



**Exhibit K**

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

**Name of Faculty Member:** Athena Valerie C. Casangcapan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Student (50%)		2.38	
Total for Instruction	90%	4.82	4.34
2. Research			
a. Client/Dir. For Research (50%)		2.50	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research		2.50	0.00
3. Extension			
a. Client/Dir. For Extension (50%)		2.50	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		2.50	0.00
4. Support to Operation	5%	5.00	0.25
5. Admin. & Support Services	5%	4.83	0.24
<b>TOTAL</b>			<b>4.83</b>

EQUIVALENT NUMERICAL RATING:

4.83

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

Outstanding

Prepared by:

ATHENA VALERIE C. CASANGCAPAN

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, Athena Valerie C. Casangcapan, 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 August-December 2023.

ATHENA VALERIE C. CASANGCAPAN

Instructor

Date: 18 JAN 2024

Approved:

REV RHIZZA L. AURE

Department Head

Date: 22 JAN 2024

MA. THERESA P. LORETO

College Dean

Date: JAN 22 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Aug.-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								
		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		15	12	5	5	4	4.67	1st Sem AY 23-24: Esci 114 1lec&2lab): Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
		<b>PI 2.</b> Number of instructional materials								
		<i>New Course Outline</i>	Prepares new course outline	1	0					
		<i>New syllabi OBE</i>	Prepares new syllabi	1	0					
		<i>Revised syllabi</i>	Revised syllabi	0	0					
		<i>New lab. manual</i>	Revises one (1) lecture manual	0	0					
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual	0	0					
		<i>New course outline</i>	Prepares and compiles two (2) course outline	0	0					
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline	0	0					
		<i>New Lecture manual</i>	Prepares new manual	0	0					
		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	6	6	5	5	5	5.00	
		<b>PI 3.</b> Additional outputs								

		Numbers of hours checking papers per week	Checks papers	3	3	5	5	5	5.00	
		Numbers of hours class preparation per week	Prepares class preparation	6	6	5	5	5	5.00	
		Numbers of seminar/attended		1	1	5	5	5	5.00	2nd Biophysics Symposium on July 7, 2023
		<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	15	12	5	5	5	5.00	1st Sem AY 23-24: Esci 114 1lec&2lab); Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	Esci 114; Phys 32;PhSc 115
		<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	0	0					
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	0	0					
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	20	5	5	5	5.00	1st Sem AY 23-24: Esci 114 1lec&2lab); Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	30	5	5	5	5.00	1st Sem AY 23-24: Esci 114 1lec&2lab); Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	50	4	5	5	4.67	1st Sem AY 23-24: Esci 114 1lec&2lab); Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	N/A						
		<b>A17.</b> Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						



		As SRC Member	Advices and corrects research outline and thesis/SP manuscript	N/A	1	5	5	5	5.00	VFES-Student
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	4	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advices student organizations recognized by USSO	N/A						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A						
	<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	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	4	5	4.67	1st Sem AY 23-24: Esci 114 1lec&2lab); Phys32 (1lec); PhSc115 (1lab); Phys 21n (1lab)
		<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	0	0					
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0					
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	2	5	4	5	4.67	BSAP COPC, BSAP Curriculum Review
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					

		<b>A 26.</b> Other outputs implementing the new normal due to covid 19								
<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	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 project within the year	0	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	0					
		<i>In refereed int'l journals</i>		0	0					
		<i>In refereed nat'l/regional journals</i>		0	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	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	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	0	0					
		<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	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	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	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	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	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	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								
	Research Mentoring	Research Mentor		0	0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0						
	Resource Persons	Resource Persons		0	0						

	Convenor/Organizer	Convenor/Organizer		0	0						
	Consultancy	Consultant		0	0						
	Evaluator	Evaluator		0	0						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> 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*	<b>A 44.</b> 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		



		<b>A 45.</b> 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</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	0					
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0					
		Attend meetings	Attend departmental and other meetings	8	8	5	5	4	4.67	
<b>Comments / Recommendation</b>					<b>Total Over-all Rating</b>	94	93	92		
<i>She is creative and can work independently</i>					<b>Average Rating</b>	4.9	4.9	4.84	4.89	
					<b>Adjectival Rating</b>	Outstanding				

Evaluated & Rated by:

**REV RHIZZA L. AURE**

Department Head

Date: **22 JAN 2024**

Recommending Approval

**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: **JAN 22 2024**

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: **01/31/24**

## 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: Casangcapan, Athena Valerie C.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Reminded the faculty members during meetings on the submission of TOS, grades and other documents		Notice of meeting, Minutes of meetings	Faculty members have submitted the documents
Coaching					
		<ul style="list-style-type: none"><li>Recommended the faculty to attend seminars/conferences</li><li>Encouraged the faculty to pursue her Master's degree</li></ul>		Notice of meeting and Minutes of meetings	

*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: Athena Valerie C. Casangcapan

Performance Rating: Outstanding

Aim:

1. Encourage her to attend seminars, trainings, and conferences.
2. Encourage her to pursue master's degree
3. Submit research and extension proposals.

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

1. Inform her to attend seminars, training, and conferences.
2. Advise her to pursue master's degree
3. Inform her to submit research and extension proposals.

Result:


Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:


Outcome:

1. Attend seminars, trainings, and conferences.
2. Completed her Master's degree.
3. Submitted research and extension proposal/s to different funding agencies

Prepared by:

  
**REV RHIZZA L. AURE**  
DPhys Head

Conforme:

  
**ATHENA VALERIE C. CASANGCAPAN**  
Ratee