



Exhibit K

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

Name of Faculty Member: Ma. Nena Q. Ramos

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.39	
b. Student (50%)		2.25	
Total for Instruction	80%	4.64	3.71
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		0.00	0.00
4. Support to Operations	10%	4.83	0.48
5. Gen. Admin & Support Services	10%	4.83	0.48
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional points, if any:

TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: Outstanding

Prepared by:

MA. NENA Q. RAMOS

Name of Faculty

Reviewed by:

EUSEBIO R. LINA, JR.

Head, DMath

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs



VISAYAS

STATE UNIVERSITY



DEPARTMENT OF MATHEMATICS

1/F Old Library Building
VSU, Visca, Baybay City, Leyte, 6521 Philippines
Phone: +63 53-565-0600 loc 1030
Email: dmath@vsu.edu.ph
Website: vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Nena Q. Ramos, a faculty member of the DEPARTMENT OF MATHEMATICS commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2021.

[Signature]

MA. NENA Q. RAMOS

Assoc. Professor 2

Date: January 12, 2022

Approved:

[Signature]

EUSEBIO R. LINA, JR.

Department Head

Date: Jan. 25, 2022

[Signature]

MA. THERESA P. LORETO

College Dean

Date: Jan. 27, 2022

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						
	PI 9: 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 Moodle or Google Classroom	N/A						
	PI 10 . 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						

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	36	28.65 (1st Sem Only)	5	5	5	5.00	Teachers Leave; Teaches Math 101 (2 secs), and Math 11n (5 secs)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	7	5	5	4	4.67	Math11n and Math109n (1Sem2020-21), Math11n and Math108n (2Sem2020-21)
		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	10	2	5	5	5	5.00	2-Math109n
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4.5	5	5	4.83	*Webinar on Navigating the Digital Shift:Instructional Materials to Support the University's Flexible Learning" *Coronavirus vaccine: Are you willing to take the shot? (was not reported in the Jan-June Report)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	4	4.67	Math121n and Math 108n Final Exams, Math 11n and Math 101 Midterm Exams
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	5	5	5	4	4.67	Math 121n and Math 108n (postmidterm) , Math 11n and Math
		A15. Number of lab reports and term papers checked and graded	Checks lab reports (exercises) submitted as required	0	15	5	5	4	4.67	Math 121n and Math 108n (postmidterm)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviserto students</i>	N/A						

		A17 . Number of students advised on thesis/ field practice/special problem:		N/A						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	15	5	5	5	5.00	Math 108n, Math109n,Math121n (related to INC) and Math11n and Math 101 (related to lessons and
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO	0						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	4	4.67	Math11n_Data Mgt (improved for students under NQR)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	5	5.00	Math11n and Math101
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	20	5	5	5	5.00	10 -Math11n, 10- Math101,

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle	2	0					Used the existing VC's for Math11n and Math101
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Number of program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	4	4.67	Submitted required docs for ISO
		Number of agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
		Number of OBE course syllabus prepared and approved for use	Prepares and submit OBE course syllabus for approval	2						Used the Syllabus existing Syllabus for Math11n and Math101
		Number of TOS prepared and submitted within the prescribed period	Prepares and submit TOS for approval	2	2	5	4	4	4.33	Math121n and Math108n
									4.78	
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	0						

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	0						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	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							
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		0						
	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 scientific fora/conferences	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		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						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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						

UMFO 4. EXTENSION SERVICES										
	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						
	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						
	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	Implementes duly approved extension projects	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							
	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						
	<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						

	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	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	0						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
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 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	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	5	5	5.00	
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services								4.83	
	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	4	4.67
	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	0					
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0					
		No. of meetings attended	Conducts/presides departmental meetings.	5	6	5	5	5	5.00
									4.83
	Total Over-all Rating								81.50
	Average Rating								4.80
	Adjectival Rating								O

Comments/Recommendations:

Engage in RDE activities.

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.

Department Head

Date: *01/25/2022*

Recommending Approval

MA. THERESA P. LORETO
MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Date: *Jan. 27, 2022*

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELOMIAS
Vice President for Academic Affairs

Date: *1/28/22*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Ma. Nena Q. Ramos

Performance Rating: Outstanding

Aim:

1. Increase research, extension and innovation engagement of the department.
2. Gain competence and qualification to assume higher responsibilities

Proposed Interventions to Improve Performance:

Date: March 2021 Target Date: One year from date of intervention

First Step:

1. Advise him to draft research proposal and submit to OVPREI for approval.
2. Send her to trainings/seminars/workshops/for a related to research and extension activities.

Result:

1. Attendance in research and extension related trainings/seminars/workshops/fora.
2. Draft research/extension proposals for submission.


Date: Throughout the school year Target Date: End of AY 2021-2022

Next Step: Advise her to co-author draft research or extension project proposal.


Outcome: Research/extension project proposal

Final Step/Recommendation: Instruct her to submit the research/project proposal to the OVPREI for approval and possible funding.

Prepared by:


EUSEBIO R. LINA, JR.
Head, DMP

Conforme:


MA. NENA Q. RAMOS
Ratee