



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: **Raymund M. Igcasama**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.94	
b. Students			
Total for Instruction	80%	4.94	3.95
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		0.00	
Total for Research	0	0.00	0.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	5%	5.00	
Total for Extension		5.00	0.25
4. Support to Operation	10%	4.67	0.47
5. Administration	5%	5.00	0.25
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: 4.92

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RAYMUND M. IGCASAMA

Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS



Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Raymund M. Igcasama, a faculty member of the DEPARTMENT OF MATHEMATICS AND 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 JAN-JUN 2020.

[Signature]

RAYMUND M. IGCASAMA

Instructor I

Date: *11/20/2020*

Approved:

[Signature]

DR. EUSEBIO R. LINA JR.

Department Head

Date: *11/23/2020*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	28.95	5	5	5	5.00	Math 11n, Math106, Math 112n, Math 129, SHS Immersion, NSTP-CWTS
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	5	5.00	Math 11n, Math106, Math 112n, Math 129, SHS

		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5.00	Webinars and Trainings, Science and Technology Teaching Conference (June 22, 2020), EVHEIs-FLMSC (June 11-12, 15-19, 2020),
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5.00	Math 11n(2), Math 106(2), Math 129(2), math 112n(2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	15	5	5	5	5.00	Math 11n, Math 106, Math 129, Math 112n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	4	5	5	5	5.00	Math 11n, Math 106, Math 129, Math 112n
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
		A17. Number of students advised on thesis/ field practice/special problem:		18	18	5	5	5	5.00	Work Immersion SHS
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught thesis and grades	15	20	5	5	5	5.00	Math 112n, Math 129, Math 11n, Math 106
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	2	3	5	5	5	5.00	CAS-SSC, USSC, Mahogany Dorm

		<u>A20</u> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	8	12	5	5	5	5.00	DMP Amazing Race, CAS SSC Quiz Show, CAS SSC Extra Challenge, CAS Anniversary, USSC Days, USSC General assembly, USSC Council's Meetings, CAS SSC Meetings
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	4	5	5	5	5	5.00	Math 112n, Bmath 002, Math11n, Math 14, CWTS
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	5	4	5	5	4.67	Math 112n, Bmath 002, Math11n, Math 14, CWTS
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	4	5	5	4.67	Math 112n, Bmath 002, Math11n, Math 14, CWTS
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	5	4	5	5	4.67	Math 112n, Bmath 002, Math11n, Math 14, CWTS
		<u>A 23</u> : 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	2	on going					
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	on going					

	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		1	2.00	5	5	5	5.00	NSTP-CWTS Training Modules,
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	BS Math and BS Applied Physics CHED Documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3.00	5	5	5	5.00	NSTP-CWTS Training Modules, SHS Immersion Portfolios, Webinar Trainings, Developmental Radio Program
						Total			84.01	
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	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							
		<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 scienfic for a/conferences							
		<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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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							
	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							
	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	Implemtes duly approved extension projects	1	1	5	5	5	5.00	Developmental Radio Program "MATHSAYA"

	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							
	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							
	Research Mentoring	Research Mentor		1	4	5	5	5	5.00	Junior High School Research
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to							
						Total			10.00	

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	4	5	5	4.67
		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% complaint	4	5	5	4.67
		On program accreditations							
		On institutional accreditations							
						Total			9.33

UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	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	1	1	5	5	5	5.00	Program Information Drive Services
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
						Total			5.00	
	Total Over-all Rating								108.34	
	Average Rating								4.92	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)	4.92
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.92
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
 Continue being active in university activities but don't forget to complete MS study.

Evaluated & Rated by:
Eusebio R. Lina, Jr.
 Department Head
 Date: 11/23/2020

Candelario L. Calibo
 Dean, CAS
 Date: 12/9/20

Approved by:
Beatriz S. Belonias
 Vice President for Instruction
 Date: 12/9/20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAYMUND M. IGCASAMA

Performance Rating: Outstanding

Aim: Encourage him to pursue graduate studies in mathematics

Date: May 2020

Target Date: One year from date of intervention

First Step:

Endorsed his status from temporary to permanent to the Academic Personnel Committee.
Endorsed him to finish his Masteral.

Result: He will be able to have a permanent position.

Date: Oct. 2020

Target Date: End of second semester

Next Step: To continue giving his moral support in teaching.

Outcome: High moral

Final Step/Recommendation: NA

Prepared by:

Eusebio R. Lina, Jr.
DMP Head

Conforme:

RAYMUND M. IGCASAMA
Ratee