

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Wilmar P. Alfeche

Program Involvement	Percentage	Numerical	Equivalent
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		2.42	
TOTAL for Instruction	85%	4.92	4.18
2. Research	5%	5.00	0.25
3. Extension	5%	4.00	0.20
4. Administration & Support to	5%	5.00	0.25
5. Production			0.00
TOTAL			4.88

*Instructor I - January 1, 2023 to December 31, 2023

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:


WILMAR P. ALFECHÉ
Instructor I

Recommending Approval:


JANNET C. BENCURE
Head, DGE & Dean, CET

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs





"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, WILMAR P. ALFECHE, 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 accomplishment in accordance with the indicated measures for the period January 1, 2023 to December 31, 2023.

Approved:


WILMAR P. ALFECHE
Instructor I
Date: 01/18/24


JANNET C. BENCURE
DGE Head & CET Dean
Date: 01/20/24

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										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4: Total FTE coordinated, implemented & monitored*</u>	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8: Number of graduate students advised *</u>	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 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A9. 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							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	46.45	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	12	5	5	5	5.00	2nd Sem (2022-2023) GEng 134n - Y059 (2) CSci 143g - G018 (2) GEng 146 - Z127 (1) 1st Sem (2023-2024) CSci 143 - Y018 (2) CSci 143 - Y108 (2) ESci 122n - Y050 (2) GEng 200a.3 - YR11 (1)

	<u>1. Number of INC forms with grade submitted within prescribed period</u>	Facilitates student their completion of the subject and submits completion forms with grade within prescribed period	2	12	5	5	5	5.00	2nd Sem (2022-2023) GEng 134 - 1 1st Sem (2023-2024) CSci 143 - 10 ESci 122n - 1
	<u>A12. Number of trainings attended related to instruction</u>	Attend mandated trainings	1	1	5	5	5	5.00	OBE CQI Training
	<u>A13. Number of long examinations administered and checked</u>	Administers and checks long examination for subjects taught	13	27	5	5	5	5.00	2nd Sem (2022-2023) GEng 134n - 4 CSci 143g - 4 GEng 146 - 3 1st Sem (2023-2024) CSci 143 - 12 ESci 122n - 4
	<u>A14. Number of quizzes administered and checked</u>	Prepares and checks quizzes for lec and lab	15	20	5	5	5	5.00	2nd Sem (2022-2023) GEng 134n - 12 1st Sem (2023-2024) CSci 143 - 2 ESci 122n - 6
	<u>A15. Number of lab reports and term papers checked and graded</u>	Checks lab reports and term papers submitted as required	8	35	5	5	5	5.00	2nd Sem (2022-2023) GEng 134n - 12 CSci 143g - 6 1st Sem (2023-2024) CSci 143 - 12 ESci 122n - 5
<u>PI 8: Number of students advised: *</u>	<u>A16. Number of students advised:</u>	Acts as academic adviser to students	63	63	5	5	5	5.00	
	<u>A17. Number of students advised on</u>		1	10	5	5	5	5.00	OJT Advisees (5):
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		6	5	5	5	5.00	Mendoza, Quirong, Gay, Ablen, Bendijo, , Lima
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Papong, Pepito, Daquiado
	<u>A18. Number of students entertained for consultation purposes</u>	Entertains students consulting on subject taught, thesis and grades	15	94	5	5	5	5.00	Student Advising: 60 OJT: 5 Special Study: 19 Subjects taught: 10
<u>PI 9: Number of student organizations advised/assisted *</u>	<u>A19. Number of Student organizations advised</u>	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	GEP-VSUSC
	<u>A20. Number of Student organizations assisted on student related activities</u>	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	GEP-VSUSC

	<u>PI 10: Number of instructional materials developed *</u>	<u>A 1 : Number of on-line course ware developed and submitted :</u>	Prepares and submit for review by the Technical Review Panel	3	4	5	5	5	5.00	CSci 143, ESci 122, GEng 134, GEng 146
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	4	5	5	5	5.00	CSci 143, ESci 122, GEng 134, GEng 146
		Flexible Instructional Materials								
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	25	5	5	5	5.00	CSci 143 (10) ESci 122 (5) GEng 134 (10)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	9	47	5	5	5	5.00	2nd Sem (2022-2023) GEng 134n - 16 CSci 143g - 4 GEng 146 - 3 1st Sem (2023-2024) CSci 143 - 14 ESci 122n - 10
		<u>A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</u>	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<u>A 24 : Number of virtual classroom created and operational</u>	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	CSci 143, ESci 122, GEng 134, GEng 146
	<u>PI 11. Additional outputs</u>	<u>A 25. Number of Additional outputs accomplished:</u>								
		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							

		<u>A26. Other outputs implementing the new normal due to covid 19</u>	Designs experient learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	<u>PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *</u>	<u>A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *</u>	Conducts research for possible utilization by industry or other beneficiaries		1	5	5	5	5.00	Product Development and Profiling of Major Jackfruit Production Systems in the Philippines
	<u>PI 2. Number of research outputs completed within the year *</u>	<u>A 28. Number of research outputs completed within the year *</u>	Conducts and completes research project within the year							
	<u>PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *</u>	<u>A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year</u>	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>								
	<u>PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences</u>	<u>A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *</u>	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<u>PI 5. Percent of research proposals approved *</u>	<u>A 31. Percentage of of research proposals prepared, submitted and approved</u>	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<u>PI 6. Additional outputs*</u>	<u>A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)</u>								
		<u>A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer</u>	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							

		34. Number of UMs submitted to ITSO, VSU	Prepares and submit 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							
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	10	-	3	3	3	3.00	Training was moved to 2024
	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	1	1	5	5	5	5.00	Capacitating the VSU Satellite Campuses and Selected Local Government Units in Disaster Risk Assessment Using Geographic Information System (GIS)
	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	85%	-	3	3	3	3.00	Training was moved to 2024
	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		1	5	5	5	5.00	Resource speaker during the "46th Annual Regional Convention - Region 10" in Valencia City, Bukidnon
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								

	Consultancy	Consultant								
	Evaluator	Evaluator								
	<u>PI 8. Percent of extension proposals approved *</u>	<u>A 41. Percent of extension proposals approved *</u>	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<u>PI 11. Additional outputs *</u>	<u>A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *</u>								
		<u>A 43. Other outputs implementing the new normal due to covid 19</u>	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>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*</u>	<u>A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*</u>	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		<u>A 45. Compliance to all requirements of the program and institutional accreditations:</u>	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		Number of Activities implemented for the Sports and Socio-Cultural Committee for the College and Department Level	Presided committee meetings and implemented planned activities for the Sports and Socio-Cultural Committee.		2	5	5	5	5.00	CET-Sports and Socio-Cultural Committee
		On program accreditations	Implemented initiatives and prepared required field for accreditation.							
		On institutional accreditations	Compiled documents for institutional accreditation							
UMFO 6. General Admin. & Support Services (GASS)										

	PI 2. Zero percent complaint from clients served	5. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
	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	Designs							
	Total Over-all Rating								126.00	
	Average Rating								4.85	
	Adjectival Rating								O	


Average Rating (Total Over-all rating divided by 4)			4.85
Additional Points:			
Approved Additional points (with copy of Approval)			
FINAL RATING			4.85
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

Recommended to:

- Complete MS study and/or secure admission for graduate study.


Evaluated & Rated by:


JANNET C. BENCURE
DGE Head and CET Dean
Date: *01/20/24*

1 - Quality

2 - Efficiency

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *01/24/24*

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Wilmar P. Alfeche**

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 134n, CSci 143g and GEng 146)	Assessment and students' grades per course taught	August 2023	December 2023	December 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	August 2023	December 2023	December 2023	impressive	Outstanding	
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	July 2023	August 2023	August 2023	impressive	Very Satisfactory	
		On-line course were developed and submitted	August 2023	December 2023	December 2023	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 registrar	August 2023	December 2023	December 2023	impressive	Outstanding	Submitted grades online and hard copy


5	Participate in all activities conducted by the department, college and the university	<p>CET Strategic Planning and RDE Agenda Setting Workshop 2023</p> <p>Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE</p> <p>Celebration of CET Week 2023</p> <p>Training on UAV Operation</p> <p>OBE CQI Training</p>	January - December 2023	January - December 2023	January - December 2023	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	<p>Chair, Department Web and Publication Committee</p> <p>Chair, Department Quality Assurance Committee</p>	January - Decesmber 2023	January - December 2023	January - December 2023	impressive	Outstanding	

		Member, Department Instructional Materials Development Committee						
		Member, Department Research, Development, and Extension (RDE) Committee						
		Member, Department Student Discipline and Grievance Committee						
		Member, 5S Committee						
		Member, Department Disaster Response Team						

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

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

Prepared by:


JANNET C. BENCURE
Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Wilmar P. Alfeche

Performance Rating: _____

Aim: Engr. Alfeche as an effective and efficient implementor of the new OBEdized 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 his field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: December 2023

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 training, conferences, and conventions to strengthen his competencies and qualifications.

Next Step:

Re-orientation on Outcomes-Based Education principles, provisions of the Policies, Standards, and Guidelines in offering the BSGE curriculum as provided for in CMO 89, s. 2017. He should likewise adopt the new teaching strategies.

Outcome:

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

Final Step/Recommendation:

Engr. Alfeche should pursue an MS degree in line with his field of study.

Prepared by:


JANNET C. BENCURE

Head, Dept. of Geodetic Engineering

Conforme:


WILMAR P. ALFECHÉ
Name of Ratee Faculty