



**Exhibit K**

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

Name of Faculty Member: **Engr. Edgardo C. Ochavillo**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.80	1.92
b. Students (50%)	40%	4.14	1.66
Total for Instruction	80%		3.58
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	20%	5.00	1.00
5. Production	0		
TOTAL	100%		4.58

EQUIVALENT NUMERICAL RATING: 4.58  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


  
**EDGARDO C. OCHAVILLO**  
Name of Faculty

  
**RONARD G. PAÑA**  
Department Head

Recommending Approval:

  
**JANNET C. BENCURE**  
College Dean

Approved:

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. EDGARDO C. OCHAVILLO, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY 1 - JUNE 30, 2023.

EDGARDO C. OCHAVILLO

Instructor I

Date: 7/7/23

Approved:

RONARD G. PANA

Department Head

Date: 7/7/23

JANNET C. BENCURE

College Dean

Date: 7/10/23

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										
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams	<b>A1.</b> Percentage of first time takers that passed the licensure exams	<i>Handles and teaches courses assigned</i>	61%	87.10%	5	5	4	4.67	February 2023
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	<b>A3.</b> Provide support to RQAT compliance for BSME Program	<i>Follow the CMO for BSME program</i>	100%	100%	5	4	5	4.67	Assigned area: Institutional Quality
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations	<b>A4.</b> Percentage of undergraduate programs with accreditations	<i>AACCUP Level I</i>	100%	100%	4	5	5	4.67	effective until April 2024
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	34	27.3	5	4	5	4.67	2nd Sem AY 2022-2023
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		3	5	5	5	5.00	MEng 121n, MEng 138, MEng 146
		<b>A 11.</b> 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		8	5	5	5	5.00	MEng 138



		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	1						
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<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							
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	10	10	5	5	5	5.00	BSME students under the old curriculum
		<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	4	16	4	5	5	4.67	ME Project
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	10	5	5	4	4.67	ME Project
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	25	5	5	5	5.00	MEng 121n, MEng 138, MEng 146
	<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.	6	10	5	5	5	5.00	MEng 121n, MEng 138, MEng 146
		<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 Moddle or Google Classroom	6	6	4	5	4	4.33	MEng 121n, MEng 138, MEng 146
	<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	1	2	5	5	5	5.00	Tsuneishi, Oversear Feed Corp.
		<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 project 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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	<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 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	100%	100%	5	5	5	5.00	Complaint to ISO requirements
		<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	100%	100%	5	5	5	5.00	No complaint received
	<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>								<b>72.35</b>	

<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.82</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.82</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

<b>Comments &amp; Recommendations for Development Purpose:</b>
-Attend trainings, conferences, and fora
-Propose and conduct research
-Publish scholarly articles

Evaluated & Rated by:

**RONARD G. PANA**

Department Head

Date: 7/7/23

Recommending Approval

**JANNEY C. BENCURE**

College Dean, CET

Date: 7/10/23

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 7/14/23





**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Edgardo C. Ochavillo**

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	Acts as academic adviser to students	10	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Consultation of BSME students
2	Advises, and corrects research outline and thesis/SP manuscript	14	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	SRC to students taking ME Research
3	Entertains students consulting on subject taught, thesis and grades	24	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Consultation of BSME students
4	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Exceeds target preparation of assessment tools
5	Creates virtual classroom using either Moodle or Google Classroom	6	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Created virtual classrooms
6	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	Jan 2023	Dec 2023	June 2023	Impressive	Very Satisfactory	Exceeds target linkage to industry
7	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	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Complied to all requirements
8	Provides customer friendly frontline services to clients	Zero % complaint	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	No complaint received

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

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

Prepared by:

**RONARD G. PAÑA**  
Department Head



Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Engr. Edgardo C. Ochavillo**

Performance Rating: **Outstanding**

**Aim:** 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 2023

**Target Date:** December 2023

**First Step:**

- 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 training aligned to his field of specialization to further strengthen his competencies and qualifications.

**Results:**

- Engr. Ochavillo was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2022-2023.
- Has performed his duties and responsibilities as faculty member of the Department of Mechanical Engineering.

**Next Step:**

- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Attend 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 training and seminars aligned to his field of specialization

**Outcomes:**

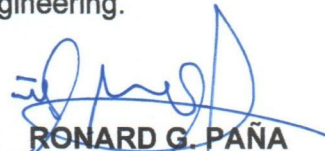
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant training and seminars aligned to his field of specialization



**Final Steps / Recommendations:**

- Engr. Ochavillo will be encouraged 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:

  
**RONARD G. PAÑA**  
Unit Head

Conforme:

  
**EDGARDO C. OCHAVILLO**  
Name of Ratee