



## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

**Exhibit**

Name of Faculty Member: Ms. Joy Ann A. Cañete

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.91	
b. Students			
Total for Instruction	80%	4.91	3.93
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	0	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		0.00	
Total for Extension		0.00	0.00
4. Support to Operation	15%	4.83	0.73
5. Administration	5%	5.00	0.25
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.9  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.9

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**JOY ANN A. CAÑETE**

Name of Faculty

Reviewed by:

**EUSEBIO R. LINA JR.**

Department Head

Recommending Approval:

**CANDELARIO L. CALIBO**

Dean, CAS

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs




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




"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY ANN A. CANETE, a faculty member of the DEPARTMENT OF MATHEMATICS AND 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 JANUARY TO JUNE 2020.

  
**JOY ANN A. CANETE**  
Instructor I  
Date: 11/20/2020

Approved:   
**EUSEBIO R. LINA, JR.**  
Department Head  
Date: 11/23/2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	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 &	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							



		<u>A4 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty							
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<u>PI 10 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>PI 1.</u> Number of FTE	Teaches: 2nd sem, SY 2019-2020= Math 105n (1 lec.); Math 11n (3 lecs); Math 145 (1 lec)	18	32.7 (TL)	5	5	5	5.00	2nd sem, SY 2019-2020= Math 105n (1 lec.); Math 11n (3 lecs); Math 145 (1 lec)
		<u>PI 2.</u> Number of instructional materials								
		New Course Outline	Prepares new course outline	1	1	5	5	5	5.00	Math 145
		New syllabi OBE	Prepares new syllabi	1	1	5	5	4	4.67	Math 145
		Revised syllabi	Revised syllabi							

		<i>New lab. manual</i>	Revises one (1) lecture manual							
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual							
		<i>New course outline</i>	Prepares and compiles two (2) course outline							
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline							
		<i>New Lecture manual</i>	Prepares new manual							
		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	1	1	5	5	5	5.00	Math 145
		<b>PI 3. Additional outputs</b>								
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	2	5	5	5	5.00	Teaches: 5 subjects (2 hrs per subjects)
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	2	5	5	5	5.00	Teaches: 5 subjects (2 hrs per subjects)
		<i>Numbers of seminar/attended</i>								
		<b>A9. Actual Faculty's FTE</b>	<i>Handles and teaches courses assigned</i>							
		<b>A10. Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	(3) Math11n, (1) Math105n, (1) Math145, (1) SHS Immersion
		<b>A11. Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		<b>A12. Number of trainings attended related to instruction</b>	Attend mandated trainings							
		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	3	3	5	5	5	5.00	(3) Math11n, (1) Math105n, (1) Math145
		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab							
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required							
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>	<i>Acts as academic adviser to students</i>							

		<b><u>A17</u></b> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b><u>A18</u></b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b><u>A19</u></b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b><u>A20</u></b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b><u>A 21</u></b> : 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	3	3	5	4	5	4.67	Math105n, Math11n, Math145
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	4	5	4.5	4.50	Math105n, Math11n, Math145
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	Math105n, Math11n, Math145
		<b><u>A 23</u></b> : 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							



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
			Evaluation for SHS immersion portfolio	2	2	5	5	5	5.00	SHS Immersion
			Syllabus for BS Mathematics program	2	2	5	5	5	5.00	Math 174, Math 175
									63.83	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							



	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	<b>A 44.</b> 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	5	5	5	5.00	
		<b>A 45.</b> 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	5	4	5	4.67	
		On program accreditations								
		On institutional accreditations								
									9.67	

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 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						
									5.00
	Total Over-all Rating								78.50
	Average Rating								4.91
	Adjectival Rating								0
Average Rating (Total Over-all rating)		4.91	ts & Recommendations for Development <i>Pursue advanced studies in Mathematics.</i>						
Additional Points:									
Approved Additional points (with									
FINAL RATING		4.91							
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by:

*Eusebio R. Lina, Jr.*  
EUSEBIO R. LINA, JR.

Department Head

Date: *11/23/2022*

Recommending Approval

*Candelario L. Calibo*  
CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: *12/9/20*

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *12/1/20*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY ANN CAÑETEPerformance Rating: OutstandingAim: Encourage her to pursue advanced studies in mathematics.Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:Date: June 2020 Target Date: One year from date of intervention

First Step:

Endorsed her status from substitute to temporary to the Academic Personnel Committee and endorsed her study with pay.

Result: She will be able to have temporary position and pursue the PhD Mathematics Program by August 2021.


Date: \_\_\_\_\_ Target Date: End of first semester

Next Step: To continue giving her moral support in her studies until targeted date of full completion of studies in June 2023.

Outcome: Good grades

Final Step/Recommendation:

Prepared by:

  
EUSEBIO R. LINA, JR.  
DMP Head

Conformer:

  
JOY ANN A. CAÑETE  
Ratee