

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Diana Christa G. Milloza

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.62	
b. Students (0%)		0.00	
TOTAL for Instruction	70%	4.62	3.23
2. Research	10%	5.00	0.50
3. Extension	10%	4.89	0.49
4. Administration & Support to Operation	10%	5.00	0.50
5. Production	0%	0.00	0.00
TOTAL			4.72

*Instructor I- January-June 2020 (SL: February 2020 to April 2020)


EQUIVALENT NUMERICAL RATING: 4.72

Add: Additional Points, if any:

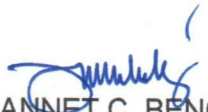
TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:


DIANA CHRISTA G. MILLOZA
Name of Faculty


Reviewed by:


JANNET C. BENCURE
OIC Head, DGE

Recommending Approval:


ROBERTO C. GUARTE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Diana Christa G. Milloza, 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 accomplishments in accordance with the indicated measures for the period **January-June 2020**.

DIANA CHRISTA G. MILLOZA
Instructor
Date: *06 October, 2020*

Approved:

JANNET C. BENCURE
OIC Head
Date: *06 October 2020*

ROBERTO C. GUARTE
College Dean

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January-June 2020)	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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students	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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A5. 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 Moddle 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	8							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2							
		A 11. 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	2							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2							
											No subjects handled on-leave from February 2020 - April 2020

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6							No subjects handled on-leave from Ferbruary 2020 - April 2020
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>		60	5	5	5	5.00		2nd Year students (A.Y. 2019-2020)
		A17. Number of students advised on thesis/ field practice/special problem:			2	5	5	4	4.67		OJT/Filed practice adviser: Orillano Emma, Sio Espelita
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		65	5	5	5	5.00		Enrollment and OJT Manuscript Preparation
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>		2	5	4	4	4.33		DOST, GEP-VSUSC
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>		2	4	4	4	4.00		DOST, GEP-VSUSC
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	3	4.33		Geng 137 Student Learning Guide
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	3	4.33		Geng 137 Student Learning Guide
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	4	5	5	4	4.67		Geng 137 power point presentation per module
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	3	5	5	3	4.33		Pre-test, Post-test and assessment per module (1 module) until June

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	1	5	5	3	4.33	Geng 137 Student Learning Guide
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Geng 137
	PI 11. Additional outputs	A 25. 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							NO program accreditation from January to June
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	5	5.00	Tribounds Surveying and Engineering Services, ARCI ENGINEERING AND SURVEYING SERVICES
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		4	5	5	5	5.00	Flexible Learning Module Guide (FLMG) from Geng 137, Geng 114, Geng 134 and Geng 116
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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		1	5	5	5	5.00	Phil-Lidar Project flood hazard maps used for CLUP and LUDIP
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	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>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits 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		1	5	5	5	5.00	LGU-Baybay,
	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		25	5	5	5	5.00	GIS Training for LUDIP attended by selected VSU employees (external campuses and Main campus)
	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	Implemetes duly approved extension projects		2	5	5	3	4.33	Capacitating the VSU Satellite Campuses and Selected Local Government Units in Disaster Risk Assessment Using GIS and Baybay City's Water-Invoked Hazard-Prone Household Identification, Mitigation and Emergency Response

	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		100%	5	5	5	5.00	
	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			1	5	5	5	5.00	GIS Training for LUDIP attended by selected VSU employees
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Production of COVID-19 Monitoring Maps for LGU-Baybay
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	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*	A 44. 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		zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	5	5.00	
		On program accreditations								

		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. 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 implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								109.33	
	Average Rating								4.75	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDING

Comments and Recommendations for Development Purposes:

- Conduct research & extension activities

Evaluated & Rated by:

JANNET C. BENCURE

OIC Head

Date: 06 October 2020

1 - Quality

2 - Efficiency

Recommending Approval

ROBERTO C. GUARTE

Dean, CET

Date: 06 October 2020

3 - Timeliness

4 - Average

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Diana Christa G. Milloza**

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	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)						Sick Leave February to April 2020
2	Assist students through advising and consultation	Improved student performance	May 2020	June 2020	June 2020	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	May 2020	June 2020	July 2020	impressive	Outstanding	Should develop lecture and lab manuals on time
		on-line course ware developed and submitted	May 2020	June 2020	July 2020	impressive	Outstanding	Should submit Instructional module on time
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar						

5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	May 2020			impressive	Outstanding	Always participate actively in all activities
6	Perform other functions assign by the head, dean and the university	Technical Pool of Experts, Land Use and Development Committee	May 2020			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:

 jcb20-12
JANNET C. BENCURE
 OIC Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Diana Christa G. Milloza

Performance Rating: _____

Aim: Engr. Diana Christa G. Milloza as a Master's Degree holder and 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 the new normal system.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

A 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. He should likewise attend trainings, conferences, and conventions to strengthen her competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching Manual and Learning (OBTL) Syllabus for the new normal scheme teaching in accordance to the minimum requirements provided by the CMO 89, s. 2017 and the university. Also, the faculty was able to implement OBE in all her subjects. Also, the knowledge learned from the trainings, seminars and conferences attended will be applied in terms of instruction, research and extension activities of the department.

Date: July 2020

Target Date: December 2020

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in the offering of the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given with the new normal scheme. She should likewise adapt the new teaching strategies for the new normal. Attend virtual trainings, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

The faculty was able to prepare and submit Student Learning Guide (Module) and Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance to 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 new knowledge learned in terms of instruction, research and extension activities of the department in the new normal will be implemented by attending virtual trainings, seminars and conferences.

Final Step/Recommendation:

The faculty member should attend trainings, seminars and workshops for the new normal scheme to strengthen her competencies and qualifications. Also, it is highly recommended that, the faculty member proposes possible research and/or extension projects which is in line with her field of interest and to the university's RDE Agenda.

Prepared by:


Jannet C. Bencure

jcb20-02

OIC Head, Dept. of Geodetic Engineering

Conforme:


Diana Christa G. Milloza

dcgm20-03

Name of Ratee Faculty