

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

Name of Faculty Member: Joy Ann A. Cañete

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Student (50%)		2.38	
Total for Instruction	80%	4.84	3.87
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Support to Operations	10%	5.00	0.50
5. General Admin. & Support Services	10%	4.84	0.48
<b>TOTAL</b>			<b>4.85</b>

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional points, if any:


TOTAL NUMERICAL RATING:

**4.85**


ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**JOY ANN A. CAÑETE**  
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**


"Exhibit B"

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

I, **Joy Ann A. Cañete**, a faculty member of the DEPARTMENT OF MATHEMATICS delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2023.

  
**JOY ANN A. CAÑETE**  
Instructor I  
Date: July 06, 2023

Approved:  
  
**EUSEBIO R. LINA, JR.**  
Department Head  
Date: 7/19/2023

  
**MA. THERESA P. LORETO**  
College Dean  
Date: July 20, 2023

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	23.85	5	5	5	5.00	TL (2nd Sem., AY 2022-2023)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5.00	Math 109, Math 160, Math 152, Math 105n
		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	0	13	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	16	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	14	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					



	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	0	20	5	5	5	5.00	BSMath-2 students
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	131	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>	1	1	5	5	5	5.00	VSU Mathematical Society
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	4	5	4.67	VSU Mathematical Society
	<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							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	20	4.5	5	5	4.83	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4.5	5	5	4.83	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	0	1	5	5	5	5.00	COPC Application
		Number of OBE course syllabus prepared and approved for use		2	3	5	5	5	5.00	Math 109, Math 160, Math 105n
		Number of TOS prepared and submitted within prescribed period	Designs experiential learning activities and other outputs to implement new normal	4	6	5	5	5	5.00	Math 109, Math 160, Math 152, Math 105n
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										

	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	5	5.00	
		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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	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	
		No. of meetings attended	Attends departmental meetings	6	4	5	4	5	4.67	
	<b>Total Over-all Rating</b>					<b>88.67</b>				
	<b>Average Rating</b>					<b>4.93</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

Average Rating (Total Over-all rating divided by 18)	4.93
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

Deliver some accomplishments under research and extension services.

Evaluated & Rated by:

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

Department Head

Date: 7/19/2023

Recommending Approval

*Ma. Theresa P. Loreto*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: July 20, 2023

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: July 21, 2023



# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

**Name of Office:** Department of Mathematics


**Head of Office:** Eusebio R. Lina, Jr.

**Number of Personnel:** 15 – (Joy Ann A. Cañete)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <ul style="list-style-type: none"><li>Conduct class observation</li><li>Discuss the TPES result for the 1<sup>st</sup> semester, SY 2021-2022</li></ul>	April 2023  May 2023				Wait for the specific comments from the TPES for further intervention.
<b>Coaching</b> <ul style="list-style-type: none"><li>Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings.</li><li>Advise the faculty to set targets under research and extension services.</li></ul>	Jan-June 2023	Monthly			Plan in-house activities to capacitate faculty to perform research and extension activities.

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**EUSEBIO R. LINA, JR.**  
 Head, DMath

Noted by:

  
**MA. THERESA P. LORETO**  
 Dean, CAS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Joy Ann A. Cañete

Performance Rating: Outstanding

Aim:

1. Gain competence and qualification to assume higher responsibilities.
2. Improve the RDE involvement of the faculty

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: One year from the date of intervention

First Step:

1. Encourage her to engage in RDE activities.
2. Encourage her to pursue advanced studies in mathematics.

Result: Approved research project

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

Remind her to apply for admission to Ph.D. in Mathematics/Applied Mathematics

Outcome:

Admission to her chosen university

Final Step/Recommendation:

Advise her to continue engaging in research activities to build a research culture at DMath.

Prepared by:



**EUSEBIO R. LINA, JR**  
Head, DMath

Conforme:



**JOY ANN A. CAÑETE**  
Ratee/Faculty