



Exhibit K

**Summary of Individual Ratings of Faculty Members
with Multiple Functions**

Name of Faculty Member: **Engr. Jake Ernest P. Binueza**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.46 \times 50\% =$ 2.23	
b. Students (50%)		$4.60 \times 50\% =$ 2.30	
Total for Instruction		4.53	4.53
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			4.53

EQUIVALENT NUMERICAL RATING: 4.53
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: Outstanding

Prepared by:

JAKE ERNEST P. BINUEZA
Instructor I

Reviewed by:

JUNDY R. CASTIL
Dept. Head, DME

Recommending Approval:

ROBERTO C. GUARTE
College Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President, Instruction



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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Jake Ernest P. Binueza, 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 January to June, 2019.

JAKE ERNEST P. BINUEZA

Ratee

Approved:

JUNDY R. CASTIL

Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	32.3	5	5	5	5.00	Taught 4 subjects with a total of 157 students
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	100%	4	4	4	4.00	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students class performances	70%	100%	5	5	5	5.00	22 students who applied for graduation graduated on time
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	0	4	4	4	4.00	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	5	5	5	5.00	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	20	26	4	4	4	4.00	ME Project-4, OJT manuscript-22
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	15	26	4	5	5	4.67	ME Project-4, OJT manuscript-22
PI 10: Number of student organizations advised/assisted	Act as JPSME Adviser	1	1	4	4	4	4.00	JPSME
PI 11: Number of instructional materials developed/revised								
a. OBE - compliant syllabi	Produce syllabi from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	5	5	5	5	5	5.00	
b. Teaching guides/Student guides/Laboratory Manuals	Make one Laboratory Manual	1	1	4	5	5	4.67	
c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Develop audio visual materials such as power point presentations	1	1	4	4	4	4.00	
UMFO 5. Support to Operations								
OVPI MFO 3. Faculty Evaluation Services								
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly evaluated by the students based on the teaching strategies per subject	80%	100%	5	5	5	5.00	3 Outstanding; 2 VS
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	1	5	5	5	5.00	JPSME Symposium
OVPI MFO 4. Program and Institutional Accreditation Services								
PI 2: Degree program compliant with CHED requirements	Support the implementation of the degree program	1	1	4	4	4	4.00	Complied to RQAT requirements
OVPI MFO 6. General Administration and Support Services								
PI 1. Number of Risk Assessment/Review conducted	Do risk assessment on the work area and implement 5S	1	1	4	4	4	4.00	
PI 2. Number of risks identified	Provide solution or aide to eliminate or mitigate the risks found	8	8	4	4	4	4.00	
PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Over-all Rating							71.33	

Average Rating (Total Over-all rating divided by 4)		4.46
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.46
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for

Development Purpose: Pursue graduate studies inline with Mechanical Engineering to comply CHED minimum requirements (at least with MS degree).

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. Jake Ernest P. Binueza**

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	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
2	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
3	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students' class performances	70%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
4	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
5	Actively participate on the activities rendered by the organization	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
6	Act as ME Project adviser	20	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
7	Served as panelist during the oral defense of the project	15	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	

8	Act as JPSME Adviser	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
9	Produce syllabi from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	5	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
10	Make one Laboratory Manual	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
11	Develop audio visual materials such as power point presentations	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
12	Properly evaluated by the students based on the teaching strategies per subject	80%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
13	Actively participate and organize activities in relation to the field of expertise	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
14	Support the implementation of the degree program	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
15	Do risk assessment on the work area and implement 5S	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
16	Provide solution or aide to eliminate or mitigate the risks found	8	Jan. 3, 2019	June 28, 2019	June 28, 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	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. Jake Ernest P. Binueza** Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Engr. Binueza is advised to seek for admission and scholarship for his pursuance of MSME as he is scheduled by August 2019 per Faculty Development Plan.	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	Engr. Binueza is tasked to monitor students who will undergo the OJT program in the coming Mid-Year 2019 by ensuring that pre-requisites are completed.				

Note: Please indicate the date in the "Remarks" column.

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. Jake Ernest P. Binueza**

Performance Rating: **Outstanding**

Aim:

To earn MS Mechanical Engineering degree compliant to VSU Rules and Regulations and to the CHED Requirements and be a lead person for the implementation of the department's RDE Agenda in his field of specialization.

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

Date: January 2019

Target Date: July 2019

First step:

Engr. Binueza is encouraged to seek for admission to any reputable university in the country offering masteral degree in mechanical engineering. Once admitted, the department will recommend him for study leave with pay in accordance to the DME Faculty Development Plan while Engr. Binueza apply for scholarship grant from CHED or DOST-ERDT whichever is available.

Result:

Engr. Binueza was admitted to the University of San Carlos, Cebu with DOST-ERDT scholarship graft. The university has approved the request for study leave with pay for the 2-year duration of the program.

Date: August 2019

Target Date: May 2021

Next Step:

Engr. Binueza is tasked to complete his studies for a 2-year period as a full-time student and perform research activities in accordance with the approved DME Faculty Development Field of Specialization.



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The department will monitor Engr. Binueza's performance and ensure his compliance to the university's policies and procedures.

Prepared by:

JUNDY R. CASTIL
Department Head

Conforme:

JAKE ERNEST P. BINUEZA
Instructor I