

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Juztine Jane L. Rebuyas

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction		2.35 <i>di</i>	
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.50	
TOTAL for Instruction	80%	4.90 4.25 <i>di</i>	3.92 3.82 <i>di</i>
2. Research	0%	0.00	0.00
3. Extension	20%	5.00 4.80 <i>di</i>	1.00 0.96 <i>di</i>
4. Support to Operation	0%		0.00
5. Administration	0%		0.00
TOTAL			4.92 4.84 <i>di</i>

\*Instructor I- July-December 2019

EQUIVALENT NUMERICAL RATING:

4.84 *di*  
4.92

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.92  
4.84 *di*

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JUZTINE JANE L. REBUYAS  
Name of Faculty

DIANA CHRISTA G. MULOZA  
Head, Dept. of Geodetic Eng'g

Recommending Approval:

ROBERTO C. GUARTE  
Dean, College of Eng'g

Approved:

BEATRIZ S. BELONIAS  
Vice President for Instruction



**VISAYAS**  
STATE UNIVERSITY



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"Exhibit B"

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

I, JUZTINE JANE L. REBUYAS, of the Department of Geodetic 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 the period of January to June 2019.

**JUZTINE JANE L. REBUYAS**

Ratee

Date:

Approved: **DIANA CHRISTA G. MILLOZA**

Department Head

Date:

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets July to December 2019	Actual Accomplishment		Rating				Remarks
				% Accomplish ment as June 2019	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education Services										Not Applicable
MFO 2. Higher Education Services										
PI 1. Number of FTE coordinated and implemented	Teaching	Teaches three (3) BSGE subjects equivalent to 18 FTE	18	52.78%	9.5	5	5	5	5.0	GEng 145, GEng 161, GEng 157, GEng 159
PI 2. Number of Academe/Industry linkage established										
PI 3. Student Advising and Consultation Services Coordinated:										
Number of hours spent on student manuscript outline/special problem consultation	Advising, Consultation, Checking and Editing	Spend five (5) hours per sem	5	140.00%	7	5	5	5	5.0	Menorias, M., Elan, F., Oracion, J., Tutor, J.



Number of hours spent on student consultation other than manuscript outline/special problem consultation	Consultation/tutorial/ advising	Spend five (5) hours per week or 90 hours per sem	90	100.00%	90	5	5	4	4.7	GEng 145, GEng 161, GEng 157, GEng 159
Number of organizations advised										
Number of student-related activities assisted	Act as extension coordinator	Organized extension project with the student-related organization	0	200.00%	2	5	4	4	4.3	Baybay City's Water-Invoked Hazard-Prone Household Identification, Mitigation and Emergency Response; o-tagging of Household in Brgy. Pangasugan and Brgy Guadalupe
Number of Approved Manuscript submitted within the prescribed period	Approve manuscript/ special studies	Approve (1) special study/problems	1	100.00%	1	5	4	4	4.3	Godin, Donna - Impact of the City's CLUP towards Sustainable Development of Ormoc City
PI 4. Number of instructional materials developed/revised and utilized:										
Syllabi										
New	Preparing/Organizing									
Revised	Reviewing/Revising	Review one (1) syllabi	1	400.00%	4	5	5	4	4.7	GEng 145, GEng 161, GEng 157, GEng 159
Instructional Manual										
New	Preparing/Organizing									
Revised	Reviewing/Revising									
Lab Manual										
New	Preparing/Organizing									
Revised	Reviewing/Revising									
Powerpoint										
New (per course)	Preparing									
Revised (per course)	Revising	Revise existing presentation	5	180.00%	9	5	5	4	4.7	GEng 161

PI 5. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conducts 5 quizzes/assignments, 8 long exams, 8 term exams, 10 laboratory exercises, 2 paper presentations or a total of 33 student assessment	33	109.09%	36	5	5	4	4.7	Quizzes - 10, Laboratory Exercise - 7, Long Exams - 9, Term Exams - 8, Paper presentation - 2
	Assessment of students performance	Compute and submit midterm and final grades	8	75.00%	6	5	5	4	4.7	GEng 145, GEng 161, GEng 157

### MFO 3. Research Services

[illegible]



[illegible][illegible]

[illegible]




PI 5. Number of heavy equipment maintained										
PI 6. Area of lawn maintained (sq.m, approx)										
PI 7. Number of office and laboratory equipment purchased										
PI 8. Zero percent complaint from clients served		No complaint received	0		0					
Number of Performance Indicators Filled-up						13				
Total Overall Rating						61.0 <i>di</i> 63.0				
Average Rating						4.85 <i>4.69 di</i>				
Adjective Rating						OUTSTANDING				

Average Rating (Total Over-all rating divided by 4)		4.69 <i>di</i> 4.85
Additional Points:		
Punctuality	x	
Approved Additional points (with copy of approval)	X	4.69 <i>di</i>
FINAL RATING		4.85
ADJECTIVAL RATING		OUTSTANDING

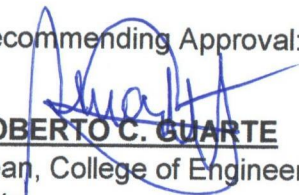
**Comments & Recommendations for Development Purpose:**

- Attend trainings & seminars
- conduct research projects
- Publish research/extension results


Evaluated & Rated by:

  
**DIANA CHRISTA G. MILLOZA**  
 Head, Dept. of Geodetic Engineering  
 Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. CUARTE**  
 Dean, College of Engineering  
 Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Juztine Jane L. Rebuyas**

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 four (4) professional courses/subjects (GEng 145, GEng 161, GEng 157 and GEng 159)	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)	August 2019	December 2019	December 2019	impressive	Outstanding	Improve working attitude with respect to students' comments on TPES, Pursue graduate studies and attend trainings and seminars to improve teaching skills
2	Assist students through advising and consultation	Improved student performance	August 2019	December 2019	December 2019	impressive	Outstanding	Provide more interventions for the improvement of students' performance
3	Develop/revise syllabus and instructional materials	Syllabus and IMs approved by the Dean and IMs approved by MMDC	August 2019	December 2019	December 2019	Needs improvement	Very satisfactory	Should develop lecture and lab manuals, following the format prescribed by MMDC.
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	August 2019	December 2019	December 2019	Needs improvement	Very satisfactory	Maintain submission of grades on time



5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	December 2019	December 2019	impressive	Very satisfactory	Always participate actively in all activities
6	Perform other functions assign by the head, dean and the university	Extension Communicator Chairman, Socio Cultural Committee	July 2019	December 2019	December 2019	impressive	Outstanding	Performs functions duly assigned to her

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

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

Prepared by:

  
**DIANA CHRISTA G. MILOZA**  
Unit Head

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
✓	4th	

**Name of Office:** Department of Geodetic Engineering

**Head of Office:** Engr. Diana Christa G. Milloza

**Name of Faculty/Staff:** Engr. Juztine Jane L. Rebuyas Signature: \_\_\_\_\_ Date: \_\_\_\_\_

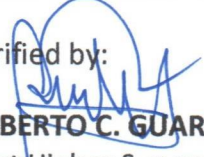
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	Class Observation: The department head conducted class observation of all the faculty members once in every semester	Participation of the faculty member was monitored in the different activities sponsored by the department, college and the university.		DGE Regular Monthly Meeting  Attendance to Activities  Committee Meetings	All faculty members were informed of the class observation during the meeting
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks	Copies of the results of Teaching Performance Evaluation by students were discussed by the head and faculty members.				All faculty members were given a copy of the Summary result of the Teaching Performance Evaluation of students by subject

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

Conducted by:

  
**DIANA CHRISTA G. MILLOZA**  
Immediate Supervisor

Verified by:

  
**ROBERTO C. GUARTE**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Juztine Jane L. Rebuyas

Performance Rating: \_\_\_\_\_

**Aim:** Engr. Juztine Jane L. Rabuyas as a Master's Degree holder and 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.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: July 2019

### First Step:

Submit recommendation to be given a lesser workload for her to comply with all the requirements of the graduate program she enrolled. After earning the degree, Engr. Rebuyas will assume her duties and responsibilities in the department especially in instruction, research, and extension.

### Result:

Engr. Rebuyas graduated with her MS degree in UP Diliman. Stronger manpower to support the offering of OBE'dized BS Geodetic Engineering program, and in the implementation of research and extension activities of the department.

Date: January 2019 Target Date: December 2019

### Next Step:

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

### Outcome:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty was able to implement OBE in all her subjects. Also, an application of the knowledge learned in terms of instruction, research, and extension activities of the department will be implemented by attending training, seminars, and conferences.

### Final Step/Recommendation:

The faculty member conducted and attended the training, seminars and workshops to strengthen her competencies and qualifications. Also, Engr. Rebuyas conducted two (2) extension projects which are in line with her field of interest and to the university's RDE Agenda.

Prepared by:

  
Diana Christa G. Milloza  
Unit Head

Conforme:

  
Juztine Jane L. Rebuyas  
Name of Ratee Faculty/Staff