



Exhibit K

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

Name of Faculty Member: **Engr. Jundy R. Castil**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	25%	4.75	1.19
b. Students (50%)	25%	5.00	1.25
Total for Instruction	50%		2.44
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	50%	4.46	2.23
5. Production			
TOTAL			4.67

EQUIVALENT NUMERICAL RATING: 4.67
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: Outstanding

Prepared by:

JUNDY R. CASTIL
Dept. Head, DME

Reviewed by:

ROBERTO C. GUARTE
College Dean, CET

Recommending Approval:

ROBERTO C. GUARTE
College Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President, Instruction



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology
Department of Mechanical Engineering
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: none
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph



"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Jundy R. Castil, 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 July to December, 2019.

JUNDY R. CASTIL

Ratee

Approved:

ROBERTO C. GUARTE

College Dean

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UNIT 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Supervise the faculty workload	106	194.3	5	5	5	5.00	Total FTE as computed
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Supervise the preparation of required documents as proof/evidence that the program sa complied to CMO requirements	100%	100%	5	5	5	5.00	Complied to RQAT requirements
	PI 3: Average percentage passing in licensure exam	Monitor and advise graduate students from the review for board examination	50%	-					No board exam takers
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam	Monitor and advise graduate students from the review for board examination	60.55%	-					No board exam takers
	PI 5: Number of students who graduated within the prescribed period	Monitor and advise students, and coordinate with faculty-advisers assigned per year level	70%	100%	4	5	4	4.33	6/6 BSME students

Control No. 123

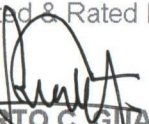
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Monitor and advise students, and coordinate with faculty-advisers assigned per year level	10%	-	5	5	5	5.00	all students who applied for graduation graduated on time
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Track graduates whereabouts related to their employment or other related endeavors	85%	100%	5	5	5	5.00	all graduates are employed
	PI 8: Number of academe/industry linkages established	Establish linkages through the OJT program	5	14	4	5	5	4.67	established through the BSME OJT program
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Monitor and advise students in the conduct of their OJT manuscript and ME Project	15	15	5	5	4	4.67	ME Project
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	Monitor and advise students in the conduct of their OJT manuscript and ME Project	10	14	5	5	4	4.67	ME Project
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	Prepare and submit OBTL syllabus	2	2	5	5	5	5.00	MEng 111e, MEng 121n
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Prepare and develop instructional materials for subjects taught	2	2	5	5	5	5.00	MEng 111e, MEng 121n
UMFO 4. Extension Services									
	PI 7. Number of extension proposals submitted	Prepare and submit research proposal	1	1	4	4	4	4.00	
UMFO 5. Support to Operations									
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	Track the need for additional manpower based on the Faculty Development Plan and coordinate with the recruitment process from request to hiring	1	2	4	5	5	4.67	MGM & ECO effective August 2019
OVPI MFO 3. Faculty Evaluation Services									
	PI 4: Number of seminars/ trainings/ conventions/ workshops outside the university	Attend to seminar, workshop and training needed for further development	1	2	5	5	5	5.00	

	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Monitor and provide coaching to faculty to improve teaching skills	80%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Assist in the students related activities	1	0	4	4	4	4.00	
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 2: Degree program compliant with CHED requirements	Supervise the preparation of required documents as proof/evidence that the program sa complied to CMO requirements	1	1	5	5	5	5.00	BSME
OVPI MFO 6. General Administration and Support Services									
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Over-all Rating								76.00	

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

Comments & Recommendations for Development Purpose:

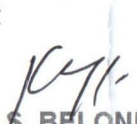
Evaluated & Rated by:


ROBERTO C. GUARTE
College Dean
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



VISAYAS
STATE UNIVERSITY



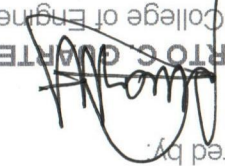
College of Engineering and Technology
Department of Mechanical Engineering
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: none
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

Performance Monitoring Form

Name of Employee: **Engr. Jundy R. Castil**

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	Supervise the faculty workload	106	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
2	Supervise the preparation of required documents as proof/evidence that the program sa complied to CMO requirements	100%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
3	Monitor and advise graduate students from the review for board examination	50%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
4	Monitor and advise graduate students from the review for board examination	60.55%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
5	Monitor and advise students, and coordinate with faculty-advisers assigned per year level	70%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
6	Monitor and advise students, and coordinate with faculty-advisers assigned per year level	10%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
7	Track graduates' whereabouts related to their employment or other related endeavors	85%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
8	Establish linkages through the OJT program	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
9	Monitor and advise students in the conduct of their OJT manuscript and ME Project	15	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

Prepared by: 
ROBERTO C. QUARTE
 Dean, College of Engineering and Technology

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

10	Monitor and advise students in the conduct of their OJT manuscript and ME Project	10	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
11	Prepare and submit OBTL syllabus	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
12	Prepare and develop instructional materials for subjects taught	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
13	Prepare and submit research proposal	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
14	Track the need for additional manpower based on the Faculty Development Plan and coordinate with the recruitment process from request to hiring	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
15	Attend to seminar, workshop and training needed for further development	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
16	Monitor and provide coaching to faculty to improve teaching skills	80%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
17	Assist in the students related activities	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
18	Supervise the preparation of required documents as proof/evidence that the program has complied to CMO requirements	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	QUAR TER
X	2nd	
	3rd	
	4th	

Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte


Name of Faculty/Staff: Engr. Jundy R. Castil

Signature: _____ Date: 01/29/20

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. MONITORING					
Monitoring of the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	COE Memos 24, 26 s. 2019	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Monitoring of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos 22, 26 s. 2019	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Monitoring of Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memo 22 s. 2019	Notices of Meeting	Monitored using logbook
Monitoring of Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memo 22, 14 s. 2019	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Monitoring of the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	COE Memos 22, 26, 32 s. 2019	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	COE Memo 22, 32 s. 2019	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR
II. COACHING					
Coaching on the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	COE Memos 24, 26 s. 2019	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects

Coaching of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos 22, 26 s. 2019	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Coaching on the Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memo 22 s. 2019	Notices of Meeting	Monitored using logbook
Coaching on Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memo 22, 14 s. 2019	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Coaching on the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	COE Memos 22, 26, 32 s. 2019	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	COE Memo 22, 32 s. 2019	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR

Conducted by:


ROBERTO C. GUARTE
 Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor



VISAYAS
STATE UNIVERSITY



**College of Engineering and
Technology**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: coe@vsu.edu.ph

Website: www.vsu.edu.ph

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**

Performance Rating:

Aim: Engr. Castil as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Mechanical Engineering (BSME) as provided for in the new CMO 97, s. of 2017

Proposed Interventions to Improve Performance:

Note: Engr. Jundy R. Castil will be developed into an effective implementor of the new OBEdized four (4)-year BSME Program as he leads the Department of M. Engineering

Date: January 2019

Target Date: June 2019

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSME as provided for in CMO 97, s. 2017, and the implementation of the new VSU BSME Curriculum.

Results:

- Mastery on the provisions of CMO 97, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2019

Target Date: December 2019

Next Step:

- Implementation of the newly approved BSME Curriculum
- Monitor the implementation of the new BSME Curriculum

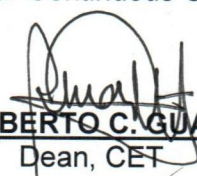
Outcomes:

- Effective implementation of the offering of the new BSME Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSME degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSME Program

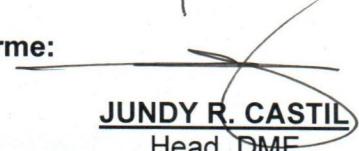
Final Steps/Recommendations:

- Implement the new BSME Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSME Program

Prepared by:


ROBERTO C. GUARTE
Dean, CET

Conforme:


JUNDY R. CASTIL
Head, DME