

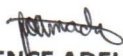
Name of Faculty Member: Ms.Florence Adelyn O. Armada

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating (2x3) |
|----------------------------|--|----------------------------------|--|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 2.35 | |
| b. Students (50%) | | 2.50 | |
| TOTAL for Instruction | 85% | 4.85 | 4.13 |
| 2. Research | 0% | 0 | 0 |
| 3. Extension | 0% | 0 | 0 |
| 4. Support of Operation | 10% | 5.00 | 0.50 |
| 5. Administration | 5% | 5.00 | 0.25 |
| TOTAL | | | 4.88 |


EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding

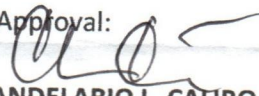
Prepared by:


FLORENCE ADELYN ARMADA
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, **FLORENCE ADELYN O. ARMADA**, of the DEPARTMENT OF MATHEMATICS AND PHYSICS, **Colleges of Arts and Sciences** commit to the deliver and agree to be rated on the attainment of the following 28.90 in accordance with the indicated measures for the period Jan. 1, 2019 to June 31, 2019.

FLORENCE ADELYN O. ARMADA

Substitute Instructor

Date: 11/18/2019

CLIMACO D. ESPINA JR.

Department Head

Date: _____

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

| MFO & PAP's | Description of MFO's/PAP's | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|-------------------------|---|---|---|--------|-----------------------|---------|------------|------------|---------|--------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| MF01 (Higher Education) | Instruction | PI 1. Number of FTE | Teaches: 2nd sem. SY 2018-2019 = Phsc 113 (1 lec, 2 lab); Scts 11 (1 lec); Psci 122 (2 lec); Phys 133 (1 lec, 1 lab), NSTP 12, Work Immersion SHS | 18 | 28.90 | 5 | 5 | 5 | 5.00 | Teacher's leave |
| | Preparation/ Revising/ Encoding/ Printing | PI 2. Number of instructional materials developed | | | | | | | | |
| | Instruction | New Course Outline | Prepares new course outline | 1 | 1 | 5 | 5 | 4 | 4.67 | Phsc 113 |
| | | New syllabi | Prepares new syllabi | 1 | 1 | 5 | 4 | 5 | 4.67 | Phsc 113 |
| | | Revised syllabi | Revised syllabi | 1 | 1 | 5 | 4 | 5 | 4.67 | Phsci 113 |
| | | New Lecture manual | Prepares new manual | 1 | 1 | 5 | 4 | 5 | 4.67 | Phsc 113 |
| | | New Powerpoint lecture presentation (per course) | Prepares powerpoint | 1 | 2 | 5 | 4 | 5 | 4.67 | Phsc 113, Psci 122 |

| | | | | | | | | | | |
|-------|------------------------------|--|-------------------------------|--------|---------------------|---|---|---|-------|---|
| | | PI 3. Additional outputs | | | | | | | | |
| | | <i>Numbers of hours checking papers per course</i> | Checked papers | 2 hrs. | 4 hrs. | 5 | 4 | 5 | 4.67 | 2nd sem. SY 2018-2019 = Phys 113 (1 lec,2lab); Scts 11 (1 lec); Psci 122 (2 lec); Phys 133 (1lec, 1 lab), NSTP 12, Work Immersion SHS |
| | | <i>Numbers of hours class preparation per course</i> | Prepared class preparation | 2 | 4 hrs. | 5 | 4 | 5 | 4.67 | 2nd sem. SY 2018-2019 = Phys 113 (1 lec,2lab); Scts 11 (1 lec); Psci 122 (2 lec); Phys 133 (1lec, 1 lab), NSTP 12, Work Immersion SHS |
| | | <i>Numbers of hours attending seminar</i> | Participant & Resource Person | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | Total points | | | | 37.67 | |
| MFO 5 | Support to Operations | PI.2 Number of hours spent for student consultation | Entertained students | 30 | 60 | 5 | 5 | 5 | 5.00 | regarding subject matters, grades |
| | | P.3 Additional Outputs | | | | | | | 0.00 | |
| | | | | | | | | | 0.00 | |
| | | | | | | | | | | |
| | | | | | Total points | | | | 5.00 | |

| | | | | | | | | | | |
|-------|-----------------------------------|--|--------------------|------------|---------------------|---|---|---|-------|--|
| MFO 6 | General Admin. & Support Services | | | | | | | | | |
| | Efficient & Constumor Friendly | Zero percent complaint from clients served | Entertains clients | 0% complai | no valid camplaint | 5 | 5 | 5 | 5.00 | |
| | | | | | Total points | | | | 5.00 | |
| | Total Over-all Rating | | | | | | | | 47.67 | |
| | Average Rating | | | | | | | | 4.77 | |
| | Adjectival Rating | | | | | | | | O | |

| | | |
|---|------|--|
| Average Rating (Total Over-all rating divided by 4) | 4.77 | Comments & Recommendations for Development Purpose: KEEP IT UP! |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.77 | |
| ADJECTIVAL RATING | | |

Evaluated and Review:

CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

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

“Exhibit I”

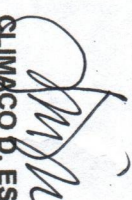
PERFORMANCE MONITORING FORM

Name of Employee: **MS. FLORENCE ADELYN O. ARMADA**

| 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: 2nd sem. SY 2018-2019 = Phsc 113 (1 lec, 2lab); Scts 11 (1 lec); Psci 122 (2 lec); Phys 133 (1lec, 1 lab), NSTP 12, Work Immersion SHS | Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation | Jan. 2019 | Aug. 2019 | Aug. 2019 | Impressive | Outstanding | Improve performance with respect to students' comments on TPES. |
| 2. | Assist students through advising and students consultation | Improved student performance | Jan. 2019 | Aug. 2019 | Aug. 2019 | Impressive | Outstanding | Provide more interventions for the improvement of students |
| 3. | Develop/Revise syllabi | Copy of teaching manuals in Scts 11, Phys 113 | Jan. 2019 | Aug. 2019 | Aug. 2019 | Impressive | Outstanding | Follow the format prescribed by MMDC |
| 4. | Submission of midterm grades and final grades | Grades submitted to registrar | Jan. 2019 | Aug. 2019 | Aug. 2019 | Impressive | Outstanding | |
| 5. | Perform other functions assign by the head | Reports | Jan. 2019 | Aug. 2019 | Aug. 2019 | Impressive | Outstanding | Perform functions duly assigned to her |

* 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: FLORENCE ADELYN O. ARMADA

Performance Rating: Outstanding

Aim: To assist her to study PhD in Physics program.

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:

Endorsed from substitute to temporary to the Scholarship Committee her status so that she can pursue Phd in Physics.

Result: He will be able to have a temporary position.

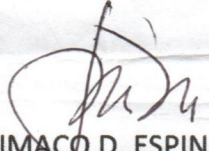
Date: _____

Target Date: End of Second semester

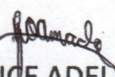
Next Step: To continue giving moral support.

Outcome: Improved/high moral

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


FLORENCE ADELYN O. ARMADA
Ratee