



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: Florence Adelyn A. Castil

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.89	
b. Students			
Total for Instruction	80%	4.89	3.91
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%)	0%	0.00	
Total for Extension		0.00	0.00
4. Support to Operation	15%	4.67	0.70
5. Administration	5%	5.00	0.25
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

FLORENCE ADELYN A. CASTIL

EUSEBIO R. LINA JR.

Name of Faculty

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



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, Florence Armada O. Armada, 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 JANUARY TO June 2020.

FLORENCE ADELYN O. ARMADA
Instructor I
Date: 12/1/2020

Approved: Eusebio R. Lina, Jr.
Department Head
Date: 12/2/2020

Canelario L. Calibo
College Dean
Date: _____

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	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	PI 1. Number of FTE	Teaches: 2nd sem. SY 2019-2020-2019 = Phys 150 (1 lec, 1 lab); PhSc 112 (1 lec, 1 lab); Phys 11 (1 lec, 1 lab); PhSc 115 (1 lab)	18	32.85	4	5	5	4.67	Teacher's leave
		PI 2. Number of instructional materials								
		New Course Outline	Prepares new course outline	1	1	5	4	5	4.67	PhSc 115
		New syllabi OBE	Prepares new syllabi	1	1	5	5	5	5.00	PhSc 115
		Revised syllabi	Revised syllabi							
		New lab. manual	Revises one (1) lecture manual							
		Revised Lab. Manual	Revises one (1) laboratory manual							
		New course outline	Prepares and compiles two (2) course outline							
		Revised course outline	Prepares and compiles one (1) course outline							
		New Lecture manual	Prepares new manual							

		<i>New Powerpoint lecture presentation (per course)</i>	Prepares powerpoint	1	4	4	5	5	4.67	Phys 150 (1 lec, 1 lab); PhSc 112 (1 lec, 1 lab); Phys 11 (1 lec, 1 lab); PhSc 115 (1 lab)
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	4	5	5	5	5.00	Checks 4 subjects
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	4	5	5	5	5.00	Class prep. 4 subjects
		<i>Numbers of seminar/attended</i>								
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	8	5	5	5	5.00	Checks 2 long exams each for 4 subjects
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab			5	5	5	5.00	Phys 150 (1 lec, 1 lab); PhSc 112 (1 lec, 1 lab); Phys 11 (1 lec, 1 lab);
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required			5	5	5	5.00	Phys 150 (1 lec, 1 lab); PhSc 112 (1 lec, 1 lab); Phys 11 (1 lec, 1 lab);
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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			5	4	5	4.67	Phys 150 (1 lec, 1 lab); PhSc 112 (1 lec, 1 lab); Phys 11 (1 lec, 1 lab);

PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4	5	5	5	5.00	PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (1 lab); Phys 32 (1 lab)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4					PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (1 lab); Phys 32 (1 lab) - ongoing
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4					PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (1 lab); Phys 32 (1 lab) -
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		on going					PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (1 lab); Phys 32 (1 lab) - ongoing
PI 11. Additional outputs	A 25. 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							
	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							
		Evaluation for SHS immersion protfolio							

			Syllabus for BS Applied Physics program	9	9	5	5	5	5.00	Aphy 199; Phys 101; Phys 102; Phys 103; Phys 140; Phys 151;
						Total			58.67	
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	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 implementation							
	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 paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							

	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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 implement new normal							
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	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	0% conformity	5	5	4	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% compliant	0% complaint	5	4	5	4.67	
		On program accreditations								
		On institutional accreditations								
						Total			9.33	

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	0% 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						
		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								73.00
	Average Rating								4.87
	Adjectival Rating								0

Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.87
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Pursue advanced studies in Physics and engage in RDE activities.

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.

Department Head

Date: 12/2/20

Recommending Approval

Candelario L. Calibo
CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: 12/9/20

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/9/20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORENCE ADELYN A. CASTILPerformance Rating: OutstandingAim: To assist her to study PhD in Physics program.Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: _____

Target Date: _____

First Step:

Endorsed to the Scholarship Committee her status so that she can pursue PhD in Physics.

Result:

Date: _____

Target Date: _____

Next Step: To continue giving moral support.Outcome: Improved/high moral

Prepared by:

EUSEBIO R. LINA, JR..
DMP Head

Conforme:

FLORENCE ADELYN A. CASTIL
Ratee