



**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

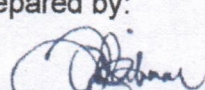
Name of Faculty Member: **Engr. Cleo S. Bilocura**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.17	1.67
b. Students (50%)	40%	4.00	1.68
Total for Instruction	80%		3.35
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		0
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		0
4. Administration	20%	4.00	0.80
5. Production	0		0
TOTAL	100%		4.15

EQUIVALENT NUMERICAL RATING: 4.15  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.15

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

  
**CLEO S. BILOCURA**  
Name of Faculty

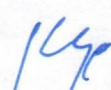
Reviewed by:

  
**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

  
**JANNET C. BENCURE**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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"Exhibit B"

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

I, ENGR. CLEO S. BILOCURA, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY 1 - DECEMBER 31, 2021.

**CLEO S. BILOCURA**

Instructor I

Date: April 25, 2022

Approved:

**JUNDY R. CASTIL**

Department Head

Date: April 27, 2022

**JANNET C. BENCURE**

College Dean

Date: April 28, 2022

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									
	UMFO 2. HIGHER EDUCATION SERVICES									
	OVPI UMFO 3. Higher Education Management Services									
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	Handles and teaches courses assigned	61%						No licensure exam scheduled for the period
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	43.2	5	5	5	5.00	Handled MEng 151, MEng 134 and MEng 112e
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							



	<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	0	3	3	3	3.00	
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	4	4	5	4.33	Final exam only for MEng 151, MEng
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	29	25	4	4	5	4.33	10 - MEng 151, 9 - MEng 134, and 6 - MEng 112e
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students							
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
<b>PI 9:</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>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware 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							
	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 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 Moodle or Google Classroom							



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		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	<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	<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 journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</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 implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<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 technical/expert	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
		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 (extrn. 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>OVPI 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	zero non-conformity	zero non-conformity	4	4	4	4.00	
		<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								
		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	4	4	4	4.00	
	<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>Total Over-all Rating</b>								4.11	

<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.11</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.11</b>
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>

**Comments & Recommendations for Development Purpose:**  
Encourage to search for trainings and seminars aligned to area on interest




Evaluated & Rated by:

  
**JUNDY R. CASTIL**

Department Head

Date: April 27, 2022

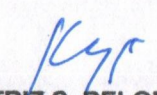
Recommending Approval

  
**JANNET C. BENCURE**

College Dean, CET

Date: April 28, 2022

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: April 28, 2022





**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Cleo S. Bilocura**

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	Handles and teaches courses assigned	18	January 2021	December 2021	June 2021	impressive	very satisfactory	Handled MEng 151, MEng 134 and MEng 112e
2	Attend mandated trainings	1	January 2021	December 2021	N.A.	needs improvement	unsatisfactory	Have not attended
3	Administers and checks long examination for subjects taught	6	January 2021	December 2021	December 2021	impressive	very satisfactory	Final exam only for MEng 151, MEng 112e and MEng 134
4	Checks lab reports and term papers submitted as required	29	January 2021	December 2021	December 2021	impressive	very satisfactory	10 - MEng 151, 9 - MEng 134, and 6 - MEng 112e
5	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	January 2021	December 2021	December 2021	impressive	Very satisfactory	Complied to all requirements
6	Provides customer friendly frontline services to clients	Zero % complaint	January 2021	December 2021	December 2021	impressive	Very satisfactory	No complaint received

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

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

Prepared by:

**JUNDY R. CASTIL**  
Unit Head





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Cleo S. Bilocura**  
Performance Rating: **Outstanding**

**Aim:** To finish his Master's Degree in Mechanical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

### Proposed Interventions to Improve Performance:

**Date:** January 2021

**Target Date:** December 2021

#### First Step:

- Constant updates of the status of completion of his MSME thesis and make plans for possible interventions and assistance.
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

#### Results:

- Still working with his revision of his thesis proposal but was unable to finish due to high teaching load assigned.
- Prepared and submitted approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2020-2021 and first semester SY 2021-2022.
- Performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

#### Next Step:

- Require the faculty to communicate with MSU IIT for the completion of his MSME degree
- Reduce the teaching load of the faculty member to be able to have time to work and finish his thesis
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Organize a department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE



- To continue to recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization

**Outcomes:**

- Engr. Bilocura as MSME degree holder to strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant trainings and seminars aligned to his field of specialization


**Final Steps / Recommendations:**

- After finishing his MSME degree, Engr. Bilocura will be encourage to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Mechanical Engineering.

Prepared by:

**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**CLEO S. BILOCURA**  
Name of Ratee