

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Martin Jan E. Mercurio

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.49	
b. Students (50%)		1.94	
TOTAL for Instruction	90%	4.43	3.99
2. Research	10%	5.00	0.50
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			4.49

*Instructor I - January 1, 2021 to June 30, 2021


EQUIVALENT NUMERICAL RATING: 4.49

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.49

ADJECTIVAL RATING: Very Satisfactory

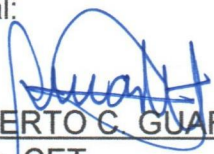
Prepared by:


MARTIN JAN E. MERCURIO
Instructor I

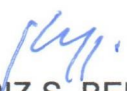
Reviewed by:


JANNET C. BENCOURÉ
Head, DGE

Recommending Approval:


ROBERTO C. GUARTE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARTIN JAN E. MERCURIO., a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January 1, 2021 to June 30, 2021**.

Approved:


MARTIN JAN E. MERCURIO

Instructor I

Date: *22 July 2021*


JANNET C. BENCURE

Department Head

Date: *22 July 2021*


ROBERTO C. GUARTE

College Dean

Date: *23 July 2021*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (from January 1, 2021 to June 30, 2021)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI 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							
		A3. Number of students advised on thesis/special problem/dissertation								
		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							
		<u>A4.</u> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5.</u> Number of on-line ready coursewares developed and submitted for review	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.							
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational	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>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	40	26.80	5	5	5	5.00	GEng 122n, GEng 126n, GEng 133c, MEng 125, GEng 146

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6		5	5	5	5.00	GEng 126n
		A11. 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		3	5	5	5	5.00	GEng 111, GEng 125
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	Echo webinar on TEIC-CHED, Webinar on "Navigating the Digital Shift: Instructional Materials to Support the University's Flexible Learning", Workshop on GNSS for Policy and Decision Makers, 28 January 2021
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	6	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c, MEng 125
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	6	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	4	5	5	5	5.00	GEng 122n, GEng 133c
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	40	46	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Aniban, S.

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1		5	5	5	5.00	Oliveros, Z.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c, MEng 125
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : 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	2	2	5	5	4	4.67	GEng 126n, GEng 122n or GEng 133c
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c, MEng 125
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	5	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c, MEng 125
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	GEng 126n, GEng 122n, GEng 133c, MEng 125
	PI 11. Additional outputs	A 25. 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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								

		In nat'l/regional fora/conference								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		A 36. Expert on Call of study research	Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project		1	5	5	5	5.00	Expert-on-call for the project entitled " High-Throughput Field Phenotyping of Major Rootcrops Using Unmanned Aerial Vehicle"
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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							
		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							
		On program accreditations								
		On institutional accreditations								
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							
	PI 3: Additional Outputs	A 47. 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							


		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								79.67	
	Average Rating								4.98	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.98
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.98
ADJECTIVAL RATING			OUTSTANDING

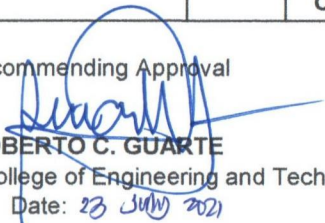
Comments and Recommendations for Development Purposes:

He is trustworthy on every assigned task given to him, not only as instructor but as a loyal employee to VSCU.


Evaluated & Rated by:


JANNET C. BENCURE
 Head, DGE
 Date: 22 July 2021

Recommending Approval


ROBERTO C. GUARTE
 Dean, College of Engineering and Technology
 Date: 23 July 2021

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 7/20/21

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Martin Jan E. Mercurio**

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 (GEng 126n, GEng 122n, MEng 125, GEng 133c, GEng 146)	Assessment and students' grade per course taught	March 2021	July 2021	July 2021	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	March 2021	July 2021		impressive	Outstanding	
3	Develop/revise syllabus and instructional materials	Module and OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	March 2021	July 2021	OBE syllabus (May 2021)	impressive	Outstanding	
		on-line course ware developed and submitted	March 2021	July 2021	July 2021	impressive	Outstanding	Has uploaded supplemental materials like lab exercise and videos in VSUEE
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to	March 2021	July 2021	May 2021 (Midterm)	impressive	Outstanding	Submitted grades online

		registrar						
5	Participate in all activities conducted by the department, college and the university	Alumni Webcoming, Students Orientation Webinar Turnitin Training for Faculty	January-June 2021	June 2021		impressive	Outstanding	Participated in all activities conducted by the department, college and the university
6	Perform other functions assign by the head, dean and the university	Department Secretary	March 2021	December 2021	March 2021	impressive	Outstanding	

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

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

Prepared by:


JANNET C. BENCURE
 Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **Martin Jan E. Mercurio**

Performance Rating: _____

Aim: Engr. Mercurio as an effective and efficient implementor of the new OBE-dized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017 and the department's RDE Agenda in her field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual trainings, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

Finalize and submit the Student Learning Guide (Module) and Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all his subjects. The department's instruction, research, and extension activities will be implemented through attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:


The faculty member should attend training, seminars, and workshops to strengthen his competencies and qualifications. It is also highly recommended that the faculty member proposes possible research and/or extension projects that are in line with his field of interest and to the university's RDE Agenda.

Prepared by:


Jannet C. Bencure

Head, Dept. of Geodetic Engineering

Conforme:


Martin Jan E. Mercurio
Name of Ratee Faculty