



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

**Name of Faculty Member:** Jeffrey Lloyd L. Cagande

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		2.40	
b. Student (50%)		2.25	
Total for Instruction	75%	4.65	3.48
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		2.27	
Total for Research	5%	2.27	0.11
<b>3. Extension</b>			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		4.00	
Total for Extension	5%	4.00	0.20
<b>4. Support to Operation</b>	10%	5.00	0.50
<b>5. Administration</b>	5%	5.00	0.25
<b>TOTAL</b>			<b>4.55</b>

EQUIVALENT NUMERICAL RATING: 4.55

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Outstanding

Prepared by:

JEFFREY LLOYD L. CAGANDE

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 of Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF PHYSICS**

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"Exhibit B"

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

I, **JEFFREY LLOYD L. CAGANDE**, a faculty member of the **DEPARTMENT OF PHYSICS** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2022.

**JEFFREY LLOYD L. CAGANDE**

Instructor 3

Date: 7/21/22

Approved:

**REV RHIZZA L. AURE**

Department Head

Date: 2024 2022

**MA. THERESA P. LORETO**

College Dean

Date: 7/27/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan - Dec)2022	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						
	<u>PI 9</u> : 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						
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	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										

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	30	8.3	5	4	5	4.67	Vacation Sick Leave
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	3	5	5	5	5.00	Bphys 11 (2 sections) and Phys 32n
		<b>A 11.</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	5	6	5	5	5	5.00	4 Phys 32 and 2 PhSc 113
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Faculty Onboarding
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	5	4	5	4.67	Bphys 11 (2 sections) and Phys 32n
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	Moodle (Bphys and Phys 32n)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	20	17	5	5	5	5.00	BSAP Freshment
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		N/A						
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A						



		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	15	5	5	5	5.00	Through Email and FB Messenger
	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU DOST Scholars' Society
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	VSU DOST Scholars' 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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	4	4.67	Phys 32 and Bphys 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	4	5	4.67	Phys 32 and Bphys 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	5	5	5	5.00	Phys 32 and Bphys 11
		<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	1		4	3	3	3.33	To be accomplished in the 2nd Half
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Phys 32 and Bphys 11
	<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	2		5	5	4	4.67	To be accomplished in the 2nd Half
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
									4.79	
<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	1		5	5	4	4.67	On Going Project
	<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	1		5	4	3	4.00	On Going Project
	<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	1		4	4	3	3.67	On Going Project
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 for a/conferences	0						



		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	2	2	5	4	5	4.67	Study Leader: Michroneheological Characterization of Selected Plant Oils; Research Staff - Adapting to the New Normal in Education: A Curriculum Modification Design Using Blended Learning Model
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> NO. of research-related awards (research conducted by faculty or student w/ faculty)		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						
		<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						
		<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						
									4.25	
<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						
	<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	15	0	4	3	3	3.33	To be accomplished in the 2nd Half

<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	Implementes duly approved extension projects	1	0	4	4	3	3.67	To be accomplished in the 2nd Half
<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	75%	0%	3	3	3	3.00	To be accomplished in the 2nd Half
<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	0						
Research Mentoring	Research Mentor		0						
Peer reviewers/Panelists	Peer reviewers/Panelists		0						
Resource Persons	Resource Persons		0						
Convenor/Organizer	Convenor/Organizer		0						
Consultancy	Consultant		0						
Evaluator	Evaluator		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						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		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						
									3.33	
<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		5	4.5	5	4.83	
		<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		5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
									4.92	
<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						

	<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	1	1	4	5	5	4.67	Mobile App for Flag Ceremony
		<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						
		No. of meetings attended	Attends Departmental Meetings	6	8	5	5	5	5.00	Regular and Emergency Meetings
									4.83	
Comments and Recommendation					<b>Total Over-all Rating</b>				139.75	
<i>Continue your dedicated service.</i>					<b>Average Rating</b>				4.51	
					<b>Adjectival Rating</b>				0	

Evaluated & Rated by:

**REV RHIZZA L. AURE**

Department Head

Date: *25 May 2022*

Recommending Approval

*mtphots*  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: *7/27/2022*

Approved by:

*Qu.*  
**BEATRIZ S. BELONIAS**

*fr.* Vice President for Instruction

Date: *7/27-22*



## 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: Engr. Jeffrey Lloyd L. Cagande

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Remind the faculty members during meetings on the submission of OBE Syllabus, grades, and other documents		Notice of Meetings, Minutes of meetings	Faculty members have submitted documents
Coaching	Not Applicable (N/A)				TPES result Very Satisfactory

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: Jeffrey Lloyd L. Cagande

Performance Rating: Very Satisfactory

Aim:

1. Encourage him to finish his Ph.D. in Science Education (Physics)
2. Submit research and extension proposals;
3. Encourage him to attend seminars, trainings, and conferences.

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: Within the year

First Step:

1. Follow-up his progress in completion of his P.h.D.
2. Inform him to submit research and extension proposals.
3. Inform him to attend seminars, trainings, and conferences.

Result:

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

Next Step:

1. Submit a progress report regarding his studies.
2. Follow-up the submission of research and extension proposals.
3. Endorse his attendance to seminars, trainings, and conferences.

Outcome:


1. Completed his Ph.D. in Science Education (Physics)
2. Submitted research and extension proposal/s to different funding agencies.
3. Attended seminars, trainings, and conferences.

Final Step/Recommendation:

Prepared by:

  
REV RHIZZA L. AURE  
Unit Head

Conforme:

  
JEFFREY LLOYD L. CAGANDE  
Name of Ratee Faculty/Staff