



DR. FILEMON C. AGUILAR MEMORIAL COLLEGE OF LAS PIÑAS
Golden Gate Subd., Talon III, Las Piñas City
Tel No. 403-1985, 478-8671, 519-1960

City Government of Las Piñas
Individual Performance Commitment and Review Form (IPCRF)

I, Martinez, Mary Rose, of the Academic Affairs Office commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of 1st Semester SY 2021-2022.

Name of Employee: **Trixie San jose Torres**
Employment Status: **Employed - Professor 2**

Reviewed by:	Date:	Approved by:	Date:
John Doe	22-11-29	Mary Sue	22-11-29
Supervisor		Head of the Office	
MFO1:Core Functions			
Strategic Priority 1.1 Teaching instruction			
Measure: Development of instructional materials(15%).			
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Quality - Develop eight (12) instructional materials highlighting mastery of content and its integration in other subject areas: 1 for Developed less than four (4) instructional materials, 2 for Developed five (5) to seven (7) instructional materials, 3 for Developed eight (8) instructional materials, 4 for Developed nine (9) to twelve (12) instructional materials, and 5 for Developed thirteen (13) to sixteen (16) instructional materials		Quality - 5	
Efficiency - Able to use eight (12) instructional materials highlighting mastery of content and its integration in other subject areas: 1 for Able to use less than four (4) instructional materials, 2 for Able to		Efficiency - 5	



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use five (5) to seven (7) instructional materials, 3 for Able to use eight (8) instructional materials, 4 for Able to use nine (9) to twelve (12) instructional materials, and 5 for Able to use thirteen (13) to sixteen (16) instructional materials	
Average for this measure:5/5	Weighted Average (0.15):0.75/5
<u>Measure: Application of Teaching strategy(10%)</u>	
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Quality - Used of three (4) various teaching strategies: 1 for Used of one (1) teaching strategy for the entire semester, 2 for Used of two (2) teaching strategies for the entire semester, 3 for Used of three (3) teaching strategies for the entire semester, 4 for Used of four (4) teaching strategies for the entire semester, 5 for Used of five (5) or more teaching strategies for the entire semester	Quality - 5
Average for this measure:5/5	Weighted Average (0.1):0.5/5
Weighted Average for this Strategic Priority:1.25/5	
Strategic Priority 1.2 Learning delivery	
<u>Measure: Construction of test material(s) highlighting integration of content knowledge within and across subject areas(10%)</u>	
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Quality - Collaboration in the Construction of the two major term examinations with TOS: 1 for Did not prepare any major examinations, 2 for Collaborated in the preparation of one major examinations, 3 for Collaborated in the preparations of two major examinations, 4 for Constructed one major examination, 5 for Constructed two major examinations	Quality - 5
Timeliness - Submission of major examinations on time: 1 for The major examinations were submitted two (2) or more working days late from the deadline, 2 for The major examinations were submitted one (1) working day late from the deadline, 3 for The major examinations were submitted on time, 4 for The major examinations were submitted one (1) working day ahead of the deadline, 5 for The major examinations were submitted two (2) or more working days ahead of the deadline	Timeliness - 5
Average for this measure:5/5	Weighted Average (0.1):0.5/5



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<u>Measure:</u> Performance tasks highlighting integration of content knowledge within and across subject areas(10%)	
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Quality - Assignment of six (12) performance tasks for the entire semester: 1 for No assigned performance task for the entire semester, 2 for Assigned one (3) performance task for the entire semester, 3 for Assigned two (6) performance tasks for the entire semester, 4 for Assigned three (9) performance tasks for the entire semester, 5 for Assigned at least four (12) performance tasks for the entire semester	Quality - 2
Average for this measure:2/5	Weighted Average (0.1):0.2/5
Weighted Average for this Strategic Priority:0.7/5	
Strategic Priority 1.3 Assessment on the delivery of learning instruction	
<u>Measure:</u> Faculty rated very satisfactory or better by the following: Students(20%)	
Accomplishment: sfasfasfa	Remark: sfasfasfasfafsaf
Quality - Faculty rated very satisfactory or better by the students in the performance evaluation: 1 for Poor - Below 1.499,2 for Needs Improvement 1.5 – 2.499, 3 for Satisfactory 2.5 – 3.499, 4 for Very Satisfactory 3.5 – 4.499, 5 for Outstanding 4.5 – 5.000	Quality - 5
Average for this measure:5/5	Weighted Average (0.2):1/5
<u>Measure:</u> Faculty rated very satisfactory or better by the following: Supervisors(5%)	
Accomplishment: ASAFAF	Remark: asfasFASA
Quality - Faculty rated very satisfactory or better by the students in the performance evaluation: 1 for Poor - Below 1.499,2 for Needs Improvement 1.5 – 2.499, 3 for Satisfactory 2.5 – 3.499, 4 for Very Satisfactory 3.5 – 4.499, 5 for Outstanding 4.5 – 5.000	Quality - 5
Average for this measure:5/5	Weighted Average (0.05):0.25/5
Weighted Average for this Strategic Priority:1.25/5	
MFO2:Strategic Functions	



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Strategic Priority 2.1 Research Capabilities	
Measure: <u>Participation on the conduct of research(10%)</u>	
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Quality - Submission of Research Output for the semester: 1 for No research submitted, 2 for 70% and below of the research proposal was accepted based on the rubrics, 3 for 71 – 80% of the research was accepted based on the rubrics, 4 for 81 – 90% of the research was accepted based on the rubrics, 5 for 91 – 100% of the research was accepted based on the rubrics	Quality - 5
Quality - The Research was submitted on time: 1 for No research submitted. 2 for The Research was submitted one (1) or more working days after the deadline. 3 for The Research was submitted on time. 4 for The Research was submitted one (1) to three (3) working days before the deadline. 5 for The Research was submitted four (4) or more working days before the deadline.	Quality - 4
Average for this measure:4/5	Weighted Average (0.1):0.4/5
Weighted Average for this Strategic Priority:0.4/5	
Strategic Priority 2.2 Extension Capabilities	
Measure: <u>Participation in the College extension program(10%)</u>	
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Quality - Served as a resource speaker/ lecturer/ Instructor:	
Timeliness - Attended the activities on time: 1 for No School Meetings attended in the semester, 2 for 25% of school meetings attended in the semester, 3 for 50 of school meetings attended in the semester, 4 for 75% of school meetings attended in the semester, 5 for 100% of school meetings attended in the Semester.	Timeliness - 1
Average for this measure:1/5	Weighted Average (0.1):0.1/5
Weighted Average for this Strategic Priority:0.1/5	
MFO3:Support to Other Functions	



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Strategic Priority 3.1 Adherence to Institutional Standards and Policies	
<u>Measure: Participation in School Activities(3%)</u>	
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Efficiency - Participated in three (3) school activities: 1 for No participation in school activities, 2 for Participated in one (1) school activity, 3 for Participated in two (2) school activities, 4 for Participated in three (3) school activities, 5 for Participated in four (4) or more school activities	Efficiency - 4
Timeliness - No. of incurred tardiness: 1 for 10 and above Incurred tardiness in participating to school activities, 2 for 7 Incurred tardiness in participating to school activities, 3 for 5 Incurred tardiness in participating to school activities, 4 for 2 Incurred tardiness in participating to school activities, 5 for Incurred no tardiness in participating to school activities	Timeliness - 3
Average for this measure:3/5	Weighted Average (0.03):0.09/5
<u>Measure: Conduct of Consultation to Advisory Class / Classes and to students of teaching loads for the semester(2%)</u>	
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Quality - Conducted consultation to 50% students in the entire semester: 1 for No consultations were done to students in the entire semester, 2 for 1 – 25 % consultations were done to students in the entire semester, 3 for 26 – 50% consultations were done to students in the entire semester, 4 for 51 – 75% consultations were done to students in the entire semester, 5 for 76-100% consultations were done to students in the entire semester	Quality - 5
Average for this measure:5/5	Weighted Average (0.02):0.1/5
<u>Measure: Submission of Grade sheets/ consultation forms/TOMF. and other required documents(2%)</u>	
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Quality - All grade sheets are accepted	Quality - 3
Timeliness - No late submitted grade sheets:	Timeliness - 3



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Average for this measure:3/5	Weighted Average (0.02):0.06/5
<u>Measure: Professional Development - Attendance to meeting and seminars(2%). Attendance to School Meetings (1%)(3%)</u>	
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Quality - Participation in three (3) seminars/ trainings in the entire semester: 1 for 1 Seminar Attended - No training or seminar attended in the semester, 2 for 2 Seminars Attended - One (1) to two (2) trainings and/or seminars attended in the semester, 3 for 3 Seminar Attended - Three (3) trainings and/or seminars attended in the semester, 4 for 4 Seminar Attended - Four (4) trainings and/or seminars attended in the semester, 5 for 5 or more Seminar Attended - Five (5) or more trainings and/or seminars attended in the semester	Quality - 3
Quality - Was able to pass 6 units in post graduate studies in the semester	Quality - 5
Quality - Attended School Meetings in the semester: 1 for No School Meetings attended in the semester, 2 for 25% of school meetings attended in the semester, 3 for 50 of school meetings attended in the semester, 4 for 75% of school meetings attended in the semester, 5 for 100% of school meetings attended in the Semester	Quality - 4
Timeliness - Incurred two (2) tardiness in attending school meetings held for the semester: 1 for Incurred four (4) or more tardiness in attending school meetings for the semester, 2 for Incurred three (3) tardiness in attending school meetings held for the semester, 3 for Incurred two (2) tardiness in attending school meetings held for the semester, 4 for Incurred one (1) tardiness in the school meetings held for the semester, 5 for Incurred no tardiness in attending school meetings held for the semester	Timeliness - 2
Average for this measure:2/5	Weighted Average (0.03):0.06/5
Weighted Average for this Strategic Priority:0.31/5	
Final Rating:4.01 - Very Satisfactory	
Comments and Recommendation for Development Purposes	



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Discussed with	Date	Assessed by	Date	Final Rating by	Date
Johanna E. Ave Employee	22-11-29	Mary Rose B. Martinez BSIS Program Chair	22-11-29	EUGENIA V. GUERRA Head of Office	22-11-29