



Exhibit K

Summary of Individual Ratings of Faculty Members
with Multiple Functions


Name of Faculty Member: Engr. Triponio O. Solarte Jr.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.67	2.34
b. Students (50%)	50%	4.33	2.17
Total for Instruction			4.51
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.51

EQUIVALENT NUMERICAL RATING: 4.51
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding


Prepared by:


TRIPONIO O. SOLARTE JR.
Instructor


Reviewed by:


JUNDY R. CASTIL
Dept. Head, DME

Recommending Approval:


ROBERTO C. GUARTE
College Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Instruction



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology
Department of Mechanical Engineering
Visca, Baybay City, Leyte, PHILIPPINES
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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Triponio O. Solarte Jr., of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July 1 to December 31, 2019.

TRIPONIO O. SOLARTE JR.

Ratee

Approved:

JUNDY R. CASTIL

Department Head

MFO & PS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	16	5	5	5	5.00	Taught 4 subjects with a total of 106 students
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	100%	4	5	5	4.67	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	100%	5	5	4	4.67	6/6 BSME students

	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	-	5	5	5	5.00	all students who applied for graduation graduated on time
	PI 8: Number of academe/industry linkages established	Actively participate on the activities rendered by the organization	1	1	4	4	4	4.00	PSME
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Act as ME Project adviser	15	15	4	5	5	4.67	ME Project
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	Served as panelist during the oral defense of the project	10	10	4	5	5	4.67	ME Project
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	4	4	4	5	4	4.33	MEng 131, Meng 118, Meng102, Esci 123
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Develop audio visual materials such as power point presentations	1	4	5	5	5	5.00	MEng 131, Meng 118, Meng102, Esci 123
UMFO 5. Support to Operations									
OVPI MFO 3. Faculty Evaluation Services									
	PI 4: Number of seminars/ trainings/ conventions/ workshops outside the university	Attend to seminar, workshop and training needed for further development	1	2	5	5	5	5.00	

	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Actively participate and organize activities in relation to the field of expertise	1	0	4	4	4	4.00	
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 2: Degree program compliant with CHED requirements	Actively support the implementation of the degree program	1	1	4	5	5	4.67	BSME
	OVPI MFO 6. General Administration and Support Services								
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Over-all Rating								60.67	

Average Rating (Total Over-all rating divided by 4)		4.67
Additional Points:		
Approved additional points (with copy of approval) XX		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for

Development Purpose: Finish the MSME degree to add on the line up of DME Faculty members with at least MS/ME degree as per CHED requirement.

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



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Exhibit I

Performance Monitoring Form

Name of Employee: **Engr. Triponio O. Solarte Jr.**

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	Provide teaching services to engineering students	18	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
2	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
3	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
4	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

5	Actively participate on the activities rendered by the organization	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
6	Act as ME Project adviser	15	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
7	Served as panelist during the oral defense of the project	10	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
8	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	4	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
9	Develop audio visual materials such as power point presentations	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
10	Attend to seminar, workshop and training needed for further development	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
11	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
12	Actively participate and organize activities in relation to the field of expertise	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
13	Actively support the implementation of the degree program	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

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

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

Prepared by:

JUNDY R. CASTIL
Head, DME




"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **Dept. of Mechanical Engineering**

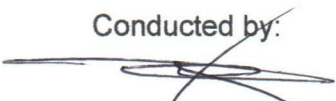
Head of Office: **Engr. Jundy R. Castil**

Name of Faculty: **Engr. Triponio O. Solarte** Signature:  Date: **23-01-2020**

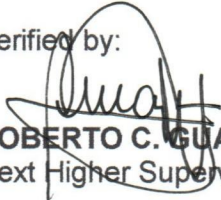
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Being a returning scholar, Engr. Solarte is encouraged to complete his masteral degree.	Regular monthly meeting was agreed by the group to ensure policies are strictly followed, activities are monitored and requirements are complied.			
Coaching Discuss ways to improve the execution of assigned tasks					

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

Conducted by:


JUNDY R. CASTIL
Immediate Supervisor

Verified by:


ROBERTO C. GUARTE
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO



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Exhibit L

Employee Development Plan

Name of Employee: **Engr. Triponio O. Solarte Jr.**

Performance Rating: **Outstanding**

Aim:

To attend technical seminars conducted by accredited professional organizations in relation to continued professional development as practicing Mechanical Engineer.

Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:

Date: August 2019

Target Date: October 2019

First step:

Engr. Solarte is encouraged to search for available trainings and seminars conducted by accredited professional organizations in his field of expertise.

Result:

Engr. Solarte attended the Annual PSME National Conference scheduled every October which was endorsed by the department, and approved and financed by the university.

Date: August 2019

Target Date: December 2019

Next Step:

Engr. Solarte is tasked to continue the delivery of instruction, research and extension services as his main function as faculty member of the department.

Outcomes:

Engr. Solarte has improved his performance in instruction as shown in the ratings of the class observation conducted by the head.

Final Steps/Recommendation:

Ensure that his performance as a faculty member of the department will continue to improve.

Prepared by:

JUNDY R. CASTILLO
Department Head

Conforme:

TRIPONIO O. SOLARTE JR.
Instructor I