

SURIGAO STATE COLLEGE OF TECHNOLOGY

COLLEGE OF ARTS AND SCIENCES (CAS)

IPCR

Rating Period: January to June 2020

Rating Period: July to December 2020

Name of faculty	Rating	Adjectival Rating	Name of Faculty	Rating	Adjectival Rating
1. Babas, Rhea Mae C.	4.014	VS	1. Babas, Rhea Mae C.	4.027	VS
2. Bertulfo, Roselle E.	4.004	VS	2. Bertulfo, Roselle E.	4.011	VS
3. Buba, Ruel T.	3.278	VS	3. Buba, Ruel T.	3.261	VS
4. Buenaflor, Gheleene S.	4.369	VS	4. Buenaflor, Gheleene S.	4.372	VS
5. Bustamante, Prudence Peace V.	4.006	VS	5. Bustamante, Prudence Peace V.	4.009	VS
6. Cuadredo, Jerry T.	4.047	VS	6. Cuadredo, Jerry T.	4.036	VS
7. Cabitana, Gracelino B.	3.794	VS	7. Cabitana, Gracelino B.	3.769	VS
8. Canda, Merdelyn B.	4.042	VS	8. Canda, Merdelyn B.	4.045	VS
9. Diaz, Annabelle N.	3.706	VS	9. Diaz, Annabelle N.	3.656	VS
10. Docoy, Lucihida M.	3.826	VS	10. Docoy, Lucihida M.	3.851	VS
11. Echin, Elma C.	3.856	VS	11. Echin, Elma C.	3.822	VS
12. Escultor, Gemma R.	3.876	VS	12. Escultor, Gemma R.	3.876	VS
13. Estoque, Merlyn L.	4.009	VS	13. Estoque, Merlyn L.	4.037	VS
14. Eviota, Manny P.	4.045	VS	14. Eviota, Manny P.	4.017	VS
15. Gomez, Venchita B.	3.876	VS	15. Gomez, Venchita B.	3.876	VS
16. Gingo, Verna L.	3.573	VS	16. Gingo, Verna L.	3.587	VS
17. Hugo, Rosalia L.	4.049	VS	17. Hugo, Rosalia L.	4.077	VS
18. Jovero, Marijul B.	4.006	VS	18. Juvero, Marijul B.	4.034	VS
19. Leong, Grace H.	3.747	VS	19. Leong, Grace H.	3.711	VS
20. Macabodbod, Jonathan C.	3.406	VS	20. Macabodbod, Jonathan C.	3.364	VS
21. Madelo, Christine P.	3.650	VS	21. Madelo, Christine P.	3.692	VS
22. Magno, Perlita S.	3.906	VS	22. Magno, Perlita S.	3.934	VS
23. Memenzo, Alnie E.	3.852	VS	23. Memenzo, Alnie E.	3.810	VS
24. Ngilangil, Kristopher M.	4.390	VS	24. Ngilangil, Kristopher M.	4.409	VS
25. Odtohan, Medielyn M.	4.294	VS	25. Odtohan, Medielyn M.	4.066	VS
26. Osorio, Ricky T.	3.928	VS	26. Osorio, Ricky T.	3.942	VS
27. Oxtero, Irish A.	4.115	VS	27. Oxtero, Irish A.	4.074	VS
28. Paglinawan, Esperanza P.	3.876	VS	28. Paglinawan, Esperanza P.	3.876	VS
29. Palmejar, Hannah T.	3.818	VS	29. Palmejar, Hannah T.	3.779	VS
30. Panganduyon,	4.046	VS	30. Panganduyon,	4.009	VS

Michelle T.			Michelle T.		
31. Paredes, Judel D.	3.595	VS	31. Paredes, Judel D.	3.854	VS
32. Paymalan, Irmalyn B.	4.000	VS	32. Paymalan, Irmalyn B.	4.001	VS
33. Ruaya, Randel B.	3.414	VS	33. Ruaya, Randel B.	3.439	VS
34. Sulima, Florencia T.	3.894	VS	34. Sulima, Florencia T.	3.866	VS
35. Velarde, Vanisa E.	3.691	VS	35. Velarde, Vanisa E.	3.741	VS
36. Yangson, Catherine B.	3.655	VS	36. Yangson, Catherine B.	3.651	VS

37. Palac, Louisa 4.220 VS 4.220 VS

Prepared by:



MA. VENGIE L. GUERRA

CD-Staff (J.O.)

Noted by:



RONITA E. TALINGTING, PhD

City Main Campus Director

Received
12/31/20
Randy [Signature]



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

INDIVIDUAL PROGRAM COMMITMENT AND REVIEW (IPCR)




JULIUS G. CAADAN, of the SURIGAO STATE COLLEGE OF TECHNOLOGY, College of Arts and Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.

JULIUS G. CAADAN, PHD
Assistant Professor 4
Date: _____

No.	MFO/PAP	Reviewed by	Date	Approved by:	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
STRATEGIC FUNCTION: 45%										
No. MFO1: HIGHER EDUCATION SERVICES (25%)										
Admission Program										
1	Involves and participates in: 1.1. Interviewing of students' application for admission. 1.2. Evaluating the grades of student application 1.3. Enrollment of students	At most 15 students per day will be interviewed. A general average of 83% and no grade below 80 in all subjects is to be implemented. At least 50% of the applicants meet the minimum requirements for enrollment.	Faculty, Program Chair, Dean	More than 15 students were interviewed / interviewed during enrollment.	4	5	5	4.667		
2	Instruction Program 2.1. Prepares/ enhances/ submit s course syllabi Implements activities stipulated in the course syllabi 2.3. Prepares and submits test questions with TOS 2.4. Prepares and submits grade sheets for review and approval of the College Dean.	Enhanced course syllabi of the subjects taught are to be submitted a week before classes starts. 90% activities stipulated in the course syllabi are to be implemented. Test questions prepared are based on the 3 domains of learning. Grades are to be submitted to the College, 3 weeks after the Final Examination.	Faculty, Program Chair, Dean	Enhanced course syllabi are submitted or time. 90% activities stipulated were implemented. 100% grade sheets are submitted 3 weeks after the exam.	4	5	5	4.667		
3	Curriculum Development Program 3.1. Participates in the conduct of departmental curricular review for revisions and approval.	90% attendance to faculty on curriculum review.	Faculty, Program Chair, Dean	90% attendance in the curriculum review	3	5	4	4.000		
4	Program Performance in Licensure Examination. 4.1. Obtains percentile score in the national passing percentage.	At least 1% increase in the national passing rate.	None	N/A				0.000		

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks	
				Q ¹	E ²	T ³	A ⁴		
5	Accreditation Program and Quality Assurance 5.1. Participates in the preparation of documents for program accreditation and quality assurance. 5.2. Participates in the actual program accreditation process.	85% of deliverables documents are produced. 90% of participation during the actual accreditation process.	Accreditation Committee, Academic Personnel	90% participation in accreditation. 90% participation in the actual survey visit	3	5	5	4.333	
6	Linkages 6.1. Participates in the activities for the establishment of international/ national/ regional/ local linkages.	85% of attendance in the involvement of activities relative to the establishment of linkages.	Faculty, Extension Personnel	85% attendance.	3	5	4	4.000	
				sub-total				21.667	
				Equivalent				3.611	
	MFO2: RESEARCH SERVICES (10%)			6					
1	Conduct research studies for completion output.	1 accomplishment of research output is to be produced for the current year	Faculty, Research Personnel	On-going	3	4	3	3.333	
2	Submit status report on research studies conducted	A status report duly noted by the College Dean is submitted to the Research Director.	Faculty, Research Personnel	Have submitted the status report to the research chair	2	2	2	2.000	
3	Presents research studies in the local, regional, national and international fore.	1 research study is to be presented to the local, regional, national, and international fora for the current year.	Faculty, Research Personnel	Have presented 2 researches in the National Forum	2	2	2	2.000	
				sub-total				7.333	
				Equivalent				2.444	
	MFO3: EXTENSION SERVICES (5%)			3					
1	Participates in the conduct of survey in the community.	At least 3 identified needs, problems and concerns are produced during the community survey		Have participated in community survey	3	4	3	3.333	
2	Presents proposals based on the needs / problems and issues.	At least 1 extension service proposal will be presented to respond the issues and concerns beset the community		Have participated in the extension service proposal.	2	2	2	2.000	
3	Coordinates with partners and implementers in providing technical activities to beneficiaries.	Conduct assessment of advisory services of which 85% clients rated the advisory services .		Have participated in the conduct of assessment.	2	2	2	2.000	
4	Prepares MOA's and facilitate in signing to support the established linkages with NGO's, GO's and other stakeholders.	MOAs are prepared and signing is facilitated to support established linkages with the identified stakeholders.		Have participated in MOA signing.	2	2	2	2.000	
				sub-total				9.333	
				Equivalent				2.333	
				4					

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating					Remarks
				Q1	E2	T3	A4		
	MFO4: PRODUCTION (5%)								
1	Develop learning manuals for instruction in a current school year	Produce at least 1 manual to be utilized for instructions a current school year	None	4	5	4	4.333		
			sub-total				4.333		
			Equivalent				4.333		
	CORE FUNCTIONS (45%)								
1	Report to classes punctually	Report to class before the time schedule within the current year.	100% Punctually reported to classes.	3	5	5	4.333		
2	Conduct classes regularly	90% of the classes handled are attended and provided classes.	90% of classes are conducted regularly.	4	5	5	4.667		
3	Prepare major examinations with TOS and answer key	80% of the major examinations are provided with table of specifications and answer key.	80% has TOS & answers key.	4	5	5	4.667		
4	Check, record, and return test results of the students	80% of the test papers are checked and returned to students.	80% are checked & returned.	4	5	5	4.667		
5	Release grades to students	3 weeks after midterm and final exam, grades are to be released to the students.	Grades were released in 2 weeks after the exam.	4	5	5	4.667		
6	Provide students consultation	At least twice in a week consultation is to be conducted to the students.	Consultation is done everyday.	4	5	5	4.667		
			sub-total				27.667		
			Equivalent				4.611		
	SUPPORT FUNCTIONS (10%)								
1	Submission of updated SALN and PDS.	100% submission of updated SALN (not later than April 15) and PDS (Last week of January)	100% submission of updated SALN as scheduled and required	3	5	5	4.333		
2	Attendance to College Meetings	100% attendance to College Meetings	100% attendance to College Meetings	3	5	5	4.333		
3	Attendance to Institutional Meetings	100% attendance to Institutional Meetings	100% attendance to Institutional Meetings	3	5	5	4.333		
4	Attendance to College/External Activities	100% attendance to college/external related activities	100% attendance to college/external-related activities	3	5	5	4.333		
5	Submission of DTR	100 % of the faculty submitted DTR one week after the end of the month	100% submission of the DTR one week after the end of the month	3	5	5	4.333		
6	Submission of clearance	Submission of year-end general clearance two weeks after the final exam.	100% submission of year-end general clearance two weeks after the final examination	3	5	5	4.333		

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)		Actual Accomplishments	Rating				Remarks					
		Q1	E2		T3	A4								
7	Attendance to Flag Raising & Retreat	90% of attendance to flag raising & retreat.	SSTC Personnel	91% attendance to flag raising/retreat	5	5	5	5.000						
8	Wearing of Prescribed Uniform with ID	Wearing of prescribed uniform with ID during school days.	Faculty	Always wear the prescribed uniform with ID	5	5	5	5.000						
9	Liquidates cash advances / travels during trainings / seminars / workshops	100% Liquidation of cash advances 3 days after the official travel.	Faculty, Accounting Office	100% liquidation of cash advances 3 days after the official travel	5	5	5	5.000						
					sub-total			41.000						
					Equivalent			4.556						
Strategic					Distribution									
					Rating	Final Rating								
					45%									
					MFO 1	25%	3.611	0.903						
					MFO 2	10%	2.333	0.233						
					MFO 3	5%	2.333	0.117						
					MFO 4	5%	4.333	0.217						
Core					45%	1.469	1.469	2.075						
Support					10%	4.611	2.075	4.556						
Total Rating						4.556	0.456	4.000						
Final Rating								4.000						
Adjectival rating								VS						
Comments and Recommendations for Development Purposes:														
Conforme:														
Assessed by:					Approved by:									
 JULIUS CADAN, PhD Assistant Professor 4 Date:					 LOUIDA P. PATAC, PhD Dean, College of Arts and Sciences Date:					 RONITA E. TALUNGTING, PhD Campus Director Date:				

Legend: 1 - Quantity 2- Efficiency 3- Timeliness 4-Average



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

INDIVIDUAL PROGRAM COMMITMENT AND REVIEW (IPCR)

I RICKY T. OSORIO, of the SURIGAO STATE COLLEGE OF TECHNOLOGY, College of Arts and Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.




RICKY T. OSORIO, MAEd
Instructor 1

Date: _____

No.	MFO/PAP	Reviewed by	Date	Approved by:	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
STRATEGIC FUNCTION: 45% MFO1: HIGHER EDUCATION SERVICES (25%) Admission Program										
1	Involves and participates in: 1.1. Interviewing of students' application for admission. 1.2. Evaluating the grades of student application 1.3. Enrollment of students	<u>LOUIDA P. PATAO, PhD</u> Dean, College of Arts and Sciences		<u>RONITA E. TALINGTING, PhD</u> Campus Director	At most 15 students per day will be interviewed. A general average of 83% and no grade below 80 in all subjects is to be implemented. At least 50% of the applicants meet the minimum requirements for enrollment.	4	4	4	4.000	
2	Instruction Program 2.1. Prepares/ enhances/ submits course syllabi 2.2. Implements activities stipulated in the course syllabi 2.3. Prepares and submits test questions with TOS 2.4. Prepares and submits grade sheets for review and approval of the College Dean.				Enhanced course syllabi of the subject taught is to be submitted a week before classes starts. 90% activities stipulated in the course syllabi are to be implemented. Test questions prepared are based on the 3 domains of learning. Grades are to be submitted to the College, 3 weeks after the Final Examination.	4	5	4	4.333	
3	Curriculum Development Program 3.1. Participates in the conduct of departmental curricular review for revisions and approval.				90% attendance to faculty on curriculum review.	3	4	5	4.000	
4	Program Performance in Licensure Examination. 4.1. Obtains percentile score in the national passing percentage.				At least 1% increase in the national passing rate.	None			0.000	

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)			Actual Accomplishments	Rating				Remarks
		Q ¹	E ²	T ³		A ⁴				
5	Accreditation Program and Quality Assurance 5.1. Participates in the preparation of documents for program accreditation and quality assurance. 5.2. Participates in the actual program accreditation process.	85% of deliverables documents are produced. 90% of participation during the actual accreditation process.	Accreditation Committee, Academic Personnel	90% participation in accreditation. 90% participation in the actual survey visit	3	5	4	4.000		
6	Linkages 6.1. Participates in the activities for the establishment of international/ national/ regional/ local linkages.	85% of attendance in the involvement of activities relative to the establishment of linkages.	Faculty, Extension Personnel	85% attendance.	3	5	5	4.333		
sub-total					20.667					
Equivalent					3.444					
MFO2: RESEARCH SERVICES (10%)										
1	Conduct research studies for completion output.	1 accomplishment of research output is to be produced for the current year	Faculty, Research Personnel	1 Completed	2	2	2	2.000		
2	Submit status report on research studies conducted	A status report duly noted by the College Dean is submitted to the Research Director.	Faculty, Research Personnel	Have submitted the status report to the research chair	2	2	2	2.000		
3	Presents research studies in the local, regional, national and international fore.	1 research study is to be presented to the local, regional, national, and International fora for the current year.	Faculty, Research Personnel	Have presented 1 research at the International Conference of Methodological Advances in Research (ICMAR)	2	2	2	2.000		
sub-total					6.000					
Equivalent					2.000					
MFO3: EXTENSION SERVICES (5%)										
1	Participates in the conduct of survey in the community.	At least 3 identified needs, problems and concerns are produced during the community survey	Faculty	Have participated in community survey	4	5	4	4.333		
2	Presents proposals based on the needs / problems and issues.	At least 1 extension service proposal will be presented to respond the issues and concerns beset the community	Faculty	Have participated in the extension service proposal.	4	5	4	4.333		
3	Coordinates with partners and implementers in providing technical activities to beneficiaries.	Conduct assessment of advisory services of which 85% clients rated the advisory services.	Faculty	Have participated in the conduct of assessment.	4	5	4	4.333		
4	Prepares MOA's and facilitate in signing to support the established linkages with NGO's, GO's and other stakeholders.	MOAs are prepared and signing is facilitated to support established linkages with the identified stakeholders.	Faculty	Have participated in MOA signing.	4	4	4	4.000		
sub-total					17.000					
Equivalent					4.250					

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
	MFO4: PRODUCTION (5%)							
1	Develop learning manuals for instruction in a current school year	Produce at least 1 manual to be utilized for instructions a current school year	On-going	3	4	4	3.667	
			sub-total				3.667	
			Equivalent				3.667	
	CORE FUNCTIONS (45%)							
1	Report to classes punctually	Report to class before the time schedule within the current year.	100% Punctually reported to classes.	4	5	5	4.667	
2	Conduct classes regularly	90% of the classes handled are attended and provided classes.	90% of classes are conducted regularly.	4	5	5	4.667	
3	Prepare major examinations with TOS and answer key	80% of the major examinations are provided with table of specifications and answer key.	80% has TOS & answers key.	4	5	5	4.667	
4	Check, record, and return test results of the students	80% of the test papers are checked and returned to students.	80% are checked & returned.	4	5	5	4.667	
5	Release grades to students	3 weeks after midterm and final exam, grades are to be released to the students.	Grades were released in 2 weeks after the exam.	4	5	4	4.333	
6	Provide students consultation	At least twice in a week consultation is to be conducted to the students.	Consultation is done everyday.	4	5	5	4.667	
			sub-total				27.667	
			Equivalent				4.611	
	SUPPORT FUNCTIONS (10%)							
1	Submission of updated SALN and PDS.	100% submission of updated SALN (not later than April 15) and PDS (last week of January)	100% submission of updated SALN as scheduled and required	3	5	4	4.000	
2	Attendance to College Meetings	100% attendance to College Meetings	100% attendance to College Meetings	3	5	4	4.000	
3	Attendance to Institutional Meetings	100% attendance to Institutional Meetings	100% attendance to Institutional Meetings	3	5	4	4.000	
4	Attendance to College/External Activities	100% attendance to college/external related activities	100% attendance to college/external-related activities	3	5	4	4.000	
5	Submission of DTR	100% of the faculty submitted DTR one week after the end of the month	100% submission of the DTR one week after the end of the month	3	5	5	4.333	
6	Submission of clearance	Submission of year-end general clearance two weeks after the final exam.	100% submission of year-end general clearance two weeks after the final examination	3	5	5	4.333	

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)			Actual Accomplishments	Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
7	Attendance to Flag Raising & Retreat	90% of attendance to flag raising & retreat.	SSCT Personnel	85% attendance to flag raising/retreat	5	5	5	5.000			
8	Wearing of Prescribed Uniform with ID	Wearing of prescribed uniform with ID during school days.	Faculty	Always wear the prescribed uniform with ID	3	5	4	4.000			
9	Liquidates cash advances / travels during trainings / seminars / workshops	100% Liquidation of cash advances 3 days after the official travel.	Faculty, Accounting Office	100% liquidation of cash advances 3 days after the official travel	4	5	5	4.667			
					sub-total			38.333			
					Equivalent			4.259			
Strategic					Final Rating						
45%		Distribution		Rating							
MFO 1		25%		3.444	0.861						
MFO 2		10%		4.250	0.425						
MFO 3		5%		4.250	0.213						
MFO 4		5%		3.667	0.183						
Core		45%			1.682						
Support		10%			4.611						
Total Rating					2.075						
Final Rating					4.259						
Adjectival rating					4.183						
Comments and Recommendations for Development Purposes:											
VS											
Conforme:				Assessed by:				Approved by:			
 RICKY T. OSORIO, MAEd Instructor 1				 LOUISA P. PATLAC, PHD Dean, College of Arts and Sciences				 RONITA E. TALANGTING, PHD Campus Director			
Date:				Date:				Date:			

Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

INDIVIDUAL PROGRAM COMMITMENT AND REVIEW (IPCR)

I MICHELLE T. PANGANDUYON, of the SURIGAO STATE COLLEGE OF TECHNOLOGY, College of Arts and Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.

MICHELLE T. PANGANDUYON, PhD

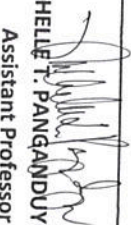


Assistant Professor 3

Date: _____

No.	MFO/PAP	Reviewed by	Date	Approved by:	Actual Accomplishments	Rating				Remarks
						Q1	E ²	T ³	A ⁴	
STRATEGIC FUNCTION: 45% MFO1: HIGHER EDUCATION SERVICES (25%) Admission Program										
1	Involves and participates in: 1.1. Interviewing of students' application for admission. 1.2. Evaluating the grades of student application 1.3. Enrollment of students	At most 15 students per day will be interviewed. A general average of 83% and no grade below 80 in all subjects is to be implemented. At least 50% of the applicants meet the minimum requirements for enrollment.	Faculty, Program Chair, Dean	More than 15 students were interviewed / interviewed during enrollment.	5	5	5	5	5.000	
2	Instruction Program 2.1. Prepares/ enhances/ submit s course syllabi Implements activities stipulated in the course syllabi 2.2. Prepares and submits test questions with TOS 2.3. Prepares and submits grade sheets for review and approval of the College Dean.	Enhanced course syllabi of the subject taughts are to be submitted a week before classes starts. 90% activities stipulated in the course syllabi are to be implemented. Test questions prepared are based on the 3 domains of learning. Grades are to be submitted to the College, 3 weeks after the Final Examination.	Faculty, Program Chair, Dean	Enhanced course syllabi are submitted or time. 90% activities stipulated were implemented. 100% grade sheets are submitted 3 weeks after the exam.	4	5	5	5	4.667	
3	Curriculum Development Program 3.1. Participates in the conduct of departmental curricular review for revisions and approval.	90% attendance to faculty on curriculum review.	Faculty, Program Chair, Dean	90% attendance in the curriculum review	4	5	5	5	4.667	
4	Program Performance in Licensure Examination. 4.1. Obtains percentile score in the national passing percentage.	At least 1% increase in the national passing rate.	None	N/A					0.000	

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)		Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
5	Accreditation Program and Quality Assurance 5.1. Participates in the preparation of documents for program accreditation and quality assurance. 5.2. Participates in the actual program accreditation process.	85% of deliverables documents are produced. 90% of participation during the actual accreditation process.	Accreditation Committee, Academic Personnel	90% participation in accreditation. 90% participation in the actual survey visit	3	5	5	4.333	
6	Linkages 6.1. Participates in the activities for the establishment of international/ national/ regional/ local linkages.	85% of attendance in the involvement of activities relative to the establishment of linkages.	Faculty, Extension Personnel	85% attendance.	3	5	5	4.333	
				sub-total Equivalent				23.000 3.833	
	MFO2: RESEARCH SERVICES (10%)								
1	Conduct research studies for completion output.	1 accomplishment of research output is to be produced for the current year	Faculty, Research Personnel	2 finished research output	5	5	5	5.000	
2	Submit status report on research studies conducted	A status report duly noted by the College Dean is submitted to the Research Director.	Faculty, Research Personnel	Have submitted the status report to the research chair	5	5	5	5.000	
3	Presents research studies in the local, regional, national and international fore.	1 research study is to be presented to the local, regional, national, and international fora for the current year.	Faculty, Research Personnel	Have presented 2 researches in the National Forum	5	5	5	5.000	
				sub-total Equivalent				15.000 5.000	
	MFO3: EXTENSION SERVICES (5%)								
1	Participates in the conduct of survey in the community.	At least 3 identified needs, problems and concerns are produced during the community survey		none	4	5	5	4.667	
2	Presents proposals based on the needs / problems and issues.	At least 1 extension service proposal will be presented to respond the issues and concerns beset the community		none	2	2	2	2.000	
3	Coordinates with partners and implementers in providing technical activities to beneficiaries.	Conduct assessment of advisory services of which 85% clients rated the advisory services.		none	2	2	2	2.000	
4	Prepares MOA's and facilitate in signing to support the established linkages with NGO's, GO's and other stakeholders.	MOAs are prepared and signing is facilitated to support established linkages with the identified stakeholders.		none	2	2	2	2.000	
				sub-total Equivalent				10.667 2.667	
				4					

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
	MFO4: PRODUCTION (5%)							
1	Develop learning manuals for instruction in a current school year	Produce at least 1 manual to be utilized for instructions a current school year	None	5	5	5	5.000	
			sub-total				5.000	
			Equivalent				5.000	
	CORE FUNCTIONS (45%)							
1	Report to classes punctually	Report to class before the time schedule within the current year.	100% Punctually reported to classes.	3	5	5	4.333	
2	Conduct classes regularly	90% of the classes handled are attended and provided classes.	90% of classes are conducted regularly.	3	5	5	4.333	
3	Prepare major examinations with TOS and answer key	80% of the major examinations are provided with table of specifications and answer key.	80% has TOS & answers key.	3	5	5	4.333	
4	Check, record, and return test results of the students	80% of the test papers are checked and returned to students.	80% are checked & returned.	3	5	5	4.333	
5	Release grades to students	3 weeks after midterm and final exam, grades are to be released to the students.	Grades were released in 2 weeks after the exam.	3	5	5	4.333	
6	Provide students consultation	At least twice in a week consultation is to be conducted to the students.	Consultation is done everyday.	3	5	5	4.333	
			sub-total				26.000	
			Equivalent				4.333	
	SUPPORT FUNCTIONS (10%)							
1	Submission of updated SALN and PDS.	100% submission of updated SALN (not later than April 15) and PDS (Last week of January)	100% submission of updated SALN as scheduled and required	3	5	5	4.333	
2	Attendance to College Meetings	100% attendance to College Meetings	100% attendance to College Meetings	3	5	5	4.333	
3	Attendance to Institutional Meetings	100% attendance to Institutional Meetings	100% attendance to Institutional Meetings	3	5	5	4.333	
4	Attendance to College/External Activities	100% attendance to college/external related activities	100% attendance to college/external-related activities	3	5	5	4.333	
5	Submission of DTR	100 % of the faculty submitted DTR one week after the end of the month	100% submission of the DTR one week after the end of the month	3	5	5	4.333	
6	Submission of clearance	Submission of year-end general clearance two weeks after the final exam.	100% submission of year-end general clearance two weeks after the final examination	3	5	5	4.333	

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)		Actual Accomplishments	Rating				Remarks
		Q ¹	E ²		T ³	A ⁴			
7	Attendance to Flag Raising & Retreat	90% of attendance to flag raising & retreat.	SSCT Personnel	85% attendance to flag raising/retreat	5	5	5	5.000	
8	Wearing of Prescribed Uniform with ID	Wearing of prescribed uniform with ID during school days.	Faculty	Always wear the prescribed uniform with ID	5	5	5	5.000	
9	Liquidates cash advances / travels during trainings / seminars / workshops	100% Liquidation of cash advances 3 days after the official travel.	Faculty, Accounting Office	100% liquidation of cash advances 3 days after the official travel	5	5	5	5.000	
9					sub-total			41.000	
Strategic					Equivalent			4.556	
		Distribution		Rating	Final Rating				
		MFO 1	25%	3.833	0.958				
		MFO 2	10%	2.667	0.267				
		MFO 3	5%	2.667	0.133				
		MFO 4	5%	5.000	0.250				
Core		45%			1.608			1.608	
Support		10%			4.333			1.950	
Total Rating					4.556			0.456	
Final Rating								4.014	
Adjectival rating								4.014	
Comments and Recommendations for Development Purposes: VS									
Conforme:			Assessed by:			Approved by:			
 MICHELLE T. PANGANDUYON, PhD Assistant Professor 3			 LOUISA P. PATAĆ, PhD Dean, College of Arts and Sciences			 RONITA E. TALANGTING, PhD Campus Director			
Date:			Date:			Date:			

Legend: 1 - Quantity 2- Efficiency 3- Timeliness 4-Average



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

INDIVIDUAL PROGRAM COMMITMENT AND REVIEW (IPCR)

IRMALYN B. PAYMALAN, of the **SURIGAO STATE COLLEGE OF TECHNOLOGY**, College of Arts and Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.




IRMALYN B. PAYMALAN, MS
Instructor 1

Date: _____

No.	MFO/PAP	Reviewed by	Date	Approved by:	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
STRATEGIC FUNCTION: 45%										
No. MFO1: HIGHER EDUCATION SERVICES (25%)										
Admission Program										
1	Involves and participates in: 1.1. Interviewing of students' application for admission. 1.2. Evaluating the grades of student application 1.3. Enrollment of students	At most 15 students per day will be interviewed. A general average of 83% and no grade below 80 in all subjects is to be implemented. At least 50% of the applicants meet the minimum requirements for enrollment.	Faculty, Program Chair, Dean	More than 15 students were interviewed / interviewed during enrollment.	4	5	5	4.667		
2	Instruction Program 2.1. Prepares/ enhances/ submits course syllabi 2.2. Implements activities stipulated in the course syllabi 2.3. Prepares and submits test questions with TOS 2.4. Prepares and submits grade sheets for review and approval of the College Dean.	Enhanced course syllabi of the subject taught is to be submitted a week before classes starts. 90% activities stipulated in the course syllabi are to be implemented. Test questions prepared are based on the 3 domains of learning. Grades are to be submitted to the College, 3 weeks after the Final Examination.	Faculty, Program Chair, Dean	Enhanced course syllabi are submitted or time. 90% activities stipulated were implemented. 100% grade sheets are submitted 3 weeks after the exam.	4	5	5	4.667		
3	Curriculum Development Program 3.1. Participates in the conduct of departmental curricular review for revisions and approval.	90% attendance to faculty on curriculum review.	Faculty, Program Chair, Dean	90% attendance in the curriculum review	4	5	5	4.667		
4	Program Performance in Licensure Examination. 4.1. Obtains percentile score in the national passing percentage.	At least 1% increase in the national passing rate.	None	N/A				0.000		

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)				Actual Accomplishments	Rating				Remarks
		Q ¹	E ²	T ³	A ⁴						
5	Accreditation Program and Quality Assurance 5.1. Participates in the preparation of documents for program accreditation and quality assurance. 5.2. Participates in the actual program accreditation process.	85% of deliverables documents are produced. 90% of participation during the actual accreditation process.	Accreditation Committee, Academic Personnel	90% participation in accreditation. 90% participation in the actual survey visit	3	5	5	5	4.333		
6	Linkages 6.1. Participates in the activities for the establishment of international/ national/ regional/ local linkages.	85% of attendance in the involvement of activities relative to the establishment of linkages.	Faculty, Extension Personnel	80% attendance.	4	5	5	5	4.667		
				sub-total					23,000		
				Equivalent					3.833		
MFO2: RESEARCH SERVICES (10%)											
1	Conduct research studies for completion output.	1 accomplishment of research output is to be produced for the current year	Faculty, Research Personnel	1 research output has been accomplished	3	5	4	4	4.000		
2	Submit status report on research studies conducted	A status report duly noted by the College Dean is submitted to the Research Director.	Faculty, Research Personnel	Have submitted the status report to the research chair	3	4	4	4	3.667		
3	Presents research studies in the local, regional, national and international fore.	1 research study is to be presented to the local, regional, national, and international fora for the current year.	Faculty, Research Personnel	Have presented 1 researches in the National Forum	3	4	4	4	3.667		
				sub-total					11,333		
				Equivalent					3.778		
MFO3: EXTENSION SERVICES (5%)											
1	Participates in the conduct of survey in the community.	At least 3 identified needs, problems and concerns are produced during the community survey	Faculty	Have participated in community survey	5	5	5	5	5.000		
2	Presents proposals based on the needs / problems and issues.	At least 1 extension service proposal will be presented to respond the issues and concerns beset the community	Faculty	Have participated in the extension service proposal.	5	5	5	5	5.000		
3	Coordinates with partners and implementers in providing technical activities to beneficiaries.	Conduct assessment of advisory services of which 85% clients rated the advisory services.	Faculty	Have participated in the conduct of assessment.	5	5	5	5	5.000		
4	Prepares MOA's and facilitate in signing to support the established linkages with NGO's, GO's and other stakeholders.	MOAs are prepared and signing is facilitated to support established linkages with the identified stakeholders.	Faculty	Have participated in MOA signing.	5	5	5	5	5.000		
				sub-total					20,000		
				Equivalent					5.000		

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)			Actual Accomplishments	Rating				Remarks
		Q1	E2	T3		A4				
	MFO4: PRODUCTION (5%)									
1	Develop learning manuals for instruction in a current school year	Produce at least 1 manual to be utilized for instructions a current school year	Faculty	On-going	4	4	4	4.000		
				sub-total				4.000		
				Equivalent				4.000		
	CORE FUNCTIONS (45%)									
1	Report to classes punctually	Report to class before the time schedule within the current year.	Faculty	100% Punctually reported to classes.	3	5	4	4.000		
2	Conduct classes regularly	90% of the classes handled are attended and provided classes.	Faculty	90% of classes are conducted regularly.	3	5	4	4.000		
3	Prepare major examinations with TOS and answer key	80% of the major examinations are provided with table of specifications and answer key.	Faculty	80% has TOS & answers key.	3	5	5	4.333		
4	Check, record, and return test results of the students	80% of the test papers are check ed and returned to students.	Faculty	80% are checked & returned.	3	5	5	4.333		
5	Release grades to students	3 weeks after midterm and final exam, grades are to be released to the students.	Faculty	Grades were released in 2 weeks after the exam.	3	5	4	4.000		
6	Provide students consultation	At least twice in a week consultation is to be conducted to the students.	Faculty	Consultation is done everyday.	3	5	5	4.333		
				sub-total				25.000		
				Equivalent				4.167		
	SUPPORT FUNCTIONS (10%)									
1	Submission of updated SALN and PDS.	100% submission of updated SALN (not later than April 15) and PDS (last week of January)	Faculty, HRMO	100% submission of updated SALN as scheduled and required	3	5	5	4.333		
2	Attendance to College Meetings	100% attendance to College Meetings	CAS Faculty, Dean	90% attendance to College Meetings	3	4	4	3.667		
3	Attendance to Institutional Meetings	100% attendance to Institutional Meetings	SSCT Personnel	100% attendance to Institutional Meetings	3	5	5	4.333		
4	Attendance to College/External Activities	100% attendance to college/external related activities	Faculty	100% attendance to college/external-related activities	3	3	3	3.000		
5	Submission of DTR	100 % of the faculty submitted DTR one week after the end of the month	Faculty, HRMO, Dean	100% submission of the DTR one week after the end of the month	3	5	5	4.333		
6	Submission of clearance	Submission of year-end general clearance two weeks after the final exam.	Faculty, SSCT Key Personnel	100% submission of year-end general clearance two weeks after the final examination	3	5	5	4.333		

No.	MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)			Actual Accomplishments	Rating				Remarks
						Q1	E2	T3	A4	
7	Attendance to Flag Raising & Retreat	90% of attendance to flag raising & retreat.	SSTC Personnel		85% attendance to flag raising/retreat	5	5	5	5,000	
8	Wearing of Prescribed Uniform with ID	Wearing of prescribed uniform with ID during school days.	Faculty		Always wear the prescribed uniform with ID	4	4	4	4,000	
9	Liquidates cash advances / travels during trainings / seminars / workshops	100% Liquidation of cash advances 3 days after the official travel.	Faculty, Accounting Office		100% liquidation of cash advances 3 days after the official travel	5	5	5	5,000	
						sub-total			38,000	
						Equivalent			4,222	
						Final Rating				
Strategic		45%	Distribution	Rating	Equivalent					
		MFO 1	25%	3,833	0,958					
		MFO 2	10%	5,000	0,500					
		MFO 3	5%	5,000	0,250					
		MFO 4	5%	4,000	0,200	1,908	1,908			
Core		45%				4,167	1,875			
Support		10%				4,222	0,422			
Total Rating						4,206	4,206			
Final Rating						4,206				
Adjectival rating								VS		
Comments and Recommendations for Development Purposes:										
Conforme:										
IRMALYN B.  BAYMALAN, MS Instructor 1 Date:				Assessed by:  LOUISA P. PATLAC, PHD Dean, College of Arts and Sciences Date:				Approved by:  RONITA E. TALINGTING, PHD Campus Director Date:		

Legend: 1 - Quantity 2- Efficiency 3- Timeliness 4-Average