



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF PHYSICS**  
1/F Old Library Building  
Visca, Baybay City, Leyte, 6521 PHILIPPINES  
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**Exhibit K**

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

Name of Faculty Member: Hannah Rissah F. Abad

| Program Involvement<br>(1)             | Percentage Weight<br>of Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|--|---|---|
| 1. Instruction                         |  |   |   |
| a. Head/Dean (50%)                     |  | 4.94                                    |   |
| b. Student (50%)                       |  |   |   |
| Total for Instruction                  | 80%  | 4.94                                    | 3.95                                    |
| 2. Research                            |  |   |   |
| a. Client/Dir. For Research (50%)      |  | 2.50                                    |   |
| b. Dept. Head/Center Director<br>(50%) |  | 0.00                                    |   |
| Total for Research                     | 5%   | 2.50                                    | 0.13                                    |
| 3. Extension                           |  |   |   |
| a. Client/Dir. For Extension (50%)     |  | 2.50                                    |   |
| b. Dept. Head/Center Director<br>(50%) |  | 0.00                                    |   |
| Total for Extension                    | 5%   | 2.50                                    | 0.13                                    |
| 4. Support to Operation                |  |   | 0.00                                    |
| 5. Admin. & Support Services           | 10%  | 5.00                                    | 0.50                                    |
| <b>TOTAL</b>                           |  |   | <b>4.70</b>                             |

EQUIVALENT NUMERICAL RATING: 4.70

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:

HANNAH RISSAH F. ABAD

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



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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Hannah Rissah F. Abad, 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 June-December 2022.

**HANNAH RISSAH F. ABAD**

Asst. Professor II

Date: 11/4/2023

Approved:

**REV RHIZZA L. AURE**

Department Head

Date: 11/6/23

**MA. THERESA P. LORETO**

College Dean

Date: 11/24/2023

| MFO No.  | Description of MFO's/PAPs                             | Success/ Performance Indicators (PI)                                  | Tasks Assigned  | Target (Jun-Dec 2022) | 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 & monitored* | A1. Actual Faculty's FTE  | Handles subjects/courses assigned   | N/A                   | N/A                   |         |            |            |         |   |
|  | PI 8: Number of graduate students advised *           | A2. Number of students advised  | Acts as academic adviser to graduate students                               | N/A                   | N/A                   |         |            |            |         |   |
|  |   | A3. Number of students advised on thesis/special problem/dissertation |   | N/A                   | N/A                   |         |            |            |         |   |
|  |   | As GAC Chairman   | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A                   | N/A                   |         |            |            |         |   |
|  |   | AS GAC Member   | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A                   | N/A                   |         |            |            |         |   |



|  |  |  |   |     |       |     |     |     |         |                    |  |
|--|--|--|---|-----|-------|-----|-----|-----|---------|--------------------|--|
|  |  | <b>A4 . Number of students entertained for consultation purposes</b>               | Entertains students seeking consultation with faculty   | N/A | N/A   |     |     |     |         |                    |  |
|  | <b>PI 9:</b> Number of instructional materials developed *       | <b>A5 . Number of on-line ready coursewares developed and submitted for review</b> | Converts the existing instructional materials into flexible learning systems                                | N/A | N/A   |     |     |     |         |                    |  |
|  |  | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            | N/A | N/A   |     |     |     |         |                    |  |
|  |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | N/A | N/A   |     |     |     |         |                    |  |
|  |  | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   | N/A | 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 | N/A   |     |     |     |         |                    |  |
|  |  | A 7 : Number of virtual classroom created and operational                          | Creates virtual classroom using either Moodle or Google Classroom   | N/A | N/A   |     |     |     |         |                    |  |
|  | <b>PI 10 . Additional outputs:</b>                               | <b>A 8. Other outputs implementing the new normal due to covid 19</b>              | Designs experiential learning activities and other outputs to implement new normal                          | N/A | N/A   |     |     |     |         |                    |  |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |  |   |     |       |     |     |     |         |                    |  |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |  |   |     |       |     |     |     |         |                    |  |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>PI 1.</b> Number of FTE   |   | 8   | 13.05 | 5   | 5   | 5   | 5.00    | Teacher's Leave    |  |
|  |  | <b>PI 2.</b> Number of instructional materials                                     |   |     |       |     |     |     | #DIV/0! |                    |  |
|  |  | New Course Outline   | Prepares new course outline   | 1   | 2     | 5   | 4.5 | 5   | 4.83    | Phys 101, Phys 115 |  |
|  |  | New syllabi OBE  | Prepares new syllabi  | 1   | 2     | 5   | 4.5 | 5   | 4.83    | Phys 101, Phys 115 |  |
|  |  | Revised syllabi  | Revised syllabi   | 0   | 0     |     |     |     | #DIV/0! |                    |  |
|  |  | New lab. manual  | Revises one (1) lecture manual  | 0   | 1     | 4.5 | 5   | 4.5 | 4.67    | Phys 101           |  |

|  |  |  |  |     |       |   |   |     |         |   |
|--|--|--|--|-----|-------|---|---|-----|---------|---|
|  |  | <i>Revised Lab. Manual</i>   | Revises one (1) laboratory manual  | 0   | 0     |   |   |     | #DIV/0! |   |
|  |  | <i>New course outline</i>  | Prepares and compiles two (2) course outline   | 0   | 0     |   |   |     | #DIV/0! |   |
|  |  | <i>Revised course outline</i>  | Prepares and compiles one (1) course outline   | 0   | 0     |   |   |     | #DIV/0! |   |
|  |  | <i>New Lecture manual</i>  | Prepares new manual  | 0   | 0     |   |   |     | #DIV/0! |   |
|  |  | <i>New Powerpoint lecture presentation (per course)</i>                        | Prepares powerpoint  | 2   | 3     | 5 | 5 | 5   | 5.00    | Phys 101, Phys 115, PhSc 115  |
|  |  | <b>PI 3.</b> Additional outputs  |  |     |       |   |   |     | #DIV/0! |   |
|  |  | <i>Numbers of hours checking papers per week</i>                               | Checks papers  | 3   | 6     | 5 | 5 | 5   | 5.00    |   |
|  |  | <i>Numbers of hours class preparation per week</i>                             | Prepares class preparation   | 6   | 10    | 5 | 5 | 5   | 5.00    |   |
|  |  | <i>Numbers of seminar/attended</i>   |  | 1   | 3     | 5 | 5 | 5   | 5.00    | Introduction to Metrology & Verification of Common laboratory Instruments, Faculty On boarding, ISO orientation |
|  |  | <b>A9.</b> Actual Faculty's FTE  | Handles and teaches courses assigned   | 8   | 13.05 | 5 | 5 | 5   | 5.00    | PHYS 101, PHYS 115, PhSc 115  |
|  |  | <b>A10.</b> Number of grade sheets submitted within prescribed period          | Prepares gradesheet and submits on or before deadline  | 3   | 3     | 5 | 5 | 5   | 5.00    | 1-Phys 101 (summer), 2-PhSc 115 (midterm grade-1st sem 22-23)   |
|  |  | <b>A 11.</b> 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 | 0   | 10    | 5 | 5 | 4.5 | 4.83    | Students of Ms. Buar and Ms. Castil   |
|  |  | <b>A12.</b> Number of trainings attended related to instruction                | Attend mandated trainings  | 0   | 0     |   |   |     |         |   |
|  |  | <b>A13.</b> Number of long examinations administered and checked               | Administers and checks long examination for subjects taught  | 8   | 21    | 5 | 5 | 5   | 5.00    | PHYS 101, PHYS 115, PhSc 115  |
|  |  | <b>A14.</b> Number of quizzes administered and checked                         | Prepares and checks quizzes for lec and lab  | 15  | 24    | 5 | 5 | 5   | 5.00    |   |
|  |  | <b>A15.</b> Number of lab reports and term papers checked and graded           | Checks lab reports and term papers submitted as required   | 10  | 125   | 5 | 5 | 4.5 | 4.83    |   |
|  | <b>PI 8:</b> Number of students advised: * | <b>A16.</b> Number of students advised:  | Acts as academic adviser to students   | N/A | 24    | 5 | 5 | 5   | 5.00    | Applied Physics 1st year (batch 2022)   |

|  |  |   |   |     |    |   |     |   |      |  |
|--|--|---|---|-----|----|---|-----|---|------|--|
|  |  | <b>A17</b> . Number of students advised on thesis/ field practice/special problem:  |   | 0   | 0  |   |     |   |      |  |
|  |  | As SRC Chairman   | Advises, and corrects research outline and thesis/SP manuscript   | N/A | 0  |   |     |   |      |  |
|  |  | As SRC Member   | Advises and corrects research outline and thesis/SP manuscript  | N/A | 0  |   |     |   |      |  |
|  |  | <b>A18</b> . Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades   | 10  | 20 |   |     |   |      |  |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19</b> . Number of Student organizations advised                                | Advises student organizations recognized by USSO  | N/A | 2  | 5 | 5   | 5 | 5.00 | VSU applied Physics Society, VSU students of Destiny |
|  |  | <b>A20</b> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities                                    | N/A | 2  | 5 | 5   | 5 | 5.00 |  |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A21</b> : Number of on-line course ware developed and submitted :                | Prepares and submits for review by the Technical Review Panel   | 0   | 2  | 5 | 5   | 5 | 5.00 | PHYS 101, PHYS 115                                   |
|  |  | On-line ready courseware  | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            | 0   | 0  |   |     |   |      |  |
|  |  | Supplemental learning resources   | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 5   | 12 | 5 | 5   | 5 | 5.00 |  |
|  |  | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   | 10  | 20 | 5 | 5   | 5 | 5.00 |  |
|  |  | <b>A23</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                                     | 0   | 0  |   |     |   |      |  |
|  |  | <b>A24</b> : Number of virtual classroom created and operational                    | Creates virtual classroom using either Moddle or Google Classroom   | 0   | 2  | 5 | 4.5 | 5 | 4.83 | PHYS 101, PHYS 115                                   |
|  | <b>PI 11.</b> Additional outputs                                 | <b>A25.</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 | 0 | 0 |   |   |   |      |  |                  |
|                                   |   | Agency/firm/Industry linkages  | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           | 0 | 0 |   |   |   |      |  |                  |
|                                   |   | <u>A 26.</u> Other outputs implementing the new normal due to covid 19   |  |   |   |   |   |   |      |  |                  |
| <b>UMFO 3 . RESEARCH SERVICES</b> |   |  |  |   |   |   |   |   |      |  |                  |
|                                   | <u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *            | <u>A27.</u> 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 | 0 |   |   |   |      |  |                  |
|                                   | <u>PI 2.</u> Number of research outputs completed within the year *   | <u>A 28.</u> Number of research outputs completed within the year *  | Conducts and completes research Project within the year  | 0 | 0 |   |   |   |      |  |                  |
|                                   | <u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | <u>A 29.</u> 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 | 0 |   |   |   |      |  | On Going Project |
|                                   |   | <i>In refereed int'l journals</i>  |  | 0 | 1 | 5 | 5 | 5 | 5.00 | Vol 6, No 2 (2022): July 2022. IJIT (International Journal of Indonesian Education and Teaching) : REVISITING MATHEMATICAL RESILIENCE AND ANXIETY AMONG SENIOR HIGH STUDENTS |                  |
|                                   |   | <i>In refereed nat'l/regional journals</i>   |  | 0 | 0 |   |   |   |      |  |                  |
|                                   | <u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences                                      | <u>A 30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *                             | Prepares, submits and presents research paper in scienfic for a/conferences  | 0 | 0 |   |   |   |      |  |                  |
|                                   |   | <i>In int'l fora/conferences</i>   |  | 0 | 0 |   |   |   |      |  |                  |
|                                   |   | <i>In nat'l/regional fora/conferences</i>  |  | 0 | 0 |   |   |   |      |  |                  |
|                                   | <u>PI 5.</u> Percent of research proposals approved *   | <u>A 31.</u> Percentage of of research proposals prepared, submitted and approved  | Prepares research proposals, submits and follows up its approval for immediate implementation  | 0 | 0 |   |   |   |      |  |                  |

|                                   |   |   |   |   |   |   |   |   |      |              |
|-----------------------------------|---|---|---|---|---|---|---|---|------|--------------|
|                                   | PI 6. Additional outputs*   | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)  |   | 0 | 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 | 0 |   |   |   |      |              |
|                                   |   | A 34. Number of UMs submitted to ITSO, VSU  | Prepares and submits application for UM of technology generated out of research output                                  | 0 | 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 | 0 |   |   |   |      |              |
| <b>UMFO 4. EXTENSION SERVICES</b> |   |   |   |   |   |   |   |   |      |              |
|                                   | 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 | 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 | 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   | 0 | 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  | 0 | 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 | 0 |   |   |   |      |              |
|                                   | Research Mentoring  | Research Mentor   |   | 0 | 1 | 5 | 5 | 5 | 5.00 | VFES adviser |





| OVPI MFO 4. Program and Institutional Accreditation Services |   |  |   |                              |                     |             |     |      |   |
|--|---|--|---|------------------------------|---------------------|-------------|-----|------|---|
|  | <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 College/department under ISO 9001:2015* | <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          | zero non-conformity |             |     |      |   |
|  |   | <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               | 100% compliant      |             |     |      |   |
|  |   | On program accreditations  |   |                              |                     |             |     |      |   |
|  |   | On institutional accreditations  |   |                              |                     |             |     |      |   |
| UMFO 6. General Admin. & Support Services                    |   |  |   |                              |                     |             |     |      |   |
|  | <b>PI 2.</b> Zero percent complaint from clients served   | <b>A 46.</b> Customerly friendly frontline services  | Provides customer friendly frontline services to clients  | Zero % complaint             | Zero % complaint    |             |     |      |   |
|  | <b>PI 3:</b> Additional Outputs   | <b>A 47.</b> 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  | 0                            | 0                   |             |     |      |   |
|  |   | <b>A 48.</b> Other outputs implementing the new normal due to covid 19   | Designs administration/management related activities and other outputs to implement new normal  | 0                            | 0                   |             |     |      |   |
|  |   | No. of Meetings attended   | Attend Departmental Meetings  | 8                            | 10                  | 5           | 5   | 5    | 5.00<br>Attended Regular and Emergency Meetings |
| Comments/Recommendations                                     |   |  |   | <b>Total Over-all Rating</b> |                     | 120         | 119 | 119  |   |
|  |   |  |   | <b>Average Rating</b>        |                     | 5           | 4.9 | 4.94 | 4.94  |
|  |   |  |   | <b>Adjectival Rating</b>     |                     | Outstanding |     |      |   |

Evaluated & Rated by:

**REV RHIZZA L. AURE**  
Department Head  
Date: 1/16/23

Recommending Approval

**MA.THERESA P. LORETO**  
Dean, College of Arts and Sciences  
Date: 1/24/23

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: 1/25/23

## PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
|   | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2 <sup>nd</sup> |                                 |
| ✓ | 3 <sup>rd</sup> |                                 |
| ✓ | 4th             |                                 |

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Asst. Prof. Hannah Rissah F. Abad

| 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"><li>Encouraged the faculty to make research and extension proposals</li><li>Recommended the faculty to attend seminars/conferences</li><li>Encouraged the faculty to finish her Ph.D.</li></ul> |      | Notice of meeting and Minutes of meetings |  |

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: Hannah Rissah F. Abad

Performance Rating: Outstanding

Aim:

1. Encourage her to finish her Ph.D. in Physics.
2. Submit research and extension proposals.
3. Encourage him to attend seminars, trainings, and conferences.

Proposed Interventions to Improve Performance: and/or Competence and Qualification to assume higher responsibilities.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

1. Follow-up his progress in completion of his Ph.D.
2. Inform him to submit research and extension proposals.
3. Inform him to attend seminars, trainings, and conferences.

Result:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

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.

Final Step/recommendation:

Prepared by:

  
**REV RHIZZA L. AURE**  
DPhys Head

Conforme:

  
**HANNAH RISSAH F. ABAD**  
Ratee