



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF PHYSICS
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Visca, Baybay City, Leyte, 6521 PHILIPPINES
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Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Mira Luna T. Timosa

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.91	
b. Student (50%)		4.97	
Total for Instruction	85%	4.97	4.22
2. Research			
a. Client/Dir. For Research (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Research		0.00	0.00
3. Extension			
a. Client/Dir. For Extension (50%)		0.00	
b. Dept. Head/Center Director (50%)		0.00	
Total for Extension		0.00	0.00
4. Administration			0.00
5. Production	15%	5.00	0.75
TOTAL			4.97

EQUIVALENT NUMERICAL RATING:

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

MIRA LUNA T. TIMOSA

Name of Faculty

Reviewed by:

REV RHIZZA L. AURE

Head, DPhys

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President of Academic Affairs



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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mira Luna T. Timosa, a faculty member of the DEPARTMENT OF PHYSICS commit to deliver and agree to be rated on the attainment of the following ACCOMPLISHMENT in accordance with the indicated measures for the period March-June 2023.

[Signature]

MIRA LUNA T. TIMOSA

Instructor

Date:

Approved:

REV RHIZZA L. AURE

Department Head

Date: *14 July 2023*

[Signature]

MA. THERESA P. LORETO

College Dean

Date: **JUL 25 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (March-Dec 2023)	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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A						
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A						
		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	N/A	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A						
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A						
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	PI 1. Number of FTE		12	30.15	5	5	5	5.00		
		PI 2. Number of instructional materials									
		New Course Outline	Prepares new course outline	1	2	5	5	4	4.67		
		New syllabi OBE	Prepares new syllabi	1	2	5	5	4	4.67		
		Revised syllabi	Revised syllabi								
		New lab. manual	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	2	19	5	5	5	5.00	2nd sem AY 22-23 BPhy11 (Lab);ScTS11 (Lec); Phys32n (Lab); Phys 130n (Lab&Lec)
		PI 3. Additional outputs								
		<i>Numbers of hours checking papers per week</i>	Checks papers	3	8	5	5	5	5.00	
		<i>Numbers of hours class preparation per week</i>	Prepares class preparation	6	15	5	5	5	5.00	
		<i>Numbers of seminar/attended</i>		1	3	5	5	5	5.00	
		A9. Actual Faculty's FTE	Handle and teaches courses assigned	8	30.15	5	5	5	5.00	2nd sem AY 22-23 BPhy11 (1Lab) 22 students;ScTS11 (2 Lec)N055= 61 students; N317=31 students; Phys32n (1 Lab) N102= 12 students; Phys 130n (2 Lab) N440=23 students;N444=18=students (1Lec) N445=18 students
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3						
		A 11. 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	0						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	10	5	5	5	5.00	BPhys11;Phys32n;ScTS11;Phys130n

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	49	5	5	5	5.00	quizzes, long exams BPhys11;Phys32n;ScTS1 1;Phys130n
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	35	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	N/A					#DIV/0!	
		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	N/A						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO	N/A						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A						
	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	0						
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	27	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	23	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	50	5	5	5	5.00	online/onsite
		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	0						

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	3	5	4	5	4.67	
	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	0	1	5	5	5	5.00	for COPC
			Prepares OBE Course Syllabus depending on course taught	0						
			Preapres TOS depending on course taught	0	2	5	5	4	4.67	Phys 130 ;Scts11a
		A 26. Other outputs implementing the new normal due to covid 19								
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 Project 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 scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								

		<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 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 w/ faculty)								
		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									
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 under ISO 9001:2015*	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					
	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					
	On program accreditations								
	On institutional accreditations								
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	Zero % complaint					
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	0	0					
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0					
	No. of Meetings attended	Attend Departmental Meetings	6	6	5	5	5	5.00	Attended Department Regular and Emergency Meetings
Comments/Recommendations Continue to support students in their academic pursuit. Attend regular conferences/seminars for professional development.				Total Over-all Rating	95	94	94.5	94.33	4.91
				Average Rating	5	4.9	4.97	4.96	
				Adjectival Rating	Outstanding				

Evaluated & Rated by:

REV RHIZZA L. AURE

Department Head

Date: 14 July 2023

Recommending Approval

MA.THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Faculty: Mira Luna T. Timosa

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Reminded the faculty members during meetings on the submission of OBE Syllabus, TOS, grades and other documents		Notice of meeting, Minutes of meetings	Faculty members have submitted the documents
Coaching		<ul style="list-style-type: none">Encouraged the faculty to make research and extension proposalsEncouraged the faculty to finish her MS in Physics.		Notice of meeting and Minutes of meetings	

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

Conducted by:


REV RHIZZA L. AURE
 Immediate Supervisor

Noted by:


MA. THERESA P. LORETO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mira Luna T. Timosa

Performance Rating: Outstanding

Aim:

1. Submit research and extension proposals.
2. Encourage her to attend seminars, trainings, and conferences.
3. Encourage her to finish her MS in Physics

Proposed Interventions to Improve Performance:

Date: _____ Target Date: Within the year

First Step:

1. Inform her to submit research and extension proposals.
2. Inform her to attend seminars, training, and conferences.
3. Follow up on her progress in completion of her MS in Physics.

Result:

Date: _____ Target Date: _____

Next Step:

Outcome:

1. Submitted research and extension proposal/s to different funding agencies
2. Attend seminars, trainings, and conferences.
3. Completed her Master of Science in Physics.

Prepared by:


REV RHIZZA L. AURE
DPhys Head

Conforme:


MIRA LUNA T. TIMOSA
Ratee