

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. Jenelyn S. Villafuerte

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.44	
b. Students (50%)		2.00	
TOTAL for Instruction	85%	4.44	3.77
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			4.52

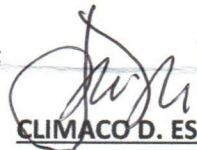
EQUIVALENT NUMERICAL RATING: 4.52
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.52

ADJECTIVAL RATING: Outstanding


Prepared by:


JENELYN S. VILLAFUERTE
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, **JENELYN S. VILLAFUERTE**, 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 accomplishment in accordance with the indicated measures for the period JANUARY 1, 2019 to June 30, 2020

JENELYN S. VILLAFUERTE

Substitute Instructor

Date: Nov. 18, 2019

CLIMACO D. ESPINA JR.

Department Head

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	
MFO1	Higher Education Services	PI 1. Number of FTE	Instruction	Teaches: 1st sem. SY 2018-2019= Math 11n (4 lecs.), Math101 (2 lec), Math 113n (1)	18	33.75	5	5	5	5.00	Teacher's leave
		PI 2. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
		New Course Outline	Instruction	Prepares new course outline	1	2	5	5	4	4.67	Math101, Math 113n
		New syllabi		Prepares new syllabi	1	2	5	5	4	4.67	Math101, Math 113n
		Revised syllabi		Revised syllabi	1	1	5	5	4	4.67	Math 11n
		New Lecture manual		Prepares new manual	1	1	5	5	5	5.00	Math 11n
		New Powerpoint lecture presentation (per course)		Prepares powerpoint	1	3	5	5	5	5.00	2nd Sem SY 2018-2019 subjects
		PI 3. Additional outputs									
		Numbers of hours checking papers per week		Checked papers	2	5	5	5	5	5.00	2nd Sem SY 2018-2019 subjects
		Numbers of hours class preparation per week		Prepared class preparation	2	5	5	5	5	5.00	2nd Sem SY 2018-2019 subjects
						Total points				39.00	
MFO 5	Support to Operations	PI.2 Number of hours spent for student	Support to students	Entertained students	30	60	5	5	5	5.00	regarding subject matters, grades

"Exhibit I"


PERFORMANCE MONITORING FORM

Name of Employee: **MS. JENELYN S. VILLAFUERTE**

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: 1st sem. SY 2018-2019= Math 11n (4 lecs.), Math101 (2 lec), Math 113n (1)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	Jan. 2019	March 2019	June 2019	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising and students consultation	Improved student performance	Jan. 2019	March 2019	June 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Develop/Revise syllabi	Copy of teaching manuals in Math 11n, Math 101, Math113n	Jan. 2019	March 2019	June 2019	Impressive	Outstanding	Follow the format prescribed by MMDC
4.	Submission of midterm grades and final grades	Grades submitted to registrar	Jan. 2019	March 2019	June 2019	Impressive	Outstanding	
5.	Perform other functions assign by the head	Reports	Jan. 2019	March 2019	June 2019	Impressive	Outstanding	Perform functions duly assigned to her

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CLIMCOD.D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JENELYN S. VILLAFUERTE

Performance Rating: Outstanding

Aim: Encourage her to make research/extension project proposals.

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 2023.

Outcome: Good grades

Final Step/Recommendation:

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head

Conforme:


JENELYN S. VILLAFUERTE
Ratee