA**


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 seven (7) courses subjects (Math 108, Math 103, Math 14, Math 119, Math 107, Math 116, Math 118 and NSTP and Work Immersion	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising SHS, academic, organization, dorm, and students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 118, Math 116	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise syllabi	Approved course syllabi in Math 107, Math 108	January 2018	March 2018	March 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
5.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	

6.	Conduct extension project	Progress report	January 2018	January 2018	April 2018	Impressive	Outstanding	Follow-up on the effectivity of the training conducted
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities in extension
8.	Perform other functions assign by the head	Reports	January 2018	June 2018	June 2018	Impressive	Outstanding	Perform functions duly assigned to him

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

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

Prepared by:


CLIMACO D. ESPINA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAYMUND M. IGCASAMA

Performance Rating: Outstanding

Aim: Assist him to pursue Master in Math Education program

Date: Target Date: One year from date of intervention

First Step:

Endorsed his status from temporary to permanent to the Academic Personnel Committee.

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


Date: Target Date: End of second semester

Next Step: To continue giving his moral support in teaching.

Outcome: High moral

Final Step/Recommendation: NA

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head