



SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Exhibit

Name of Faculty Member: Ms.Divina L. Valenzona

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.88	
b. Students			
Total for Instruction	80%	4.88	3.90
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%)		0.00	
Total for Extension		0.00	0.00
4. Support to Operation	15%	4.67	0.70
5. Administration	5%	5.00	0.25
TOTAL			4.85

EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

DIVINA L. VALENZONA

Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.

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, DIVINA L. LUCHAVEZ, a faculty member of the DEPARTMENT OF MATHEMATICS AND 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 JANUARY TO JUNE 2020.


DIVINA L. LUCHAVEZ

Assistant Professor 1

Date: 11/20/2020

Approved:


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 numeric 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							
	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, etc.							
		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>PI 1</u> . Number of FTE	Teaches: 2nd sem, SY 2019-2020 Math 11n (2 lecs); Math 126n (1 lec); Math 113 (1 lec); Math 190.2 (1 lec)	18	18.75	5	5	5	5.00	Teches: Math 126s, Math 11n(2 lec),Math 113, Math 190 (TL)
		<u>PI 2</u> . Number of instructional materials								

		<i>New Course Outline</i>	Prepares new course outline	1	1	5	5	5	5.00	Math 126n
		<i>New syllabi OBE</i>	Prepares new syllabi	1	2	5	5	4	4.67	Math 126n, Math 113
		<i>Revised syllabi</i>	Revised syllabi							
		<i>New lab. manual</i>	Revises one (1) lecture manual							
		<i>Revised Lab. Manual</i>	Revises one (1) laboratory manual							
		<i>New course outline</i>	Prepares and compiles two (2) course outline							
		<i>Revised course outline</i>	Prepares and compiles one (1) course outline							
		<i>New Lecture manual</i>	Prepares new manual							
		<i>New Powerpoint lecture presentation (per</i>	Prepares powerpoint	2	2	5	4	5	4.67	Math 126n; Math 11n
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checks papers	2	3	5	5	5	5.00	Math 11n; Math 126n; Math 113; Math 190.2
		<i>Numbers of hours class preparation per week</i>	Prepares class preparation	2	5	5	5	5	5.00	Math 11n; Math 126n; Math 113; Math 190.2
		<i>Numbers of seminar/attended</i>								
		A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	4	4.67	2 (Math 11n); 1 (Math 126n), 1 (Math 113), 1 (Math 190.2)
		A11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	7	5	5	4	4.67	4 (Math 11n); 1 (Math 126n), 1 (Math 113), 1 (Math 190.2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	Math 11n; Math 126n; Math 113; Math 190.2
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							

	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students							
		A17. Number of students advised on thesis/field practice/special problem:								
		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	30	5	5	5	5.00	Math 11n; Math 126n; Math 113; Math 190.2
	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
		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	1	on-going					To be fully accomplished in the second half of the year
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	on-going					To be fully accomplished in the second half of the year
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	on-going					To be fully accomplished in the second half of the year
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	on-going					To be fully accomplished in the second half of the year
		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	1	on-going					To be fully accomplished in the second half of the year

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	on-going					To be fully accomplished in the second half of the year
	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 VSII							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to <u>implement new normal</u>							
			Evaluation for SHS immersion portfolio							
			Syllabus for BS Mathematics program	2	on-going					To be accomplished in the second half of the year
						Total			53.67	
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 orobject 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 scientific fora/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 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 student)								
		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							
		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	Implements duly approved extension projects							

	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								
	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 implementation							
	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 implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										

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	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							68.00	
	Average Rating							4.86	
	Adjectival Rating							0	
	Average Rating (Total Over-all rating divided by 4)	4.86		Comments & Recommendations for Development Purpose: Complete PhD degree and engage in research & extension activities					
	Additional Points:								
	Punctuality								
	Approved Additional points (with copy of approval)	4.86							
	FINAL RATING	Outstanding							
	ADJECTIVAL RATING								

Evaluated & Rated by:

EUSEBIO R. LINA, JR.

Department Head

Date: 11/28/2020

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: 12/9/20

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 12/9/20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Divina L. Valenzona

Performance Rating: Outstanding

Aim: Encourage her to finish graduate studies in mathematics.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: June 2020

Target Date: One year from date and intervention

First Step:

Support her to continue graduate studies in mathematics.

Result: She will be able to finish the mathematics program by December 2021.

Date: _____

Target Date: End of first semester

Next Step: To continue giving her moral support in her studies until targeted date of full completion of studies in December 2021.

Outcome: Finish dissertation

Final Step/ Recommendation:

Prepared by: Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.

DMP Head

Conforme:

DIVINA L. VALENZONA

Ratee