

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Joy Ann A. Cañete

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.40	
TOTAL for Instruction	85%	4.80	4.08
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			4.83

EQUIVALENT NUMERICAL RATING: 4.83
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: Outstanding

Prepared by: 
JOY ANN A. CAÑETE
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, **JOY ANN A. CAÑETE**, 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 accomplishment in accordance with the indicated measures for the period Jan. 1, 2019 to June 30, 2019

JOY ANN A. CAÑETE
JOY ANN A. CAÑETE
Substitute Instructor
Date: 11/16/19

ELIMACO D. ESPINA JR.
ELIMACO D. ESPINA JR.
Department Head
Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: ^{2nd} 1st sem. SY 2018-2019= Math 11n (5 lecs.), Math 105n (1 lec), Math 101 (2 lecs)	18	32.70	5	5	5	5.00	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New Course Outline	Instruction	Prepares new course outline							
		New syllabi OBE		Prepares new syllabi	1	2	5	5	4	4.67	Math 11n, Math 101
		Revised syllabi		Revised syllabi	1	2	5	5	4	4.67	Math 11n, Math 101
		New Lecture manual		Prepares new manual	1	1	5	5	4	4.67	Math 101
		New Powerpoint lecture presentation (per course)		Prepares powerpoint	1	2	5	5	4	4.67	Math 11n, Math 101
		PI 3. Additional outputs									
		Numbers of hours checking papers per course		Checked papers	2	3	5	5	5	5.00	^{2nd} 1st Sem SY 2018-2019 subjects
		Numbers of hours class preparation per course		Prepared class preparation	2	3	5	5	5	5.00	1st Sem SY 2018-2019 subjects

						Total points				33.67	
MFO 5	Support to Operations	Pl.2 Number of hours spent for student consultation	Support to students	Entertained students	30	60	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs									
						Total points				5.00	
MFO 6	General Admin. & Support Services										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0% complai	no valid complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
						Total points				5.00	
	Total Over-all									43.67	
	Average Rating									4.85	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.85
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.85
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

KEEP IT UP!

Evaluated and Review:

CLIMACO D. ESPINA, JR.

Dept. Head/Unit Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

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

"Exhibit I"

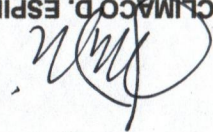
PERFORMANCE MONITORING FORM

Name of Employee: **MS. JOY ANN A. CANETE**

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: 1st sem. SY 2018-2019= Math 11n (5 lecs.), Math 105n (1 lec), Math 101 (2 lecs)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Jan. 2019	July 2019	Sept. 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	July 2019	July 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Math 11n, Math 101, Math 105n	Jan. 2019	July 2019	July 2019	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Jan. 2019	July 2019	July 2019	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	Jan. 2019	July 2019	July 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:


CHIMACCO D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY ANN CAÑETE

Performance Rating: Outstanding

Aim: Encourage her to make research/extension project proposals.

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 her to the Scholarship Committee for study leave with pay.

Result: She will be able to pursue the PhD Mathematics Program by August 2020.

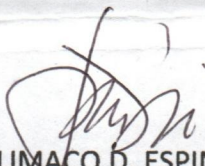
Date: _____ Target Date: End of first semester

Next Step: To continue giving her moral support in her studies until targeted date of full completion of studies in June 2023.

Outcome: Good grades

Final Step/Recommendation:

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:

JOY ANN A. CAÑETE
Ratee