

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

Name of Faculty Member: Lovely Mae E. Bulawan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.90	2.45	
b. Student (50%)	4.50	2.25	
Total for Instruction	80%	4.70	3.76
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%	4.92	0.49
5. Gen. Admin. & Support Services	10%	5.00	0.50
TOTAL	100%		4.75

EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING:

Outstanding

Prepared by:

LOVELY MAE E. BULAWAN

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

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lovely Mae E. Bulawan, a faculty member of the DEPARTMENT OF MATHEMATICS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2023.

LOVELY MAE E. BULAWAN

Instructor 1

Date: January 4, 2024

Approved:

EUSEBIO R. LINA, JR.

Department Head

Date: 1/22/2024

MA. THERESA P. LORETO

College Dean

Date: JAN 23 2024

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	38.5	5	5	5	5.00	(2) Math11n, (2) Math13n, Math113n, Math13
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						Accomplished in Jan-June

		A11. 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	5	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	4	4.67	(2) Math11n, (2) Math113n, (2) Math13, (2) Math13n
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	12	5	5	4	4.67	(3) Math13n, (4) Math13, (5) Math11n, (2) Math113n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0	18	5	4.5	5	4.83	
		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	10	11	5	5	5	5.00	
	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	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	4	4.5	5	5	4.83	Math11n, Math113n, Math13, Math13n
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	15	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	
		A 23 : 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						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	4	4.5	5	5	4.83	
	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	0						
		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		2	4	5	5	5	5.00	

		Number of TOS prepared and submitted within prescribed period		2	8	5	5	5	5.00	
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	0						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 for a/conferences	0						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of 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 faculty or student w/ faculty)		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	Implements 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	0						
	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						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0						
	<i>Consultancy</i>	<i>Consultant</i>		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	4.5	5	4.83	
		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										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint		5	5	5	5.00	
	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	Attends departmental meetings.	6	3	5	5	5	5.00	
	Total Over-all Rating								78.34	
	Average Rating								4.90	
	Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 21)		4.90
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments/Recommendations:

Complete your MS degree.

Evaluated & Rated by:


EUSEBIO R. LINA, JR.

Department Head

Date: 01/22/2024


Recommending Approval


MA. THERESA P. LORETO

Dean, CAS

Date: JAN 23 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
	2nd	
	3rd	
	4th	

Name of Employee: Lovely Mae E. Bulawan

Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">Conduct class observationMonitor the progress of her MS study (personal)	Dec 2023 July-Dec 2023				
Coaching <ul style="list-style-type: none">Include a discussion on teaching effectiveness and sharing of best class practices during monthly meetings.Discuss with the faculty the status of her appointment as regular faculty and the possible course of action whenever her appointment is not renewed.	Nov-Dec 2023	Monthly meetings			

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

Conducted by:

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.
Head, DMath

Noted by:

MA. THERESA P. LORETO

MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lovely Mae E. Bulawan

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: Monitor the progress of her MS study.

Result: Completion of her MS degree/Permanent employment status

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

1. Recommend her for a permanent position.
2. Encourage her to engage in RDE activities.


Outcome:

Involvement in research or extension activities of the department

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:


LOVELY MAE E. BULAWAN
Ratee/Faculty