

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Jessie B. Corrales


| Program Involvement<br>(1) | Percentage<br>Weight of<br>Involvement | Numerical Rating<br>(Rating x %) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|----------------------------|--|----------------------------------|--|
| (1)                        | (2)                                    | (3)                              | (2x3)                                      |
| 2. Instruction             |  |                                  |  |
| a. Head/Dean (100%)        |  | 4.64                             |  |
| TOTAL for Instruction      | 85%                                    | 4.64                             | 3.94                                       |
| 3. Research                |  |                                  |  |
| 4. Extension               |  |                                  |  |
| 5. Support to Operations   | 10%                                    | 4.33                             | 0.43                                       |
| 6. Administration          | 5%                                     | 5.00                             | 0.25                                       |
| TOTAL                      |  |                                  | 4.63                                       |

EQUIVALENT NUMERICAL RATING: 4.63  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


  
JESSIE B. CORRALES  
 Name of Faculty

  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
 Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit B

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

I, Jessie B. Corrales, a faculty member of the DEPARTMENT OF CIVIL 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 - December 2020

**Jessie B. Corrales**  
Instructor I  
Date: 12/18/2020

Approved:  
  
**Epifania G. Loreto**  
Department Head  
Date: 01/26/2021

**Roberto C. Guarate**  
College Dean  
Date: 01/26/2021

| 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 2. HIGHER EDUCATION SERVICES                 |  |   |   |        |                       |         |            |            |         |   |
| OVPI UMFO 3. Higher Education Management Services |  |   |   |        |                       |         |            |            |         |   |
|   | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A9.</b> Actual Faculty's FTE   | <i>Handles and teaches courses assigned</i>                         | 18     | 26.65                 | 5       | 5          | 5          | 5.00    |   |
|   |  | <b>A13.</b> Number of long examinations administered and checked                  | Administers and checks long examination for subjects taught         | 6      | 10                    | 5       | 5          | 4          | 4.67    |   |
|   |  | <b>A14.</b> Number of quizzes administered and checked                            | Prepares and checks quizzes for lec and lab                         | 20     | 10                    | 3       | 4          | 5          | 4.00    |   |
|   |  | <b>A15.</b> Number of lab reports and term papers checked and graded              | Checks lab reports and term papers submitted as required            | 2      | 1                     | 4       | 4          | 5          | 4.33    |   |
|   | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:   | <i>Acts as academic adviser to students</i>                         | 30     | 32                    | 5       | 5          | 4          | 4.67    |   |
|   |  | <b>A17.</b> Number of students advised on thesis/ field practice/special problem: | Advises, and corrects research outline and thesis/SP manuscript     |        |                       |         |            |            |         |   |
|   |  | <i>As SRC Chairman</i>  | Advises, and corrects research outline and thesis/SP manuscript     | 5      | 5                     | 4       | 5          | 4          | 4.33    |   |
|   |  | <b>A18.</b> Number of students entertained for consultation purposes              | Entertains students consulting on subject taught, thesis and grades | 5      | 15                    | 5       | 4          | 5          | 4.67    |   |

|                                   |  |   |  |   |   |   |   |   |       |  |
|-----------------------------------|--|---|--|---|---|---|---|---|-------|--|
|                                   | <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   | 1 | 2 | 5 | 5 | 5 | 5.00  |  |
|                                   |  | Supplemental learning resources   | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught                          | 1 | 2 | 5 | 5 | 5 | 5.00  |  |
|                                   |  | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 1 | 2 | 5 | 5 | 5 | 5.00  |  |
|                                   |  | <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  | 1 | 5 | 5 | 5 | 5 | 5.00  |  |
|                                   | <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 | 1 | 0 | 4 | 4 | 4 | 4.00  |  |
|                                   |  |   |  |   |   |   |   |   | 55.67 |  |
| <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>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                           |   |   |   |   |   |       |  |



| UMFO 5. SUPPORT TO OPERATIONS  |   |   |   |                         |   |   |   |             |  |
|--|---|---|---|-------------------------|---|---|---|-------------|--|
| OVPI MFO 4. Program and Institutional Accreditation Services   |   |   |   |                         |   |   |   |             |  |
| 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* | A 44. 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 | 1 | non-conformity complied | 4 | 4 | 4 | 4.00        |  |
|  | A 45. Compliance to all requirements of the program and institutional accreditations:                 | Prepares required documents and complies all requirements as prescribed in the accreditation tools                                    |   | 100% compliant          | 5 | 5 | 4 | 4.67        |  |
| UMFO 6. General Admin. & Support Services (GASS)   |   |   |   |                         |   |   |   |             |  |
| PI 2. Zero percent complaint from clients served   | A 46. Customerly friendly frontline services  | Provides customer friendly frontline services to clients  |   | Zero % complaint        | 5 | 5 | 5 | 5.00        |  |
| Total Over-all Rating  |   |   |   |                         |   |   |   | 69.33       |  |
| Average Rating   |   |   |   |                         |   |   |   | 4.62        |  |
| Adjectival Rating  |   |   |   |                         |   |   |   | Outstanding |  |

|   |             |
|---|-------------|
| Average Rating (Total Over-all rating divided by 5) | 4.62        |
| Additional Points:                                  |             |
| Approved Additional points (with copy of approval)  |             |
| FINAL RATING  | 4.62        |
| ADJECTIVAL RATING                                   | Outstanding |

Comments & Recommendations for Development Purpose:

To enroll in MS degree *N*

Evaluated & Rated by:

*E. Loreto*  
EPIFANIA G. LORETO

Department Head

Date: 01/20/2021

Recommending Approval

*Roberto C. Guarte*  
ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 01/20/2021

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/29/21

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **JESSIE B. CORRALES**

| Task No. | Task Description                                      | Expected Output   | Date Assigned     | Expected Date to Accomplish | Actual Date accomplished/ submitted | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation                     |
|----------|---|---|-------------------|-----------------------------|-------------------------------------|--------------------|---------------------------------|---|
| 1.       | Preparation and submission of OBE Syllabus            | OBE Syllabus for CEng courses handled                       | July 7, 2020      | November 16, 2020           | November 16, 2020                   | Impressive         | Very satisfactory               | Submitted syllabus for all courses assigned |
| 2.       | Preparation of Teaching Manual/Student Learning Guide | Teaching Manual /Student Learning Guide for courses handled | July 7, 2020      | September 2020              | In progress                         | Impressive         | Satisfactory                    | Prepared teaching manuals                   |
| 3.       | Preparation of Power Point/Video Presentation         | Power Point/Video Presentations for CEng courses handled    | September, 2020   | Within the semester         | Within the semester                 | Impressive         | Outstanding                     | Videos were uploaded                        |
| 4.       | Preparation and submission of TOS                     | TOS with exam   | Nov. 12, 2020     | Nov. 23, 2020               |                                     |                    |                                 | Did not submit                              |
| 5.       | Consultation with students (academic advising)        | Consultation log book                                       | During enrollment | After enrollment            | After enrollment                    | impressive         | Outstanding                     | Must submit record                          |
| 6.       | Preparation of documents for COPC                     | Documents for COPC  | August 24, 2020   | December 2020               | October 2020                        | impressive         | Outstanding                     | Submitted on time                           |

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

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

Prepared by:

  
**EPIFANIA G. LORETO**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jessie B. Corrales  
Performance Rating: 4.63 (Outstanding)

**Aim:** Engr. Jessie B. Corrales as an effective and efficient implementor of the new OBE-dized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

**First Step:**

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

**Result:**

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2020 Target Date: December 2020

**Next Step:**

The faculty will continue to implement the newly approved BSCE curriculum.

**Outcome:**

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted

**Final Step/Recommendation:**

Engr. Corrales will be sent to his graduate studies in order for him to help in the full implementation of the BSCE curriculum. Similarly, he will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum

Prepared by:

  
Epifania G. Loreto  
Unit Head

Conforme:

  
Jessie B. Corrales  
Name of Ratee Faculty/Staff