



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%)		4.71	4.65 <i>Chair</i>
b. Students			
Total for Instruction	80%	4.71	4.65 <i>Chair</i> 3.72 <i>Chair</i> 3.77
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	10%	4.50	0.45
5. Administration	10%	5.00	0.50
TOTAL	100%		4.72 <i>Chair</i> 4.67

EQUIVALENT NUMERICAL RATING:

4.72 4.67

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.72 4.67

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

FLORENCE ADELYN A. CASTIL

Name of Faculty

Reviewed by:

EUSEBIO R. LINA JR.

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



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"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 targets in accordance with the indicated measures for the period July to December 2020.

FLORENCE ADELYN A. CASTIL

Instructor I

Date: 1/27/2021

Approved:

EUSEBIO R. LINA, JR.

Department Head

Date: 1/28/2021

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)
						Quality	Efficiency	Timeliness	Average	
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: 1st sem. SY 2020-2021 = Phys 10 (1 lab); PhSc 112 (1 lab); Phys 32 (1 lab); PhSc 113n (1 lab); Math 109 (1 lec, 1 lab)	36	15.65	5	4	5	4.67	Teacher's leave
		<u>PI 2.</u> Number of instructional								
		<i>New Course Outline</i>	Prepares new course outline							
		<i>New syllabi OBE</i>	Prepares new syllabi	1	0	3	3	3	3.00	
		<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 course)</i>	Prepares powerpoint	1	4	5	5	5	5.00	Phys 10 (1 lab); PhSc 112 (1 lab); Phys 32 (1 lab); PhSc 113n (1 lab)
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checked papers	2	5	5	5	5	5.00	Checks 5 subjects
		<i>Numbers of hours class preparation per week</i>	Prepared class preparation	2	5	5	5	5	5.00	Class prep. 5 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						
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	6	5	5	4.5	4.83	Phys 10 (1 lab); PhSc 112 (1 lab); Phys 32 (1 lab);
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	6	5	5	4.5	4.83	Phys 10 (1 lab); PhSc 112 (1 lab); Phys 32 (1 lab);
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser 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	10	5	4	5	4.67	Phys 10 (1 lab); PhSc 112 (1 lab); Phys 32 (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							
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 4	5	5.00 4.67	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	5	5	4.5	4.83	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	5	5	5	5.00	PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (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	1	4	5	5	4.5	4.67	PhSc 112 (1 lab); PhSc 113n (1 lab); Phys 10 (1 lab); Phys 32 (1 lab)
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 portfolio							
			Syllabus for BS Applied Physics program							
							Total	56.50		
								56.50		
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	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	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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-referred or CHED recognized 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	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								

		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	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	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									
	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	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	zero non-conformity	5	4	4	4.33	
		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	100% compliant	5	4	5	4.67	
		On program accreditations								
		On institutional accreditations								
						Total			9.00	

UMFO 6. General Admin. & Support

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	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								69.89 <i>Elim</i> 70.50	
	Average Rating								4.70 <i>4.67 Elim</i>	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)	4.70
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	4.70
FINAL RATING	Outstanding
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Engage in research and extension activities.

Evaluated & Rated by:

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.

Department Head

Date: *1/28/2021*

Recommending Approval

Ma. Theresa P. Loreto

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: *3/30/2021*

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *4/5/21*

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.
EUSEBIO R. LINA, JR..
DMP Head

Conforme:

Florence Adelyn A. Castil
FLORENCE ADELYN A. CASTIL
Ratee