

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Lindy Jane L. Ando


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
(1)	(2)	(3)	(4)
2. Instruction			
a. Head/Dean (100%)		4.47	
TOTAL for Instruction	85%	4.47	3.80
3. Research			
4. Extension			
5. Support to Operations	10%	4.50	0.45
6. Administration	5%	5.00	0.25
TOTAL			4.50

EQUIVALENT NUMERICAL RATING: 4.50
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Outstanding

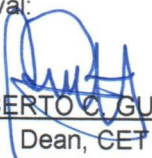
Prepared by:

Reviewed by:


LINDY JANE L. ANDO
 Name of Faculty


EPIFANIA G. LORETO
 Department Head

Recommending Approval:


ROBERTO C. GUARATE
 Dean, CET

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES

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"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LINDY JANE L. ANDO, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020


Lindy Jane L. Ando
Instructor I
Date: 12/21/2020

Approved:


Epifania G. Loreto
Department Head
Date: 01/28/2021


Roberto C. Guarte
College Dean
Date: 01/28/2021

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 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	18	46.75	4	5	4	4.33	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	0					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	4	4	5	4.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	4	4	4	5	4.33	

		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	5	5.00	
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	15	72	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:	<i>Acts as adviser to students</i>	6	5	4	4	4	4.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	6	10	4	5	5	4.67	
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	4	4	4	4.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	2	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	4	4.67	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	4	5	4	4	4.33	
	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	1	1	4	4	4	4.00	
									53.67	
UMFO 3 . RESEARCH SERVICES										
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
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							
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	4	4	4	4.00	
		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	
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	
	Total Over-all Rating								67.67	
	Average Rating								4.51	
	Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 5)	4.51
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.51
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

E. Loreto
EPIFANIA G. LORETO

Department Head

Date: 01/28/2021

Recommending Approval

Roberto C. Guarate
ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 01/28/2021

Comments & Recommendations for Development Purpose:

To attend trainings and apply for MS degree
MM

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/29/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: LINDY JANE L. ANDO.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Preparation and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	July 7, 2020	October 30, 2020	November 17, 2020	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	July 7, 2020	September 2020	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	September, 2020	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation and submission of TOS	TOS with exam	Nov. 12, 2020	Nov. 23, 2020				Did not submit
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for COPC	Documents for COPC	August 24, 2020	December 2020	October 2020	impressive	Outstanding	Submitted on time

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

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

Prepared by:

E. G. Loreto
EPIFANIA G. LORETO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lindy Jane L. Ando

Performance Rating: 4.50 (Outstanding)

Aim: Engr. Lindy Jane L. Ando as an effective and efficient implementor of the new OBE'dized four (4) year BSCE degree program and the department's RDE Agenda

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 and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2020 Target Date: December 2020

Next Step:

The faculty will continue to implement the newly approved BSCE curriculum.


Outcome:

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted


Final Step/Recommendation:

Engr. Ando will be sent to her graduate studies in order for her to help in the full implementation of the BSCE curriculum. Similarly, she will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum

Prepared by:


Epifania G. Loreto
Unit Head

Conforme:


Lindy Jane L. Ando
Name of Ratee Faculty/Staff