SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	0.50	3.18	1.59
b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50	5.00	2.50
Total for Instruction	100%	4.09	4.09
2. Administration and Support Services	0%	0.00	0.00
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.09

EQUIVALENT NUMERICAL RATING: 4.09
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: **4.09**

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

SHALOM GRACE C. SUGANO
Name of Faculty

Reviewed by:

ROSARIO P. ABELA
Department Head

Recommending Approval:

ALELI A. VILLOCINO
Dean/Director
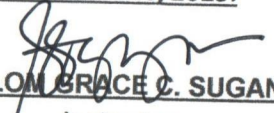
Approved:

BEATRIZ S. BELONIAS
Vice President

Visayas State University

College of Education

VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHALOM GRACE C. SUGANO, **Instructor of VSUIHS,** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January, 2019 to June, 2019.**

SHALOM GRACE C. SUGANO
Instructor

ROSARIO P. ABELA
Principal, VSUIHS

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
						rating				
MFO 1	**Advanced Education Services 20%**									
	1. Graduate Degree Program Management Services									
	0 = 3 1 = 4.8 ≥2 = 5.0	**PI 1:** Number of graduate degree specializations offered and monitored		NA						
	1.5 - 2.0 = 4.8 > 2 = 5.0	**PI 2:** Total FTE monitored		NA						
	0-25% = 3.0 26 - 90% = 4.5 >90% = 5.0	**PI 3:** Percentage of students who graduated within the prescribed period		NA						
	2. Graduate Student Management Services									
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 1:** Percentage of graduate students awarded with honors/distinction		NA						
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 2:** Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		NA						

		PI 3: Percentage of graduate school faculty engaged in research work applied in any of the ff:	VSUIHS Faculty		0	3	3	3	3.00	
	0-25% = 3.0 26-50% = 4.5 >50% = 5.0	a. Pursuing advanced research degree program	VSUIHS Faculty		0	3	3	3	3.00	
		b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	VSUIHS Faculty		0	3	3	3	3.00	
		c. Producing technologies for commercialization or livelihood improvement	VSUIHS Faculty		0	3	3	3	3.00	
		d. Whose research work resulted in an extension program	VSUIHS Faculty		0.00	3	3	3	3	
MFO 2	**Higher Education Services**									
	1. Curriculum Program Management Services									
	<15 = 4.0 15 - 17.99 = 4.5 18 & above = 5.0	PI 1: Total FTE monitored (Higher Ed and Basic Ed)	VSUIHS Faculty		29.19	5	5	5	5.00	
	0= 3% 1-25%= 4 26-100% = 5.0	PI 2: Percentage of undergraduate curricular program compliant to CMO, approved and offered			NA					
	below nat'l = 4.0 above nat'l up to 75% = 4.5 76 - 100% = 5.0	PI 3: Average percentage passing in licensure exam			NA					
		PI 4: Percentage of first time licensure exam takers who passed the licensure exam			NA					
	0 graduate = 3.0 100% or more = 5.0	PI 5: Number of graduates who graduated within prescribed period			NA					
	No increase = 4 1 - 10% = 4.5	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period			NA					

	> 10% = 5.0	**PI 7:** Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies		NA						
	0 linkage - 3.0 *1 - 2 linkage = 4.5* *>2 = 5.0*	**PI 8.** Number of academe/industry linkages established		NA						
		PI 9: Number of thesis/special problem students:	VSUIHS Faculty		0	3	3	3	3.00	
	100% = 5.0	a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios advised	VSUIHS Faculty		0	3	3	3	3.00	
		b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	VSUIHS Faculty		0	3	3	3	3.00	
	0 organization = 3.0 *1 organization = 4.0* *2 or more = 5.0*	**PI 10:** Number of student organizations advised/ assisted	VSUIHS Faculty		1	4	4	4	4.00	
		PI 11: Number of instructional materials developed/revised	VSUIHS Faculty		17	5	5	5	5.00	
	0 IEC = 3.0 *1 IEC = 4.0* *2 or more = 5.0*	a. OBE-compliant syllabi	VSUIHS Faculty							
		b. Teaching guides/Student guides/ Laboratory Manuals	VSUIHS Faculty							
		c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	VSUIHS Faculty							
		d. On-line interactive learning resources per subject	VSUIHS Faculty		0	3	3	3	3.00	
		PI 12. Number of instruction-related awards	VSUIHS Faculty		0	3	3	3	3.00	
MFO 3	**Research Services**									
		PI 1. Number of published papers in peer-reviewed journals	VSUIHS Faculty		0	3	3	3	3	

	In refereed int'l journals								
	In refereed nat'l journals								
	In institutional journals								
0 output = 3.0 *1 - 2 output = 4.0* *3 - 5 output = 4.5* *> 5 output = 5.0*	**PI 2.** Number of patents/Utility Models/copyrights filed and registered	VSUIHS Faculty		0	3	3	3	3.00	
	PI 3. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences	VSUIHS Faculty		1	4	4	4	4.00	
	In int'l fora/conferences								
	In nat'l fora/conferences								
	In reg'l fora/conferences								
	In institutional fora/conferences								
0 prop/proj = 3.0 *1 - 2 prop/proj = 4.5* *3 or more prop/proj = 5.0*	**PI 4.** Number of research studies conducted	VSUIHS Faculty		0	3	3	3	3.0	
	PI 5. Number of research proposals submitted	VSUIHS Faculty		0	3	3	3	3.00	
	PI 6. Number of research proposals approved	Research Committee		0	3	3	3	3.00	
None = 3.0 *100K - 1M = 4.0* *1.1M - 5M = 4.5* *>5M = 5.0*	**PI 7.** Amount of research money generated from external funding (Thousand PHP)	VSUIHS Faculty		None					
None = 3.0 *50K = 4.5* *>50K = 5.0*	**PI 8.** Amount of research money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		None					
	PI 9. Number of research outputs in the last three years utilized by the industry or other beneficiaries	VSUIHS Faculty		0	3	3	3	3.00	

Rating Scale	Performance Indicator	Responsible		Actual					Rating
0 awards = 3.0 1 award = 4.5 2 or more = 5.0	PI 10. Number of research projects/studies completed within the year	VSUIHS Faculty		0	3	3	3	3.00	
	PI 11. Number of research-related awards (research conducted by faculty or student w/ faculty)	VSUIHS Faculty		0	3	3	3	3.00	
MFO 4	**Extension Services**								
0 pds = 3.0 100 - 500 pds = 4.5 >500 pds = 5.0	PI 1. Number of trainees weighted by the length of training	VSUIHS Faculty		0	3	3	3	3.00	
0 training = 3.0 1 training = 4.0 2 or more = 5.0	PI 2: Number of trainings conducted	VSUIHS Faculty		0	3	3	3	3.00	
0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 3. Number of IEC materials/techno-guides developed/used	VSUIHS Faculty		0	3	3	3	3.00	
0 group/ind = 3.0 1 grp/ind = 4.0 > 2 or more = 5.0	PI 4. Number of beneficiaries served	VSUIHS Faculty		0	3	3	3	3.00	
	Groups								
	Individuals								
0 services = 3.0 1 - 10 services = 4.0 10 - 20 services = 4.5 >20 services = 5.0	PI 5. Number of technical/expert services provided/rendered	VSUIHS Faculty		0	3	3	3	3.00	
	Research Mentoring			0					
	Peer reviewers/Panelists			0					
	Resource Persons			0					
	Convenor/Organizer			0					
	Consultancy			0					
	Evaluator			0					
				0					
0 proposal = 3.0 1 - 2 proposals = 4.5 3 or more prop = 5.0	PI 6. Number of extension projects conducted	VSUIHS Faculty		0	3	3	3	3.00	
	PI 7. Number of extension proposals submitted	VSUIHS Faculty		0	3	3	3	3.00	
	PI 8. Number of extension proposals approved	VSUIHS Faculty		0	3	3	3	3.00	

Rating Scale	Performance Indicator	Responsible Unit						
None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	PI 9. Amount of extension money generated from external funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00
None = 3.0 50K = 4.5 >50K = 5.0	PI 10. Amount of extension money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00
0 awards = 3.0 1 award =4.5 2 or more = 5.0	PI 11 Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	VSUIHS Faculty		0	3	3	3	3.00
	PI 12. No. of extension-related awards (extn. conducted by faculty or student & faculty)	VSUIHS Faculty		0	3	3	3	3.00
MFO 5 — *Support to Operations (STO)*								
1. Faculty Development Services								
0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 1: Number of faculty pursuing advanced degree programs	OVPI, ODAHRD, SFAC, Department		0				
2. Faculty Recruitment/Hiring Services								
0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 2: Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM	VSULHS Personnel committee & APB		0				
3. Faculty Evaluation Services								
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 3: Number of seminars/trainings/ conventions/workshops organized/coordinated for the entire university	OVPRE		0				

	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	**PI 4:** Number of seminars/trainings/conventions/workshops organized/coordinated outside the university	OVPRE		0						
	90 - 100% = 5.0 60 - 89% = 4.5 <60% = 4.0	**PI 5:** Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	OVPI, Department, admin staff		80						
	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	**PI 6:** Number of college/department-level seminars/trainings/workshops/reviews conducted/ attended/ facilitated	OVPRE		1						
	4. Program and Institutional Accreditation Services										
	100% programs = 5.0 <100% programs = 4.5	<u>PI 1:</u> Number of degree programs which passed accreditation/evaluation at least Level 1		NA							
	100% compliant = 5.0 <100% compliant = 4.5	<u>PI 2:</u> Degree program compliant with CHED requirements		NA							
MFO 6	**General Admin. & Support Services (GASS)**										
	0 complaint = 5.0 *1 or more = 4.5*	<u>PI 1</u>. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	OVPI, College, Department, Units		0						
		<u>PI 2</u>. Number of complaints addressed within the prescribed time	OVPI, College, Department, Units		0						
		<u>PI 3</u>: Additional Outputs									
	No initiative = 3.0 *1 initiative = 4.5* *2 or more initiatives = 5.0*	Best practices/new initiatives/innovations	OVPI, College, Department, Units		1						
		Values Restoration Program									

Total Over-all Rating		108.00	
Average Rating (Total Over-all rating)		3.18	
Additional Points:			Comments & Recommendations for Development Purpose:
Punctuality			*she has a pleasant disposition towards her colleagues and is committed to accomplish any task assigned to her. She has the potential to publish a scholarly article in a refereed journal.*
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING		Satisfactory	

Evaluated & Received by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval:

ALELI A. VILLOCINO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date:

Legend:

Q^1 - **Quality**
E^2 - **Efficiency**
T^2 - **Timeliness**
A^4 - **Average**

Rating Scale:

4.6 - 5.0 **Outstanding**
3.8 - 4.5 **Very Satisfactory**
3.0 - 3.7 **Satisfactory**
2.2 - 2.9 **Unsatisfactory**
2.1 - & below **Poor**

PERFORMANCE MONITORING FORM

Name of Employee: <u>SHALOM GRACE C. SUGANO</u>

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	Teach Science IIIA and Research I for Junior High School and General Chemistry II for Senior High School	Deliver quality learning to students in the junior and senior high school	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
2	Revised syllabi in Science IIIA and Research I for junior high and General Chemistry II for Senior High School	Revise syllabi that addresses the needs of learners	January 2019	June 2019	June 2019	Very Impressive	Very Satisfactory	
3	Revised course outline in Science IIIA and Research I for junior high and General Chemistry II for Senior High School	Revise course outline that addresses the needs of learners	June 2019	June 2019	June 2019	Very Impressive	Outstanding	
4	Develop teaching aid like ppt presentations in Science IIIA and Research I for junior high and General Chemistry II for Senior High School	Make a more comprehensive ppt presentation	June 2019			Very Impressive	Very Satisfactory	
5	Develop teaching guide/ handouts	Develop teaching guide and hand outs suitable to senior high school students	June 2019			Very Impressive	Outstanding	
7	Assist in school-related activities	Assisted in checking attendance/monitoring of students in activities like conference with Parents, Entrance Examination, Promotional and Honors Programmes	January to June 2019			Very Impressive	Outstanding	

8	Field study students assisted	Assisted six (6) field study students from the college of education	January to March 2019	Very Impressive	Outstanding	
9	Submit reports and other requirements	Sign CSR, submit grade sheets	January to March 2019	Very Impressive	Outstanding	
10	Supervise the Juniors Organization	Supervise and Organize the JS Prom	January to February 2019			
11	Coordinator of Grade 12 Students	Supervise the Grade 12 students in the preparation for the Parents' – Senior Night	May to June 2019			
12	Special assignments from the Principal	Research Coordinator	January to June 2019	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by

ALELI A. VILLOCINO, Ed.D.
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Shalom Grace C. Sugano
Performance Rating: Very Satisfactory

Aim: To write a research proposal and submit to OVPRE for funding.

Proposed Interventions to Improve Performance:

Date: January 2019   Target Date: March – June 2020

First Step:
      Attend seminar on Research Proposal writing.

Result:
      Write a research proposal for endorsement to OVPRE.

Date: _____   Target Date: _____

Next Step:
      Prepare an obedized syllabus.

Outcome: Carry out responsibilities as an instructor.

Final Step/Recommendation:

1. Attend seminars and trainings related to the field.
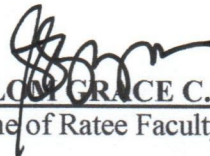2. Publish more research to reputable journals.

Prepared by:

ALELI A. VILLOCINO, Ed.D.
Unit Head

Conforme:

SHALOM GRACE C. SUGANO, Ph.D.
Name of Ratee Faculty/Staff