

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LEO A. MAMOLO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.54x50%= 2.27	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	50%	4.77	2.39
2. Research			
a. Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	30%	5.0	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50% = 2.50	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Extension	10%	3.75	0.5
4. Administration	10%	4.41	0.44
5. Production	0%	0	0
TOTAL			4.83

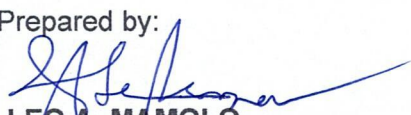
EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
LEO A. MAMOLO  
Name of Faculty


Reviewed by:

  
ROSARIO P. ABELA  
Department Head

Recommending Approval:

  
BAYRON S. BARREDO  
Dean/Director


Approved:


  
ROTACIO S. GRAVOSO  
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LEO A. MAMOLO, of the Department of Teacher Education, College of Education, 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 July - December 2024.

  
**LEO A. MAMOLO**  
 Faculty  
 Date: 11/25

Recommending Approval:  
  
**ROSARIO P. ABELA**  
 Department Head  
 Date: 11/13/25

Approved:  
  
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: 1-13-25

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)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	12	23.85	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111

		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111
		<b>A11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	16	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	20	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		3	5	5	5	5	5.00	Grade 12 HUMSS



		<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	1	9	5	5	5	5.00	Action Research Proposal Defense (English)
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	100	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	0	0	0	0	0.00	
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	5	5	5	5	5.00	Buwan ng Wika, English Month, Math and Science Math, Teachers' day, Christmas Party
	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	25	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	52	5	5	5	5.00	Research 2 (Grade 10), Pred 146n (2 sections), Eng111

		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<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							4.545454545
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1	1	5	5	5	5.00	ISSET 2024
		<i>In int'l fora/conferences</i>		1	1	5	5	5	5.00	ISSET 2024
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Development of IEMo in Mathematics
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by		0	1	5	5	5	5.00	Best Presenter in ISSET 2024
		<b>A 33.</b> 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	1	3	5	5	5	5.00	International Journals
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							5.00
<b>UMFO 4. EXTENSION 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	1	5	5	5	5.00	DepEd Baybay City Division

	<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							
	<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	Implementes duly approved extension projects							
	<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							
	<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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		5	5	5	5	5	5.00	HUMSS Grade 12 Students
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		5	5	5	5	5	5.00	Action Research Proposal Defense (English)
	<i>Resource Persons</i>	<i>Resource Persons</i>		0	1	5	5	5	5.00	Workshop on JC 3 at Babatngon, Leyte



	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<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	2	5	5	5	5.00	1. Publish with Confidence:Capacitating Basic Education Teachers' Research Publication Skills 2. Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<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							
									5.00	
<b>MFO 5- Support to Operations (Instructional Materials Development Office)</b>										
	<b>PI 6.1.</b> Number of instructional materials approved by UIMRC		Facilitated the faculty's Instructional Materials in the approval by UIMRC							

	<b>PI 9.1.</b> Number of System Maintenance conducted.		Coordinating with ICTMC in the conduct of an end-semesteral system maintenance for VSUEE.							
	<b>PI 10.1:</b> Percentage of course syllabi monitored		Monitoring of OBE Syllabi submission and approval							
	<b>PI 10.2:</b> Percentage of TOS monitored		Monitoring of TOS submission	80%	100%	5	5	5	5.00	All VSU faculty members VSULHS
	<b>PI 10.3:</b> Percentage of approved VC evaluation		Review and approval of Virtual Classroom Evaluation							
	<b>PI 10.4:</b> Number of coordinating the VSU faculty and students VSUEE account		Coordinating the VSU faculty and students VSUEE accounts							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of theQMS 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							





	PI 14.7. Percentage of faculty and staff submitted a dtr every month			100%	100%	5	5	5	5.00	
	PI 14.8 Percentage of complaints, if any, addressed on time			100%	0%	0	0	0	0.00	
	PI 14.9 Percentage of action plans implemented and monitored as scheduled				50%	5	5	5	5.00	
	PI 14.10 Monthly accomplishment report submitted on time.				100%	5	5	5	5.00	
	<b>PI 6::</b> Additional Outputs									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		<b>A 47.</b> Collaboration with the VSU Component College				5	5	5	5.00	
		<b>A 48.</b> Consolidation of guidelines and policies with the Academic Units/ department.								
		<b>A 49.</b> Prepares training proposal for OHIMD and ODIE								



		<b>A 50.</b> Coordinate with Nephila Web in the renewal of Branded Moodle App for VSUEE.								
		<b>A 51.</b> Other outputs implementing the new normal due to covid 19								
									139.67	4.41
									4.66	Comments & Recommendations for Development Purpose: - Train young faculty members to publish
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									
										OUTSTANDING

Evaluated & Rated by:

*R. Abela*  
**ROSARIO P. ABELA**

Department Head

Date: 1/13/25

Recommending Approval

*Qw.*  
**BAYRON S. BARREDO**

Dean, College of Education

Date: 1-13-25

Approved by:

*Rotacio S. Gravoso*  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 1/20/25

1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: VSU Integrated High School

Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024)  Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
<b>Coaching</b>  Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ROSARIO P. ABELA**  
Department Head

Noted by:

  
**BAYRON S. BARREDO**  
Dean, College of Education



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Leo A. Mamolo

Performance Rating: Outstanding

Aim: To write a more research proposals and submit to OVPRE for findings.  
To produce instructional materials on subjects handled for flexible learning.

Proposed Interventions to Improve Performance:

Date: January 2025

Target Date: June 2025

First Step:

- 
1. Attend seminar on Research Proposal Writing.
  2. Attend In-House Review conducted by the University.
- 

Result: Carried out responsibilities as an instructor and research coordinator.

Date: January 2025

Target Date: June 2025


Next Step: 1. Submit more research articles to reputable journals for publication.  
2. Increase research presentations and expert services.

Outcome: 1. Published research outputs.  
2. Conduct approved research and expert services.


Final Step/Recommendation:

- 1.) Plan more research proposals and coordinate it with the faculty of the department and college.
- 2.) Mentor and encourage novice faculty to engage more into research. You made a good start on this. Keep it up!

Prepared by:

  
**ROSARIO P. ABELA**  
Unit Head

Conforme:

  
**LEO A. MAMOLO**  
Name of Ratee Faculty/Staff



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS**

**2<sup>nd</sup> Semester AY 2023 - 2024**

Name of Faculty : **LEO A. MAMOLO**

Department: **VSU Integrated High School**

College: **College of Education**

Course No. & Descriptive Title		Lec./Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
Basic Calc	Basic Calculus	Lec	5.00	O	100.00 %
PR I	Practical Research I	Lec	5.00	O	100.00 %
PrEd 161	Assessment in Student Learning 2	Lec	5.00	O	100.00 %
Average Rating			5.00	O	100.00 %

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

**VANESSA W. NAZAL**

TPES In-Charge

Date: **10-30-2024**

Attested by:

**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Date: **10-31-2024**

Received by:

**LEO A. MAMOLO**

Name and Signature of Faculty

Date: **11/14/24**

Distribution of copies: (EO, College, Department, Faculty (all in original signature))

