Republic of the Philippines

 **TARLAC STATE UNIVERSITY**

Tarlac City

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

(TEACHING)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, commits to deliver and agrees to be

 (*Name / Position) (College/Office/Unit)*

rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(Rating Period)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ratee Date

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| **ADJECTIVAL RATING** | **INDICATOR** | **PERCENTAGE** |
| 5 – Outstanding | Performance exceeded expectations by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target. | 130% and above |
| 4 – Very Satisfactory | Performance exceeded expectations by 15% to 29% of the planned targets. | 115% to 129% |
| 3 - Satisfactory | Performance met 90% to 114% of the planned targets.However, if it involves deadlines required by law, it should be 100% of the planned targets. | 90% to 114%100% to 114% |
| 2 – Unsatisfactory | Performance only met 51% to 89% of the planned targets and failed or more critical aspects of the target.However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets. | 51% to 89%51% to 99% |
| 1 - Poor | Performance failed to deliver most of the targets by 50% and below | 50% and below |

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| Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | Recommending Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vice President for Academic Affairs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Representing Head of Office | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

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| **MFO** | **PAP** | **Success Indicators** | **Actual Accomplishments** | Q | E | T | A | **Remarks** |
| **I. INSTRUCTION** |
| 1. **Syllabus**
 |  Distribution/dissemination and discussion of syllabus with the students by the end of the first week of classes | **100%** distribution/dissemination and discussion of the syllabus with the students by the end of the first week of classes in all assigned subjects. | *This indicator is Mandatory to all* |   | \* | \* |  |   |
| Review and/or revision of assigned subject at the end of the semester. | **100%** submission of the reviewed and/or revised syllabus of all assigned subjects within first week following the end of the semester | *This indicator is Mandatory to all* | \* | \* | \* |  |   |
| 1. **Teaching Methods/Style**
 | Application of various teaching methods/style relevant in teaching the assigned subject based on the OBTL Plan. | **50%** application of the identified teaching methods/style relevant in teaching the assigned subject based on the OBTL Plan. |  *This indicator is Mandatory to all* |   | \* |   |  |   |
| 1. **Teaching Aide/Devices**
 | Utilization of various teaching aids/devices prepared for the utilization in teaching the assigned subject based on the OBTL Plan | **50%** utilization of identified teaching aids/ devices in teaching all assigned subjects based on the OBTL Plan | *This indicator is* *Mandatory to all* |   | \* |   |  |   |
| 1. **Class Records**
 | Preparation and submission of TOS and assessment tool/s for midterm and final examinations for all assigned subjects during the semester | Prepare and submit TOS and assessment tool/s for mid-term and final examinations for **all** assigned subjects during the semester. |  *This indicator is Mandatory to all* | \* | \* | \* |  |   |
| Posting of Grade sheet/s | Save and/or post **all** grades within two (2) weeks after the conduct of the mid-term and final examination in all assigned subjects. | *This indicator is Mandatory to all* | \* | \* | \* |  |   |
| Conduct of remedial class/es to failing students. | **100%** of students received remedial classes. | *This indicator is Mandatory to all. If no failing students after a semester, write N/A* |   | \* | \* |  |   |
| 1. **Student Evaluation**
 | Student Evaluation of Teaching Effectiveness | Obtain a Very Satisfactory Student Evaluation Rating  | *This indicator is Mandatory to all. Formula = (Rating ÷ 4 x 100% ) ÷ 20* | \* |   |   |  |   |
| **AVERAGE RATING** |  |   |

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| **II. Research**  | Q | E | T | A | **Remarks** |
| 1. **Research Publication and Presentation**
 | The faculty members contribute to the research undertakings of their College based on the University’s Research Targets | \_\_\_ approved research proposals by (month, year) | *This indicator is Mandatory to all who have no completed research in the preceding year* |  | \*  | \* |   |   |
| **Finish** \_\_\_\_\_ approved research paper/s by (month, year) | *This indicator is Mandatory to all who have approved proposal* |   | \* | \* |   |   |
| **Present** \_\_\_\_ finished research paper within the year (National/ Regional/ International fora/ Conference) | *This indicator is Mandatory to all who finished a research output* |    | \* | \* |    |   |
| **Publish** \_\_\_\_ finished research output within the year in TSU recognized Journal | *This indicator is Mandatory only to all who finished a research output* |  | \* | \* |  |  |
| 1. **Adoption and Commercialization Initiatives and Production Development**
 | No. of completed research output adopted | **Submit** \_\_\_ research output for adoption by (month, year) | *This indicator is Mandatory to those with finished research output* |  | \* | \* |  |  |
| No. of patented invention | **Submit**  \_\_\_\_ research output for patenting by (month, year) | *This indicator is Mandatory to those with finished R&D* |   | \* | \* |   |   |
| No. of commercialized invention | **Submit**  \_\_\_\_ research output for commercialization by (month, year) | *This indicator is Mandatory to those with finished R&D* |   | \* | \* |   |   |
| **AVERAGE RATING** |   |   |   |   |   |

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| **III. Community Extension Services and Linkages** | Q | E | T | A | **Remarks** |
| 1. **Community Extension Services**
 | Contribute to the achievement of University extension targets through the conduct of extension projects | Render \_\_ hours of extension project/s as a technical expert (resource person/consultant or equivalent) within the specified timeframe with an average rating based on customer evaluation  | *This indicator is Mandatory to all****Note****: Number of hours for extension will be specified by the Dean.* | \* | \* | \* |    |    |
| 1. **Industry-Academe Linkages Development**
 | Number of active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities | Participate in \_\_\_\_\_\_\_\_ linkage for extension service activity within a year. | *This indicator is not Mandatory to all* |   | \* | \* |   |   |
| 1. **Academic Linkages Development**
 | No. of Active linkages/ Partnerships with other organizations/ educational institutions - Per International, National and/or Regional Organization | Participate in \_\_\_\_\_\_\_\_ linkage activity with international/ National/ Regional organization within a year. | *This indicator is Not mandatory to all* |     | \* | \* |   |     |
| 1. **Viable Demonstration**
 | No. of Viable Demonstration Projects based on the positive return on investment (ROI) analysis | Participate in \_\_\_\_\_\_\_\_ viable demonstration project based on positive return of investment (ROI) analysis | *This indicator is Mandatory to those with finished R&D* |  | \* |  |  |  |
| **AVERAGE RATING** |   |   |   |   |   |

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| **IV. Support to Administration** | Q | E | T | A | **Remarks** |
| 1. **Continuing Professional Development**
 | No. of relevant Regional/ National Training hours attended within the year | 4 **hours** of relevant regional/national training/conference attended within the year | *This indicator is Mandatory to all* |   | \* | \* |   |   |
| No. of relevant International Training hours attended within the year | **4 hours** of relevant international training/conference attended within the year | *This indicator is Mandatory to all* |   | \* | \* |   |   |
| 1. **Advanced Education**
 | Enroll/ Finish PhD./ Doctorate degree in their field of specialization earned from the national university, the top 1,000 universities based on world ranking," or in programs with at least Level III accreditation or COE/COD status | Enrolled / finished PhD./ Doctorate degree or \_\_\_\_ units earned |  *This indicator is Mandatory to all with finished Master’s Degree as identified by the Dean based on the Development Plan of the faculty, program and college. Write N/A if not required by Dean.* |   | \*  | \*  |   |   |
| Enroll/ Finish Master's degree in their field of specialization earned from the national university, the top 1,000 universities based on world ranking," or in programs with at least Level III accreditation or COE/COD status | Enrolled / finished Master's degree or \_\_\_\_\_ units earned  | *This indicator is Mandatory to all who have not yet finished their Master’s degree* |   | \*  | \*  |   |   |
| 1. **ISO 9001:2015 Compliance**
 | Maintaining the cleanliness and orderliness of all the assigned rooms for each semester as per schedule. | Receive **zero (0)** non-compliance report (CAR) with respect to classroom maintenance and cleanliness within the semester. | *This indicator is* *Mandatory to all during face to face classes. Not applicable during the pandemic.* |   | \* | \* |   |   |
| 1. **Assistance or Services to the College**
 | Performance in the licensure/ board examination relative to national passing percentage | Participate in the conduct of in-house review or other affirmative actions of the college. | *This indicator is Mandatory to faculty members under programs with Board Licensure* |   | \* |   |   |   |
| Undergraduate Thesis/Research advisory | Served as an Adviser to \_\_\_\_ number of undergraduate thesis/research/ project/ feasibility study within the semester | *This indicator is Not mandatory to all* |   | \* | \* |   |   |
| Laboratory | Assist/ Serve/ In-charge as/to Laboratory Coordinator | *This indicator is Not mandatory to all*  |   | \* | \* |   |   |
| Support to Student Development Activities | Assist/ Serve coaches/ trainers to sports/ athletics, academics, literary or cultural activity | *This indicator is Not mandatory to all*  |   | \* | \* |   |   |
| 1. **SUC Levelling Compliance**
 | Center of Excellence (COE) Programs | Participate in the preparation of COE accreditation | *This indicator is* *Not mandatory to all* |   | \* | \* |   |   |
| Center of Development (COD) Programs | Participate in the preparation of COD accreditation | *This indicator is Not mandatory to all* |   | \* | \* |   |   |
| Institutional Accreditation | Participate in the preparation of the institutional accreditation | *This indicator is Mandatory to faculty members as identified by the University* |   | \* | \* |   |   |
| Program Accreditation | Participate in the preparation of the program accreditation  | *This indicator is Mandatory to all* |  | \* | \* |  |  |
| 1. **Attendance to College/ University Activities**
 | 100% of participation in all mandatory activities of the College & the University | **100%** participation all mandatory activities of the College and of the University based on office memoranda. | *This indicator is Mandatory to all* |   | \* | \* |   |   |
| **AVERAGE RATING** |   |   |   |   |   |

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| **PERFORMANCE FEEDBACK** | **RECOMMENDATION** |
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**Note**: If performance evaluation result is Unsatisfactory or Poor, Performance Improvement Plan shall be facilitated by the immediate supervisor.

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| Discussed with:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty Member | Assessed by: I certify that I discussed my assessment of the performance to the employee.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean | Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vice President | Recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PMT | Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Representing Head of Office | **Weight Distribution** |
| **Area** | **Ave. Rating** | **%** | **Weighted Ave.** |
| I. Instruction |  |  |  |
| II. Research |  |  |  |
| III. Community Extension & Linkages |  |  |  |
| IV. Support to Administration |  |  |  |
| **FINAL RATING:** |
| Date: | Date: | Date: |  | Date: | **ADJECTIVAL RATING:** |