

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Glenda Loraine S. Sobrio

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		2.43	
TOTAL for Instruction	85%	4.93	4.19
2. Research	10%	4.70	0.47
3. Extension		0.00	0.00
4. Support to Operation	5%	0.00	0.00
5. Administration	0%		0.00
TOTAL			4.66

*Instructor I- July-December 2019

EQUIVALENT NUMERICAL RATING: 4.66

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.66

ADJECTIVAL RATING: Outstanding

Prepared by:

GLENDALORAINES.SOBRIO

Name of Faculty

Reviewed by:

DIANA CHRISTA G. MILLOZA

Head, Dept. of Geodetic Eng'g

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Eng'g

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GLENDALORAINESOBRIO, of the Department of Geodetic Engineering commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period of July to December 2019.

GLENDALORAINESOBRIO

Ratee

Date:

Approved: **DIANACHRISTAMILLOZA**

Department Head

Date:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets July to December 2019	Actual Accomplishment		Rating				Remarks
				% Accomplish ment as of December 2019	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education Services										Not Applicable
MFO 2. Higher Education Services										
PI 1. Number of FTE coordinated and implemented	Teaching	Teaches three (3) BSGE subjects equivalent to 18 FTE	18	0.00%		5	5	5	5.0	GEng 111g, Geng 131, GEng 127
PI 2. Number of Academe/Industry linkage established										
PI 3. Student Advising and Consultation Services Coordinated:										
Number of hours spent on student manuscript outline/special problem consultation	Advising, Consultation, Checking and Editing	Spends twelve (12) hours a year	6	250.00%	15	5	5	4	4.7	Donna Rose Godin
Number of hours spent on student consultation other than manuscript outline/special problem consultation	Consultation/tutorial/ advising	Spends three (3) hours per week or 114 hours a year	57	122.81%	70	5	5	5	5.0	GEng 111g, Geng 131, GEng 127

Number of organizations advised										
Number of student-related activities assisted										
Number of Approved Manuscript submitted within the prescribed period	Approve manuscript/ special studies	Approve (1) special study/problems in a year	1	100.00%	1	5	5	5	5.0	Donna Rose Godin
PI 4. Number of instructional materials developed/revised and utilized:										
Syllabi										
New	Preparing/Organizing	Prepare one (1) new syllabi for new offering	1	100.00%	1	5	5	5	5.0	GEng 127
Revised	Reviewing/Revising	Revised one (1) syllabus	0	200.00%	1	5	5	5	5.0	GEng111g
Instructional Manual										
New	Preparing/Organizing	Prepares and compiles one (1) IM for new offering	1	100.00%	1	5	5	5	5.0	GEng 127
Revised	Reviewing/Revising	Revised two (2) IMs	0	400.00%	2	5	5	5	5.0	GEng111g
Lab Manual										
New	Preparing/Organizing	Prepare new lab guides for newly offered subject	5	100.00%	5	5	5	5	5.0	GEng111g
Revised	Reviewing/Revising	Revise existing lab guides	5	160.00%	8	5	5	5	5.0	GEng111g
Powerpoint										
New (per course)	Preparing	Prepare presentations for newly offered subjects	5	200.00%	10	5	5	5	5.0	GEng 111g, Geng 131, GEng 127
Revised (per course)	Revising	Revise existing presentation	10	200.00%	20	5	5	5	5.0	GEng 111g, Geng 131, GEng 127
PI 5. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conducts 20 quizzes/assignments, 10 long exams, 8 term exams, 2 practical exams, 10 laboratory exercises or a total of 50 student assessment	50	120.00%	60	5	5	4	4.7	GEng 111g, Geng 131, GEng 127

[illegible]

[illegible]

PI 5. Number of heavy equipment maintained									
PI 6. Area of lawn maintained (sq.m, approx)									
PI 7. Number of office and laboratory equipment purchased									
PI 8. Zero percent complaint from clients served		No complaint received	0						
Number of Performance Indicators Filled-up							16		
Total Overall Rating							78.7		
Average Rating							4.92		
Adjective Rating							Outstanding		

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points: -		
Punctuality	x	
Approved Additional points (with copy of approval)	X	
FINAL RATING		4.92
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: - Attend trainings & seminars - Pursue graduate studies - conduct research & extension projects


Evaluated & Rated by:


DIANA CHRISTA G. MILLOZA

Head, Dept. of Geodetic Engineering

Date: _____

Recommending Approval:


ROBERTO C. GUARTE

Dean, College of Engineering

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Glenda Loraine S. Sobrio**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach three (3) professional/basic courses/subjects (GEng 111, GEng 131, GEng 127)	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)	August 2019	December 2019	December 2019	impressive	Outstanding	Improve working attitude with respect to students' comments on TPES, Pursue graduate studies and attend trainings and seminars to improve teaching skills
2	Assist students through advising and consultation	Improved student performance	August 2019	December 2019	December 2019	impressive	Outstanding	Provide more interventions for the improvement of students' performance
3	Develop/revise syllabus and instructional materials	Syllabus and IMs approved by the Dean and IMs approved by MMDC	August 2019	December 2019	December 2019	Needs improvement	Very satisfactory	Should develop lecture and lab manuals, following the format prescribed by MMDC.
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	August 2019	December 2019	January 2020	Needs improvement	Very satisfactory	Maintain submission of grades on time

5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	December 2019	December 2019	impressive	Very satisfactory	Always participate actively in all activities
6	Perform other functions assign by the head, dean and the university	Department Secretary	July 2019	December 2019	December 2019	impressive	Outstanding	Performs functions duly assigned to him

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


DIANA CHRISTA G. MIDOZA
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
✓	4th	

Name of Office: Department of Geodetic Engineering

Head of Office: Engr. Diana Christa G. Milloza

Name of Faculty/Staff: Engr. Glenda Loraine S. Sobrio Signature: [Signature] Date: January 31, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Class Observation: The department head conducted class observation of all the faculty members once in every semester	Participation of the faculty member was monitored in the different activities sponsored by the department, college and the university.	Memorandum was release to specific faculty for discussion, advising/coaching regarding APB action of her request related to her graduate study.	DGE Regular Monthly Meeting Attendance to Activities Committee Meetings	All faculty members were informed of the class observation during the meeting
Coaching Discuss ways to improve the execution of assigned tasks	Copies of the results of Teaching Performance Evaluation by students were discussed by the head and faculty members.				All faculty members were given a copy of the Summary result of the Teaching Performance Evaluation of students by subject

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

Conducted by:

DIANA CHRISTA G. MILLOZA
Immediate Supervisor

Verified by:

ROBERTO C. GUARTE
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Glenda Loraine S. Sobrio

Performance Rating: _____

Aim: Engr. Glenda Loraine S. Sobrio as a Master's Degree holder in compliance with VSU Rules and Regulations and to the CHED Requirements and be an effective and efficient implementor of the new OBEdized four (4) year BSGE degree program and the department's RDE Agenda.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: December 2019

First Step:

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise attend training, conferences, and conventions to strengthen her competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty was able to implement OBE in all her subjects. Also, an application of the knowledge learned in terms of instruction, research, and extension activities of the department will be implemented by attending training, seminars, and conferences.

Date: July 2019 Target Date: December 2019

Next Step:

Application for graduate study to any CHED-recognized university. Engr. Sobrio should initiate in the application for admission for a possible master's degree in Land Administration and Management as specified in the faculty development plan of the department either in the Philippines or abroad. When admitted, she should likewise look for possible funding agencies/scholarship to support her studies.

Outcome:

Engr. Sobrio was not able to apply for the MS degree in Land Administration and Management. She is planning to apply for an MS degree in Urban Planning (Environmental Science) which is offered in UP Diliman.

Final Step/Recommendation:

Revise the department Faculty Development Plan.

Engr. Sobrio applies for admission to the MS degree program will be recommended by the department personnel committee to pursue her master's degree in a leave with pay status to the President through the Academic Personnel Board of the University.

Prepared by:


Diana Christa G. Milloza
Unit Head

Conforme:


Glenda Loraine S. Sobrio
Name of Ratee Faculty/Staff