

## Republic of the Philippines EASTERN VISAYAS STATE UNIVERSITY Tacloban City COLLEGE OF ENGINEERING

## INFORMATION TECHNOLOGY DEPARTMENT

## INDIVIDUAL PERFORMANCE COMMITMENT REVIEW

I, <u>GIOVANNI N. DE LOS SANTOS</u>, faculty of the <u>Information Technology Department</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2021 to June 2021.

GIOVANNI N. DE LOS SANTOS

Ratee

Date: July 2021

Reviewed by	Date	Approved by:	Date
JESSIE R. PARAGAS, DIT Head, IT Department		ANNABELLE B. PILAPIL, PhD Dean, College of Engineering	

RATING SCALE

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 – Unsatisfactory

1 - Poor

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Output	Success Indicator	Actual Accomplishments					
	(Target + Measure)	Actual Accomplishments		E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
	80% of Course Syllabi will be revised & submitted at the start of the semester.	90% of Course Syllabi was revised following the new format and a Table of Specification is considered	5	5	5	5	
	80% of classes handled will participate to the conduct of Departmental Examinations	100% Exam conducted through online and offline mode due to covid19 pandemic and poor internet connectivity	5	5	5	5	
	80% of required reports will be submitted as scheduled( As stated on the requirements given by the Head of the Department and Dean of College)	100% of required reports including grades were submitted on or before deadline	5	5	5	5	
Curriculum & Instruction (60%)	80% of students will be mentored/advised.	90% of students are monitored/advised especially those students who are currently taken capstone subject (thesis requirement)	5	5	5	5	
	50% of courses handled, Instructional materials will be produced	50% of course handled and still on-going working on instructional materials or modules	4	4	4	4	
	80% attendance to trainings/seminars	80% attend trainings and seminars	4	4	4	4	
	80% prompt attendance to classes	80% on class attendance	4	4	4	4	
	60% of reference books will be submitted	60% submitted reference books	5	5	5	5	

Average Rating = 4.5 x 60% = 2.7

Research (15%)	<ul> <li>Submission of research proposal (1 pt)</li> <li>Presentation of research proposal (2 pts)</li> <li>Ongoing research (3 pts)</li> <li>Present completed research (4 pts)</li> <li>Publish completed research (5 pts)</li> </ul>	Presented Research Proposals  Publish a complete research study	5	5	5	5	
	Average Rating = 4 x 15% = 0.60						
Extension (15%)	<ul> <li>Conceptualization/Submission of extension proposal (1 pt)</li> <li>Presentation of extension proposal (2 pts)</li> <li>The actual conduct of extension activities (3 pts)</li> <li>Completed Extension Activity (4 pts)</li> <li>Assessment of Extension activities/Impact of Extension Activities (5 pts)</li> </ul>	Presented Extension Proposal	3	3	3	3	
	<ul> <li>1 consultancy services to LGU, NGO, barangays and other government offices will be conducted</li> </ul>		3	3	3	3	
	Average Rating = 3.5 x 15% = 0.525						
Production (5%)	30% of IGP programs will be participated	Ongoing module preparation	3	3	3	3	
	Average Rating = 3 x 5% = 0.15						
pport Function (5%)	90% participation of department/college/ institutional functions	90% of institutional functions attended and participated	5	5	5	5	
	80% of flag ceremonies will be attended	80% of flag ceremonies attended	4	4	4	4	
	80% of policies on wearing of uniforms will be followed.	80% of policies on wearing of school uniforms followed	4	4	4	4	





## SUMMARY OF COMPUTATIONS

CATEGORY	,			COMPUTATION		RATING		
CURRICULUM AND INSTRUCTION 605				4.5 (60%)	2.70			
RESEARCH 15%			4 (15%)			0.60		
EXTENSION 15%				3.5 (15%)	0.53			
PRODUCTION 5%				3 (5%)	0.15			
SUPPORT FUNCTION 5%				4.33 (5%)		0.22		
FINAL AVERAGE RATING						4.20 VERY SATISFACTORY		
ADJECTIVAL RATING						VEIN SANSTACIONI		
COMMENTS AND RECOMMENDATIO	NS FOR	DEVELOPMENT PURPOSES						
Discussed with	Date	Assessed by:	Date	Concurred by:	Date	Approved by:	Date	
GINDL Sanden GIOVANNI N. DE LOS SANTOS, MSIT		I hereby certify that I discussed my assessment of the performance with the employee.  JESSIE R. PARAGAS, DIT		ANNABELLE B. PILAPIL, Ph.D.		LYDIA M. MORANTE, D. A/2/24		
Faculty		Head, IT Department		Dean, College of Engineering		OIC Vice-President for Academic Affairs		

Numerical Rating	Adjectival Rating	Description or Meaning of Rating
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.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
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.
2	Unsatisfactory	Performance only met 51% to 89% of the planned targets and falled to deliver one 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.
1	Poor	Performance falled to deliver most of the targets by 50% and below.