

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

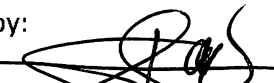
Name of Faculty Member: Prof. Marlon F. Sacedon

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.93	4.19
2. Research	0%	0	0
3. Extension	0%	0.00	0
4. Support to Operation	10%	5.00	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.94


EQUIVALENT NUMERICAL RATING: 4.94
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: Outstanding


Prepared by:


MARLON F. SACEDON
Name of Faculty

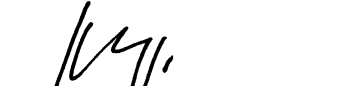
Reviewed by:

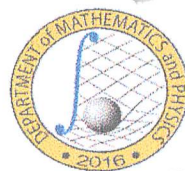

CLIMACO D. ESPINA JR.
Department Head

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, **MARLON F. SACEDON**, Assistant Professor of the **Department of Mathematics and Physics (College of Arts and Sciences)** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2018 to December 31, 2018**.

MARLON F. SACEDON

Asst. Professor

Date: _____

CIMACO D. ESPINA R.

Head, DMP

Date: _____

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

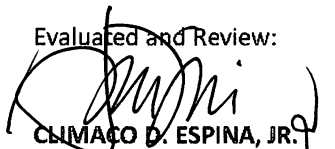
MFO No. & PAP's	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
MF01m (Higher Education Services)	Instruction	PI 1. Number of FTE	Teaches: GPhys 002x (2 lec), Phys 132 (1 lec, 1 lab, Phys 135 (1 lec), Phys 190 (1 lec), Phys 1 (1 lec, 1 lab) = 1st Sem SY 2018-2019	18	24.95	5	5	5	5.0	Teacher's leave
	Preparation/ Revising/ Encoding/ Printing	PI 2. Number of instructional materials developed								
	<i>Instruction</i>	<i>New course outline</i>	Prepares new course outline	1	1	5	5	5	5.0	Phys 190
	<i>Instruction</i>	<i>New course syllabi</i>	Prepares new course syllabi	1	1	5	5	5	5.0	Phys 190
		<i>Revised course syllabi</i>	Prepares revised course syllabi	1	3	5	5	4	4.7	Phys 13s, Phys 132, Phys 135
		<i>New lecture Instrucional manual</i>	Prepares new instrucional manual	1	1	5	5	5	5.0	Phys 190

		<i>Revised lecture instructional manual</i>	Prepares revised instructional manual	1	3	5	5	4	4.7	Phys 132, Phys 135, Gphys 002
		<i>Revised laboratory manual</i>	Prepares revised laboratory manual	1	2	5	5	4	4.7	Phys 132, Gphys 001
		<i>New Powerpoint lecture presentation (per course)</i>	Preparing powerpoint lecture presentation	2	4	5	5	4	4.7	Phys 190, Phys 135, Gphys 002x, Phys 132.
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checks papers	2	5	5	5	5	5.0	1st Sem SY 2018-2019 subjects
		<i>Numbers of hours class preparation per week</i>	Prepares class preparation	2	5	5	5	5	5.0	1st Sem SY 2018-2019 subjects
					Total points				48.67	
MFO 5 (Support to Students)	Support to students	P.I Student advising and consultation services	Mentor students/group in conducting research	2	2	5	5	5	5.0	High School students Research
	Support to students	PI.2 Number of hours spent for student consultation	Entertained/adviser thesis students	20	60	5	5	5	5.0	regarding subject matters, grades
		P.3 Additional Outputs								
					Total points				10.00	


MFO6 General Admin. & Support Services (GASS)										
	General services	Zero percent complaint from clients served	Entertains clients	0%	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
					Total points				5.00	
	Total Over-all Rating								63.67	
	Average Rating								4.90	
	Adjectival Rating								0	

Average Rating (Total Over-all rating divided by 4)	4.90	Comments & Recommendations for Development Purpose: <i>Keep it up.</i>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.90	
ADJECTIVAL RATING		

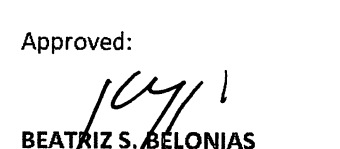
Evaluated and Review:


CLIMACO D. ESPINA, JR.
 Dept. Head/Unit Head
 Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

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

“Exhibit I”**PERFORMANCE MONITORING FORM**Name of Employee: **PROF. MARLON F. SACEDON**


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 five (5) course subjects (Gphys 002x, Phys 132, Phys 135, Phys 190, Phys 1	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and consultation	Improved student performance	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Gphys 002x, Phys 190	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manuals in Gphys 002x, Phys 190	July 2018	Aug 2018	Aug. 2018	Impressive	Outstanding	Follow the format prescribed by MMDC

5.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2018	Sept. 2018	Sept. 2018	Impressive	Outstanding	
6.	Conduct extension project	Progress report	July 2018	Aug. 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	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Participates actively in all activities
8.	Perform other functions assign by the head	Reports	July 2018	Aug. 2018	Aug. 2018	Impressive	Outstanding	Perform duties 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: Prof. Marlon F. Sacedon

Performance Rating: Outstanding

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

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

Date: _____

Target Date: One year from date of intervention

First Step:

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

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose and motivate him to do research and be involved in extension projects, and finally get the PhD diploma.

Date: Throughout the school year

Target Date: End of SY 2018-2019

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:



CLIMACO D. ESPINA JR.
DMP Head

Conforme:



MARLON F. SACEDON
Ratee