

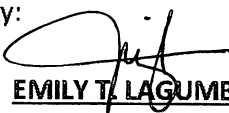
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Emily T. Lagumbay

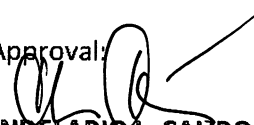
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.96	4.21
2. Research	0%	0	0
3. Extension	0%	0	0
4. Support of Operation	10%	5.00	0.50
5. Administration	5%	5.00	0.25
TOTAL			4.96


EQUIVALENT NUMERICAL RATING: 4.96  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:  
  
EMILY T. LAGUMBAY  
Name of Faculty

Reviewed by:  
  
CLIMACO D. ESPINA JR.  
Department Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction



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



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

I, **EMILY T. LAGUMBAY**, of the **DEPARTMENT OF MATHEMATICS AND PHYSICS, Colleges of Arts and Sciences** 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 1, 2018 to June 30, 2018

**EMILY T. LAGUMBAY**

Instructor I

Date: Aug. 13, 2018

**CLIMACO D. ESPINA JR.**

Head, DMP

Date: \_\_\_\_\_

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: BC 112 (2 lec), Math 101 (2 lec) (lec), Math 10b (1 lec), Math 104 (1 lec) & Work Immersion (SHS) = 2nd Sem. 2017-2018; Math 101 (1 lec) = Summer 2018)	18	45.93	5	5	5	5.00	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		<i>New syllabi</i>	Instruction	Prepares new syllabi	2	2	5	5	5	5.00	Math 104, Math 10b
		<i>New Powerpoint lecture presentation (per course)</i>		Prepares powerpoint	3	3	5	5	5	5.00	Math 104, Math 10b, Basic Calculus
		PI 3. Additional outputs									
		<i>Numbers of hours checking papers</i>		Checks papers	2	2	5	5	4	4.67	2nd Sem SY 2017-2018 subjects
		<i>Numbers of hours class preparation</i>		Prepares class preparation	2	2	5	5	5	5.00	2nd Sem SY 2017-2018 subjects

		<i>Numbers of hours supervise for SHS</i>		Supervise SHS	2	2	4	5	5	4.67	Work Immersion
		<i>Number of hours seminar/ trainings conducted inside VSU</i>	Extension services	Resource Person	8	16	5	5	5	5.00	Enhancement training for Math High School Teachers, 13 Jan. 2018 to 10 March 2018
				Participant	8	16	5	5	5	5.00	Echo-Seminar on New GE course: Mathematical in the Modern World at the Pavilion glassroom, VSU
						<b>Total points</b>				<b>39.33</b>	
MFO 5	<b>Support to Students</b>	PI.2 Number of hours spent for student consultation	Support to students	Entertained students	50	120	5	5	5	5.00	regarding subject matters, grades
		P.3 Additional Outputs									
						<b>Total points</b>				5.00	

MFO 6	<b>General Admin. &amp; Support Services (GASS)</b>										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0% complaint	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
						<b>Total points</b>				<b>5.00</b>	
	<b>Total Over-all Rating</b>									49.33	
	<b>Average Rating</b>									4.93	
	<b>Adjectival Rating</b>									0	

Average Rating (Total Over-all rating divided by 4)	4.93
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

*Continue the good work...*

Evaluated and Review:

**CLIMACO D. ESPINA, JR.**

Dept. Head/Unit Head

Date: \_\_\_\_\_

Recommending Approval:

**CANDELARIO L. CALIBO**

Dean, CAS

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONAS**

Vice President for Instruction

Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Tmeliness

4 - Average

**"Exhibit I"**

**PERFORMANCE MONITORING FORM**

Name of Employee: **MS. EMILY L. CASINILLO**


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.	Teaches three (3) GE courses subjects (Math 101, Math 10b, Math 104 and SHS subjects (BC 112, and Work Immersion	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising SHS and students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	More interventions for the improvement of students
3.	Prepares course syllabi updates	Approved course syllabi in Math 104, Math 10b	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities

6.	Perform other functions assign by the head, dean and the university	Reports	January 2018	June 2018	June 2018	Impressive	Outstanding	Performs functions duly assigned to her
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
CLIMACO D. ESPINA, JR.  
Unit Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: EMILY T. LAGUMBAY

Performance Rating: Outstanding

Aim: Encourage her to make research/extension project proposals, and pursue PhD

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

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

First Step:

Endorsed her to the Scholarship Committee for study leave with pay.

Result: She will be able to pursue the PhD Mathematics Program by August 2020.

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 June 2020

Outcome: Good grades

Final Step/Recommendation:

Prepared by:

  
CLIMACO D. ESPINA JR.  
DMP Head