

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Jessie B. Corrales

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.73	
b. Students (0% - no TPES yet, reinstated Jan. 2, 2024 )		0.00	
TOTAL for Instruction	100%	4.73	4.73
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	0%	0.00	0.00
5. Production	0%	0.00	0.00
TOTAL			4.73

\*Instructor I - January 2, 2024 to June 30, 2024

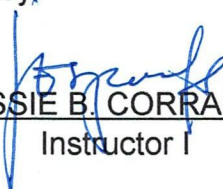
EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: Outstanding


Prepared by:

  
JESSIE B. CORRALES  
Instructor I


Reviewed by:

  
EPIFANIA G. LORETO  
Head, DCE

Recommending Approval:

  
JANNET C. BENCURE  
Dean, CET

Approved:

  
ROTACIO S. GRAVOSO  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY




DEPARTMENT OF  
**CIVIL ENGINEERING**


"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, JESSIE B. CORRALES, a faculty member of the DEPARTMENT OF CIVIL 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 **January 2, 2024 - June 30, 2024**.

  
**JESSIE B. CORRALES**  
Instructor  
Date: July 12, 2024

Approved:

  
**EPIFANIA G. LORETO**  
Department Head  
Date: July 18, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPAAs MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							

		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty							
	<b>PI9: Number of instructional materials developed *</b>	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 7 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom							



	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPA UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	40	18.35	5	5	5	5.00	ESci 132c, CEnS 155, CEnS 153, ESci 123
		<u>A10</u> . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	5	4	5	5	4	4.67	ESci 132c, CEnS 155, CEnS 153, ESci 123
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		<u>A12</u> . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1						
		<u>A13</u> . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	6	6	5	5	4	4.67	
		<u>A14</u> . Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>	6	12	5	5	4	4.67	ESci 132c, CEnS 155, CEnS 153, ESci 123
		<u>A15</u> . Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>	4	4	5	5	4	4.67	ESci 132c, CEnS 155, CEnS 153, ESci 123
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	<i>Acts as academic adviser to students</i>	25	87	5	5	5	5.00	41- BSCE 1 ; 46 - BSCE 3 and 4
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	6	1	5	5	4	4.67	Team Buildchange of Cañega et. al.



		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	6	2	5	5	4	4.67	Team VSU Library of Llevado et. al and Team Bambo of Plectico et. al.
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	5	5	5	4	4.67	CE Project, ESci 132, ESci 123, CEnS 155 and 153
	<b>PI9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of instructional materials were developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Course Syllabus	Prepares syllabus for assigned course	3	4	5	5	4	4.67	ESci 132c, CEnS 155, CEnS 153, ESci 123
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 23</b> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	5	5	4	4.67	ESci 132c, CEnS 155, CEnS 153, ESci 123

	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional</i>								
	<b>PI 4.</b> Number of research	<b>A 30.</b> Number of research	Prepares, submits and							
		<i>In int'l fora/conferences</i>								



		<i>In nat'l/regional</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs	Designs research related							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active	<b>A 36.</b> Number of active	Identifies and links with							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of	<b>A 40.</b> Number of	Provides the technical							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPA A MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations		100% compliant	100% compliant					
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										



	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Number of Performance Indicators Filled-up</b>					11				
	<b>Total Over-all Rating</b>					52.00				
	<b>Average Rating</b>					4.73				
	<b>Adjectival Rating</b>					O				

Average Rating (Total Over-all rating divided by			4.73
Additional Points:			
Approved Additional points (with copy of			
FINAL RATING			4.73
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

Finish MS degree

Evaluated & Rated by:

*E. Loreto*  
**EPIFANIA G. LORETO**  
 Department Head  
 Date: *July 18, 2024*

Recommending Approval:

*J. Bencure*  
**JANNET C. BENCURE**  
 Dean, CET  
 Date: *July 23, 2024*

Approved by:

*R. Gravoso*  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: *July 31, 2024*



"Exhibit G"

**PERFORMANCE MONITORING & COACHING JOURNAL**

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

**Name of Office:** Department of Civil Engineering

**Head of Office:** Assoc. Prof. Epifania G. Loreto

**Number of Personnel:** 11 Faculty members and 3 Support Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs
Monitoring for the Submission of OBE Syllabus for 2 <sup>nd</sup> Semester AY 2023-2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content
Monitoring for the Submission of TOS for the 1 <sup>st</sup> Sem AY 2023-2024 final exam and 2 <sup>nd</sup> Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period
Monitoring for the Submission of grade sheet for midterm and final exam, 2 <sup>nd</sup> Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2 <sup>nd</sup> Sem AY 2023-2024

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive  CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED RO8
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024  DCE Notice of Regular Meeting April 12, 2024  DCE Notice of Regular Meeting March 13, 2024	DCE Memo No. 22, s. 2024  DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
<b>II. Coaching</b>					
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024  DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program


**Vision:**  
**Mission:**

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Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.


		March 13, 2024			
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**EPIFANIA G. LORETO**  
Immediate Supervisor

Noted by:

  
**JANNET C. BENCURE**  
Next Higher Supervisor



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
MFO 2. Higher Education Services								
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%			
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%			The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%			CE Research Colloquium CET Month
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%			OBE Syllabi were reviewed, submitted and approved by the Department Instructional Materials Review Committee
MFO 5. Support to Operations								
PI 8. Compliance to all requirements thru the established/ adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Prepares documents needed for ISO certification	All faculty and staff	January-December 2024	100%	100%			Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)								
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%			No complaints received from January to June 2024



PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%			CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%			Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%			Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

  
**EPIFANIA G. LORETO**  
Unit Head

## PERFORMANCE MONITORING FORM

Name of Employee: **Jessie B. Corrales**

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 professional/basic courses/subjects (ESci 132c, CEnS 155, CEnS 153)	Assessment and students' grades per course taught	February 2024	May 2024	May 2024	impressive	Outstanding	All topics in the syllabus were discussed
2	Assist students through advising and consultation	Improved student performance	February 2024	May 2024	June 2024	impressive	Outstanding	Advised students, and advisees, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	February 2024		February 2024	impressive	Outstanding	Syllabus were approved before the start of the class and implemented during the start of classes
		TOS approved by the Dept. Review Committee and Department Head	April 2024		May 2024	impressive	Outstanding	The TOS for midterm and final were approved before exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to the registrar (midterm and Final grade)	April 2024	May 2024	June 2024	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams
5	Participate in all activities conducted by the department,	Attendance to Faculty On-boarding,	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department,



	college, and the university	CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup  VSU Centennial Anniversary activities						college, and the university
6	Perform other functions assigned by the head, dean, and the university	Member, DCE Personnel Committee, Instructional materials review committee	January 2024	December 2024	May 2024	impressive	Outstanding	Had knowledge on the procedure of hiring of applicants and recommending of faculty and staff to attend trainings and seminars. Had knowledge on the preparation of syllabus and TOS

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

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

Prepared by:

  
EPIFANIA G. LORETO  
Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jessie B. Corrales  
Performance Rating: 4.73 (Outstanding)

**Aim:** Engr. Jessie B. Corrales, Jr. is an effective and efficient implementer of the OBEdized four-year BSCE degree program and the department's RDE agenda.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

### First Step:

A review and re-orientation of the principles of Outcomes-Based Education, as well as the provisions of the Policies, Standards, and Guidelines, will be conducted for the offering and implementation of the revised BSCE curriculum as provided in CMO 92, s. 2017. Additionally, it is recommended for him to complete his master's degree and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

### Result:

The faculty has successfully implemented the Outcomes-Based (OBE) Teaching and Learning (OBTL) which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of their subjects.


### Outcome:

Successful implementation of the BSCE curriculum.

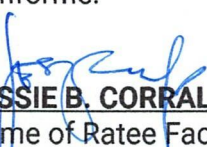
### Final Step/Recommendation:

Engr. Corrales completion of his master's degree will make him an asset in the full implementation of the BSCE curriculum. He can contribute to the attainment of the program outcomes by participating in regular Continuous Quality Improvement initiatives and ensuring that the program continuously meets the highest standards of quality.

Prepared by:

  
**EPIFANIA G. LORETO**  
Unit Head

Conforme:

  
**JESSIE B. CORRALES**  
Name of Ratee Faculty/Staff