DEPARTMENT OF MATHEMATICS AND PHYSICS
2/F Old Library Building
Visayas State University
Visca, Baybay City, Leyte, 6521 Philippines
Phone: +63 53-565-0600 loc 1030
Email: dmp@vsu.edu.ph

VISAYAS STATE UNIVERSITY

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: Prof. 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 (100%)		4.77 4.65 Chint	
b. Students			
Total for Instruction	80%	4.77 4.65 Chint 4.06 3.72 Chint	
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%	0.00	
Total for Extension		0.00	0.00
4. Support to Operation	15%	4.58	0.46 0.69 Chinat
5. Administration	5%	5.00	0.25
TOTAL			4.76 4.66 Chint.

EQUIVALENT NUMERICAL RATING: 4.76 4.66 Chint.
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.76 4.66

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARLON F. SACEDON
Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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V1 05-27-2020
No. DMP-21-17

VISAYAS STATE UNIVERSITY

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARLON F. SACEDON, a faculty member of the DEPARTMENT OF MATHEMATICS AND PHYSICS 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 July to December 2020

Approved:

MARLON F. SACEDON
Asst. Prof IV
Date: 1/28/2021

EUSEBIO R. LINA, JR.
Department Head
Date: 1/29/2021

MA. THERESA P. LORETO
College Dean
Date: 3/30/2021

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	Eficiency	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							

		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*							
	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*							
		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*							
	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*							
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	Handles and teaches courses assigned	30	23	5	5	5	5.00	VSL
		PI 2. Number of instructional materials								
		New Course Outline	Prepares new course outline							
		New syllabi OBE	Prepares new syllabi	1	2	5	5	4	4.67	
		Revised syllabi	Revised syllabi							
		New lab. manual	Revises one (1) lecture manual							

		Revised Lab. Manual	Revises one (1) laboratory manual		2	5	4	4.5	4.50	
		New course outline	Prepares and compiles two (2) course outline							
		Revised course outline	Prepares and compiles one (1) course outline							
		New Lecture manual	Prepares new manual							
		New Powerpoint lecture presentation (per	Prepares powerpoint							
		PI 3. Additional outputs								
		Numbers of hours checking papers per week	Checked papers							
		Numbers of hours class preparation per week	Prepared class preparation							
		Numbers of seminar/attended								
		A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						
		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	2						
		A12. Number of trainings attended related to instruction	Attend mandated trainings		1	5	4.5	~~5~~ 4.5	~~4.83~~ 4.67	Chair.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students								
		A17. 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	8						
		A18 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	**A19** . *Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
		A20 . *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*							
	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	2	4	5	~~5~~ 4 Elimi.	4.5	~~4.83~~ 4.5	PhSc 117 (Modern Physics), Math 109 (Mathematics for Science Teacher), Phys 21 (General Physics), Phys 11 (College Physics)
		On-line ready courseware	*Prepares **Instructional module** /laboratory guide/workbook or a combination thereof*	2	4	5	5	4	4.67	PhSc 117 (Modern Physics), Math 109 (Mathematics for Science Teacher), Phys 21 (General Physics), Phys 11 (College Physics)
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	70	5	4	5	4.67	PhSc 117 (Modern Physics), Math 109 (Mathematics for Science Teacher), Phys 21 (General Physics), Phys 11 (College Physics)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	~~5~~ 4 Elimv.	~~5~~ 4.5	~~5.00~~ 4.5	PhSc 117 (Modern Physics), Math 109 (Mathematics for Science Teacher), Phys 21 (General Physics), Phys 11 (College Physics)
		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							

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom						
	PI 11. Additional outputs	A 25. 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						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal						
			Syllabus for BS Applied Physics program	8					Jan-June accomplishment
						Total		38.17	

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						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized	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						
		In refereed int'l journals							
		In refereed nat'l/regional journals							
	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						

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

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							
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							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
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							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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	A 44. Compliance to all requirements of theQMS 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	5	5	4	4.67
	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	100% compliant	5	4.5	4	4.50
	On program accreditations							
	On institutional accreditations							
						Total		9.17

UMFO 6. General Admin. & Support Services

				Zero % complaint	Zero % complaint	5	5	5	5.00	
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	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 performfing 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								
								Total	5.00	
Total Over-all Rating									52.33	
Average Rating									~~4.76~~	4.66 Elimt.
Adjectival Rating									O	

Average Rating (Total Over-all rating divided by 4)	4.76
Additional Points: Punctuality	
Approved Additional points (with copy of approval)	4.76
FINAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Finish your PhD study.

Evaluated & Rated by:

EUSEBIO R. LINA, JR.
Department Head
Date: 1/29/2021

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 3/30/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 4/5/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Prof. Marlon F. Sacedon</u>

Performance Rating: <u>Outstanding</u>

Aim: <u>Encourage him finish his PhD in Physics and get involve with research/extension</u>
<u>activities.</u>

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

Date: _____   Target Date: <u>One year from date of</u>
<u>intervention</u>

First Step:

    Send him to trainings/seminars/workshops/fora related to research and extension activities, while finishing his dissertation.

Result: He will be able to finish his PhD Physics Program by 2021

Date: Throughout the school year   Target Date: End of SY 2020-2021

Next Step: Advise him to draft research proposal or extension project proposal.

Outcome: research/project proposal

Final Step/Recommendation: Instruct him to submit the research/project proposal to the OVPRE for approval and possible funding, and work for the finishing touches of his dissertation.

Prepared by:

EUSEBIO R. LINA, JR.
DMP Head

Conforme:

MARLON F. SACEDON
Ratee