



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF PHYSICS**

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**Exhibit K**

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

**Name of Faculty Member:** Marlon F. Sacedon

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Student (50%)		2.50	
Total for Instruction	85%	4.97	4.22
2. Research			
a. Client/Dir. For Research (50%)		2.00	
b. Dept. Head/Center Director (50%)		2.00	
Total for Research	5%	4.00	0.20
3. Extension			
a. Client/Dir. For Extension (50%)		2.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		2.00	0.00
4. Support to Operation	10%	5.00	0.50
5. Admin & Support Service			
<b>TOTAL</b>			<b>4.92</b>

EQUIVALENT NUMERICAL RATING:

4.92

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

**4.92**

ADJECTIVAL RATING:

Outstanding

Prepared by:

MARLON F. SACEDON

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



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"Exhibit B"

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

I, Marlon F. Sacedon, 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 July- December 2023.

**MARLON F. SACEDON**

Asst. Professor IV

Date: **16 JAN 2024**

Approved:

**REV RHIZZA L. AURE**

Department Head

Date: **19 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 (Jan- 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		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						



		AS GAC Member	Advisees 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. Other outputs implementing the new normal due to covid 19</u>	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										

[illegible]



		<b>A9. Actual Faculty's FTE</b>	Handles and teaches courses assigned: 2nd Sem AY 22-23:PhSc 111n (Lec); PhSc11n (2 lab);Phys 103 (lec); Phys (lab) MidYear AY 22-23: Phys 121 (lec) 1st sem AY 23-24: Phys21 (lec);Phys (lab);Phys 120 (lec); Phys (lab);Phys 102 (lec); Phys 102 (lab)	6	9	5	5	5	5.00	MidYear AY 22-23: Phys 121 (lec) 1st sem AY 23-24: Phys21 (lec);Phys (lab);Phys 120 (lec); Phys (lab);Phys 102 (lec); Phys 102 (lab)
		<b>A10. Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		<b>A11. Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	6	9	5	5	5	5.00	PhSc111n
		<b>A12. Number of trainings attended related to instruction</b>	Attend mandated trainings	1	1	5	5	5	5.00	
		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	12	12	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	30	30	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	20	20	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>	Acts as academic advisor to students	5	0	4	4	4	4.00	
		<b>A17. Number of students advised on thesis/field practice/special problem:</b>		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. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	20	20	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21

	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Assists student organizations recognized by USSO	0						
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
	<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						
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	20	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
		<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	N/A						
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	6	6	5	5	5	5.00	PhSc 111n, Phys 103, Phys 121, Phys 120, Phys 21
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:		0						
		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						
		<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						
<b>UMFO 3 . RESEARCH 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	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	Implemetes duly approved extension projects	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						
	<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						
	<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						
	<i>Evaluator</i>	<i>Evaluator</i>		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						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										

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	5	5	5	5.00	
	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	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					
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							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Comments and Recommendation He is creative and detail-oriented. Make / draft research and extension projects.				Total Over-all Rating	138	138	136		
				Average Rating	4.9	4.9	4.86	4.90	
				Adjectival Rating	Outstanding				

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date: 19 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
	2nd	
✓	3rd	
✓	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Asst. Prof. Marlon F. Sacedon

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Reminded the faculty members during meetings on the submission of OBE Syllabus, 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>Encouraged the faculty to make research and extension proposals</li><li>Encouraged the faculty to finish his Ph.D.</li></ul>		Notice of meeting and Minutes of meetings	<ul style="list-style-type: none"><li>TPES result Outstanding</li><li>Asst. Prof. Sacedon currently working on his thesis dissertation</li></ul>

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: Marlon F. Sacedon

Performance Rating: Outstanding

Aim:

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

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: One year from date of intervention

First Step:

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

Result:

He will be able to undergo graduate studies.

Date: \_\_\_\_\_ Target Date: End of Second Semester


Next Step:

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

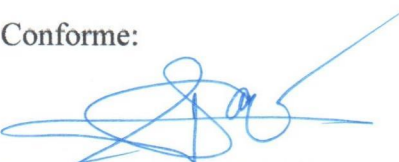
Outcome:

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

Prepared by:

  
REV RHIZZA L. AURE  
DPhys Head

Conforme:

  
MARLON F. SACEDON  
Ratee