



**Exhibit K**

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

**Name of Faculty Member: 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 (50%)		2.36	
b. Student (50%)		2.50	
Total for Instruction	85%	4.86	4.13
2. Research			
a. Client/Dir. For Research (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	5%	2.00	0.10
3. Extension			
a. Client/Dir. For Extension (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		2.00	0.00
4. Administration			0.00
5. Production	10%	4.93	0.49
<b>TOTAL</b>			<b>4.72</b>

EQUIVALENT NUMERICAL RATING: 4.72

Add: Additional points, if any:


TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MARLON F. SACEDON**  
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



**VISAYAS**  
STATE UNIVERSITY



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"Exhibit B"

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

I, Marlon F. Sacedon, a faculty member of the DEPARTMENT OF PHYSICS commit to deliver and agree to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period January - June 2023.

Approved:

**REV RHIZZA L. AURE**

Department Head

Date: 7/14/2023

**MA. THERESA P. LORETO**

College Dean

Date: JUL 25 2023

**MARLON F. SACEDON**  
Asst. Professor IV  
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan- Dec)	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						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						



		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A						
	<b>PI 10</b> . Additional outputs:	<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	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		30	9	5	5	5	5.00	
		<b>PI 2.</b> Number of instructional materials								

		<i>New lab. manual</i>	Revises one (1) lecture manual	6	4	5	5	5	5.00	PhSc 111n, Phys 103
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual	6	3	5	5	5	5.00	PhSc 111n, Phys 103
		<i>New course outline</i>	Prepares and compiles two (2) course outline	1	0					
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline	5	0					
		<i>New Lecture manual</i>	Prepares new manual	1	2	5	4	5	4.67	PhSc 111n, Phys 103
		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	20	15	5	5	5	5.00	PhSc 111n, Phys 103
		<b>PI 3.</b> Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checks papers	10	10	5	5	5	5.00	PhSc 111n, Phys 103
		<i>Numbers of hours class preparation per week</i>	Prepares class preparation	10	5	5	5	5	5.00	PhSc 111n, Phys 103
		<i>Numbers of seminar/attended</i>		2	0					
		<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	6	9	5	5	5	5.00	PhSc 111n, Phys 103
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	2	5	5	5	5.00	PhSc 111n, Phys 103
		<b>A11.</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	6	9	5	5	5	5.00	PhSc111n
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	8	5	5	5	5.00	PhSc 111n, Phys 103
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	20	5	5	5	5.00	PhSc 111n, Phys 103
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	12	5	5	5	5.00	PhSc 111n, Phys 103
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students	5	0					
		<b>A17.</b> Number of students advised on thesis/field practice/special problem:		N/A						



		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	10	5	5	5	5.00	PhSc 111n, Phys 103
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USSO	0						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0						
		<i>On-line ready courseware</i>	Prepares instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	PhSc 111n, Phys 103
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	12	5	5	4	4.67	PhSc 111n, Phys 103
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	PhSc 111n, Phys 103
		<b>A 23</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	N/A						
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	6	2	5	5	4	4.67	PhSc111n, Phys 103
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:		0						
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		<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	0						
										4.72
<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	0						
	<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	0						
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<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	0						
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		0						
	<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>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	<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	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		<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	1	0	4	4	4	4.00	



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		<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	0						
<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 activities	<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	0						
	<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	0						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	0						
	<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	0						
	<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	0						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		0						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0						
	<i>Resource Persons</i>	<i>Resource Persons</i>		0						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0						

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 College/department under ISO 9001:2015*	A 44. 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	4.9 9.58	5 9.58	4.9 9.58	4.50 4.93		
	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	5	4.9 4	4.9 5	9.67 4.93		
	On program accreditations								
	On institutional accreditations								
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	4.8 5	5 4.93		
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							
Comments and Recommendation Continue to be a person of teacher. Make research a positive experience proposals.			Total Over-all Rating	118.90	118.80	118.40	118.70		
			Average Rating	4.95	4.94	4.93	4.94		
			Adjectival Rating				Outstanding		

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date:

Recommending Approval:

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E 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. Marlon F. Sacedon

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 (January 18, 2023; February 6, 2023; June 15, 2023)	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>Encouraged the faculty to finish his Ph.D.</li></ul>		Notice of meeting and Minutes of meetings	<ul style="list-style-type: none"><li>TPES result Outstanding</li><li>Asst. Prof. Sacedon thesis/dissertation proposal was approved last June 27, 2023.</li></ul>

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: Marlon F. Sacedon

Performance Rating: Outstanding

Aim:

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

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: One year from date of intervention

First Step:

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

Result:

He will be able to undergo graduate studies.

Date: \_\_\_\_\_ Target Date: End of Second Semester

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.

Prepared by:

  
**REV RHIZZA L. AURE**  
DPhys Head

Conforme:

  
**MARLON F. SACEDON**  
Ratee