

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Jannet C. Bencure

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|---------------------------------------------|----------------------------------------|-------------------------------------|-----------------------------------|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 2.50 | |
| b. Students (50%) | | 2.20 | |
| TOTAL for Instruction | 70% | 4.70 | 3.29 |
| 2. Research | 10% | 5.00 | 0.50 |
| 3. Extension | 10% | 5.00 | 0.50 |
| 4. Administration & Support to Operation | 10% | 5.00 | 0.50 |
| 5. Production | 0% | 0.00 | 0.00 |
| TOTAL | | | 4.79 |

EQUIVALENT NUMERICAL RATING: 4.79


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


JANNET C. BENCURE
Assistant Professor IV

BEATRIZ S. BELONIAS
VP, Academic Affairs

Approved:


BEATRIZ S. BELONIAS
VP, Academic Affairs



VISAYAS
STATE UNIVERSITY



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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANNET C BENCURE, Dean of the College of Engineering and Technology 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 **July 1, 2022 to December 31, 2022**.

Approved:


JANNET C. BENCURE
Dean, CET
Date: 1/10/2023


BEATRIZ S. BELONIAS
VP, OVPAA
Date: 1/12/23

| 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 1. Percentage of first time licensure exam takers that pass the licensure exams | | Monitors the names of examinees and results of GE, ME, and CE licensure examination | 61% | 51% | 5 | 5 | 5 | 5.00 | DCE: 29/32 (47.54%); DME: 6/5 (54.55%) |
| | PI 2. Percentage of graduates (2 years prior) that are employed | | Conducts survey on employability of CET graduates | 85% | | | | | | |

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|---------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority | | Monitors student enrolled in the programs under CET | 100% | | | | | | |
| | PI 4. Percentage of undergraduate programs with accreditations | | Facilitates the accreditation activities of the program | 100% | 100% | 5 | 5 | 5 | 5.00 | Jan-Jun: Level IV AACUP Accreditation of BSCS, BSABE program Jul-Dec: Level III AACUP Accreditation of BSCE |
| | PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | Handles and teaches courses assigned | 50 | 18.15 | 5 | 4 | 5 | 4.67 | Jan-Jun: 15.20 Jul-Dec: 18.15 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 4 | 6 | 5 | 5 | 4 | 4.67 | Jan-Jun: GEng 111 (3), GEng 127 (2), GEng 200a (1), GEng 114 (1), GEng 138 (2) Jul-Dec: Geng 114 (1), Geng 138 (2), Geng 127 (2), Geng 135 (1) |
| | | 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 period | 5 | 6 | 5 | 5 | 5 | 5.00 | Jan-Jun: GEng 138 (1) Jul-Dec: Geng 138 (6) |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2 | 5 | 5 | 5 | 5.00 | Jul-Dec: 2 (Conducted CET TOS & Syllabus Preparation) |

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|---------|--------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 8 | 5 | 5 | 5 | 5.00 | Jan-Jun: Geng 138 (4), GEng 114 (4), GEng 146 (2) Jul-Dec: Geng 127 (6), Geng 135 (2) |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 4 | 10 | 5 | 5 | 5 | 5.00 | Jan-Jun: Geng 138 (7), GEng 114 (8); GEng 146 (3) Jul-Dec: Geng 127 (8), Geng 135 (2) |
| | | A15 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 2 | 10 | 5 | 5 | 4 | 4.67 | Jan-Jun: Geng 138 (7), Geng 162 (1) Manuscript Jul-Dec: GEng 135 (8), Geng 162 (2) |
| | PI 8: Number of students advised: * | A16 . Number of students advised: | Acts as academic adviser to students | 10 | 14 | 5 | 5 | 5 | 5.00 | Jan-Jun: BSGE Student-Advisee (16) Jul-Dec: BSGE Students Advisee (14) |
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 1 | 4 | 5 | 5 | 4 | 4.67 | Jan-Jun: GEng 200 (1), GEng 162 (1) Jul-Dec: Geng 200 (4) |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 4 | 3 | 5 | 5 | 5 | 5.00 | Jan-Jun: GEng 200 (3) Jul-Dec: Geng 162 (1) |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 16 | 20 | 5 | 5 | 4 | 4.67 | Jan-Jun: 27 Jul-Dec: 20 |

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|---------|------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USOO | 1 | 1 | | | | | Jan-Jun: none Jul-Dec: 1 |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | 3 | | | | | Jan-Jun: none Jul-Dec: 3 |
| | 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 | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 3 | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 courses Jul-Dec: Geng 135 |
| | | Flexible instructional materials | | 3 | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 courses Jul-Dec: Geng 127 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | | 16 | 5 | 5 | 5 | 5.00 | Jan-Jun: 20 Jul-Dec: Geng 135 (6), Geng 127 (10) |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 15 | 5 | 5 | 4 | 4.67 | Jan-Jun: 24 Jul-Dec: Geng 135 (6), Geng 127 (9) |
| | | A 23 : 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 | | | | | | | |

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|---------|----------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 2 | 2 | 5 | 5 | 5 | 5.00 | Jan-Jun: GEng 138, GEng 114, GEng 146 Jul-Dec: 2 (Geng 135, Geng 127) |
| | 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 | 5 | 5 | 5 | 5.00 | Jan-Jun: Level IV AACUP Accreditation of BSABE, BSCS; collected/ consolidated documents of 3 Areas (II, III, IV) of Institutional Accreditation; ISO SA Jul-Dec: Level III AACUP for BSCE |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | | | | | | |
| | | Number of Virtual Classrooms (VSUEE) evaluated | Ensures that essential components of virtual classrooms and expected outcomes of the learners are met | | 10 | 5 | 5 | 5 | 5.00 | Jan-Jun: 10 Jul-Dec: 10 |
| | | Number of Virtual Classrooms (VSUEE) monitored | Ensures that students and faculty members are actively accessing the virtual classrooms | | 10 | 5 | 5 | 5 | 5.00 | Jan-Jun: 10 Jul-Dec: 10 |
| | | Number of classes observed | Ensures that proper classroom management and instructional techniques are employed | | 6 | 5 | 5 | 4 | 4.67 | Jan-Jun: 6 Jul-Dec: 6 |

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|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | A 26. <i>Other outputs implementing the new normal due to covid 19</i> | Designs experiential learning activities and other outputs to implement new normal | | | | | | | Jan-Jun: GEng 138 (3), GEng 114 (2), GEng 146 (3) - Video of students performing exercises & group activities to encourage interaction Jul-Dec: Not applicable |
| | | | Designs an online consultation platform for students | | | | | | | Jul-Dec: Online consultation form that allow students raise concerns or ask questions, and also records and monitors concerns of students Jul-Dec: Not applicable |
| 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 | | | | | | | |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research oroject 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-refereed 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> | | 1 | | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | | | | | | | |

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|---------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | 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 scientific fora/conferences | | | | | | | |
| | | <i>In int'l fora/conferences</i> | | | 1 | 5 | 5 | 5 | 5.00 | Jul-Dec: 6th FEIAP |
| | | <i>In nat'l/regional fora/conferences</i> | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 50% | 50% | 5 | 5 | 5 | 5.00 | Jan-Jun: 1 out of 2 Jul-Dec: 1 out of 2 |
| | 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 | 6 | 2 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 Jul-Dec: 2 |
| | | 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 | | | | | | | |

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|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | A 36. Expert on Call of study research | Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project | | | | | | | Jan-Jun: Expert-on-call for the project entitled " High-Throughput Field Phenotyping of Major Rootcrops Using Unmanned Aerial Vehicle" Jul-Dec: none |
| | | A. 38. Number of research conducted with funding: | | | | 5 | 5 | 5 | 5.00 | Jul-Dec: 9 (DGE:3; DABE:4; DCST:2) |
| 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 39. 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 | | 4 | 5 | 5 | 5 | 5.00 | Jan-Jun: 3 Jul-Dec: Baybay BFP, Inopacan BFP, Albuera BFP, Ormoc BFP |
| | PI 2. Number of trainees weighted by the length of training | A 40. Number of trainees weighted by the length of training | Conducts trainings among beneficiaries of technologies for transfer | | 87.5 | 5 | 5 | 5 | 5.00 | Jan-Jun: none Jul-Dec: CVM (15), DBS (20), GIS Month (12.5), Kobo Tolosa (30), COLLABDEV (10) |
| | PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs | A 41. Number of extension programs/projects implemented | Implements duly approved extension projects | | 2 | 5 | 5 | 5 | 5.00 | VSU Collabdev, Leadership for Resilient LGU (LRLGU) |

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|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | 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 42. 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 | | | | | | | |
| | PI 5. Number of technical/expert services | A 43. Number of technical/expert services as/in: | Provides the technical and expert services requested by beneficiaries | | | | | | | |
| | <i>Research Mentoring</i> | <i>Research Mentor</i> | | | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: Thesis adviser in VSUIHS Senior HS |
| | <i>Peer reviewers/Panelists</i> | <i>Peer reviewers/Panelists</i> | | 6 | 4 | 5 | 5 | 5 | 5.00 | Jan-Jun: Journal article reviewer in International Journal of Geoinformatics, Sustainable Cities and Communities Jul-Dec: Jul-Dec: CFES In-House, CET In-house, VSU-Isabel |
| | <i>Resource Persons</i> | <i>Resource Persons</i> | | | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 (46 th GEP Regional Convention; VSUIHS Career Day 2022) Jul-Dec: 6th FEIAP |
| | <i>Convenor/Organizer</i> | <i>Convenor/Organizer</i> | | | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: N/A Jul-Dec: GIS Month 2022 (Initiates the conduct of month-long activity) |
| | <i>Consultancy</i> | <i>Consultant</i> | | | | | | | | |

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|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | <i>Evaluator</i> | <i>Evaluator</i> | | | 1 | 5 | 5 | 5 | 5.00 | Jul-Dec: CMU Research Congress |
| | PI 8. Percent of extension proposals approved * | A 44. Percent of extension proposals approved * | Prepares extension project proposals, submits and follow up its approval for immediate implementation | 50 | | 5 | 5 | 5 | 5.00 | Jan-Jun: (50%) VSU CollabDev Project Jul-Dec: none |
| | PI 10. Amount of extension money generated from institutional funding (Thousand Peso) | A 45. Amount of extension money generated from institutional funding (Thousand Peso) | | 100 | | 5 | 5 | 5 | 5.00 | Jan-Jun: 100,000 (VSU Collabdev) Jul-Dec: none |
| | PI 11. Additional outputs * | A 46. No. of extension-related awards (extrn. conducted by faculty or student & faculty) * | | | | | | | | |
| | | A 47. Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | | | | | | | |
| | | CET RDE Agenda | Facilitates the setting of RDE Agenda for the College | | Agenda set | 5 | 5 | 5 | 5.00 | Jan-Jun: RDE is accordingly recorded in Activity Proceedings Jul-Dec: none |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| | OVPI MFO 1. Faculty Development Services | | | | | | | | | |
| | PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted | | Monitors the progress of faculty members pursuing graduates studies | 2 | 2 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 Jul-Dec: 2 Faculty members pursuing PhD: Mejia & Morales |

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|---------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | PI 1.1 Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted | | Monitors the progress of faculty members pursuing graduates studies | 2 | 9 | 5 | 5 | 5 | 5.00 | Jan-Jun: 7 (CET Faculty members pursuing MS: Corales, Oppus, Sobrio, Layan, Triana, Sinon, Cortez) Jul-Dec: 9 (CET Faculty |
| | PI 1.2 Number of faculty who finished advanced degree programs on time | | Monitors the progress of faculty members pursuing graduates studies | | | | | | | |
| | PI 2: Number of faculty granted with external scholarships | | Facilitates the scholarships applications of faculty members | | | | | | | |
| | PI 3: Number of faculty granted with internal fellowship grants | | Facilitates the scholarships applications of faculty members | | | | | | | |
| | PI 4: Number of faculty granted with sabbatical leave | | Facilitates the sabbatical leave applications of faculty members | | | | | | | |
| | PI 5: Number of faculty sent for trainings, seminars, conferences | | Recommends and endorses faculty members for attendance/ participation in trainings, seminars, conferences | 6 | 36 | 5 | 5 | 5 | 5.00 | DABE-4, DCE-7, DCST-7, DGE-8, DME-5, DMet-5 |
| | PI 6. Additional outputs | A 44. Number of Additional outputs accomplished: | | | | | | | | |
| | | Number of Workshops related to Faculty Development initiated and conducted | Plans, prepares workshop materials, and trains faculty members | | 3 | 5 | 5 | 5 | 5.00 | Jul-Dec: CET Workshop on TOS Preparation and Tips in Making Exam in VSUEE; IPCR/OPCR Preparation; |

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|---------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | | Number of faculty mentored, coached, and trained measured in man-hours | Conduct mentoring and coaching activities to CET faculty members and staff | | 480 | 5 | 5 | 5 | 5.00 | Jul-Dec: TOS Preparation, Examination Preparation in VSUEE, IPCR Accomplishments Preparation |
| | | Number of training/seminars/workshops proposals prepared, submitted, and approved for faculty development related to instructions | Prepares, submit, and follow up proposal for faculty development related to instructions | | 3 | 5 | 5 | 5 | 5.00 | Jul-Dec: 2 (Proposal on: Seminar-workshop for OBE Syllabus Preparation and Review; Seminar-workshop on TOS Preparation; Training-workshops on OBE Continuous Quality Improvement) |
| | | Number of Mental Wellness Activities organized and facilitated for Faculty and Staff | Organize, facilitate, and join mental wellness activities | | 2 | 5 | 5 | 5 | 5.00 | Jan-Jun: 1 (CET Teambuilding) Jul-Dec: 2 (Coffee En Tea Time; CET Faculty Sportsfest) |
| | MFO 2. Faculty Recruitment/Hiring Services | | | | | | | | | |
| | PI 2: Number of faculty recruited/hired aligned with ISO standards | | Facilitates and monitors the hiring and recruitment plans of academic units | 2 | 25 | 5 | 5 | 5 | 5.00 | DABE-7, DCE-3, DCST-10, DGE-2, DME-2, DMet-1 |
| | MFO 3. Faculty Evaluation Services | | | | | | | | | |
| | PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university | | Facilitates and conducts seminars/trainings/conventions/workshops for entire university | 1 | 1 | 5 | 5 | 5 | 5.00 | Jul-Dec: Data Collection using Kobo Platform in VSU-Tolosa |
| | PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university | | Facilitates and conducts seminars/trainings/conventions/workshops outside the university | 1 | 1 | 5 | 5 | 4 | 4.67 | Jul-Dec: GEP-8 Drone Training |

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|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|-------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated | | Monitors teaching performance of the faculty members | 80% | 92% | 5 | 5 | 4 | 4.67 | Jan-Jun: n/a latest TPES was used, 2nd Sem SY 2021-2022 |
| | PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended | | Conduct training/ seminars/ workshops conducted related to instruction | | 2 | 5 | 5 | 5 | 5.00 | Jul-Dec: 2 (Seminar-workshop for OBE Syllabus Preparation and Review; Seminar-workshop on TOS Preparation) |
| OVPI MFO 4. Program and Institutional Accreditation Services | | | | | | | | | | |
| | PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1 | | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 1 | 1 | 5 | 5 | 5 | 5.00 | Jan-Jun: 2 (BSABE Level IV; BSCS Level III) Jul-Dec: 1 Level III BSGE |
| | PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards | | 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 | |
| | PI 3: Degree program compliant with CHED | | Ensures that programs are compliant with CHED | 1 | 3 | 5 | 5 | 5 | 5.00 | Jan-Jun: 3 (BSABE, BSCS, BSGE) Jul-Dec: Not applicable |

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|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|---------|------------|------------|---------|------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| | <u>PI 4</u> : Number of activities organized/attended/assisted/participated/facilitated | | Facilitates, organize, assists, and attend the conduct of activities | | 12 | 5 | 5 | 5 | 5.00 | Jan-Jun: University meetings on ISO (3), AACCUP (4) Jul-Dec: CET ManCom (4), ISO-related (4), AACCUP (2), AUC/UADCO (2) |
| | <u>PI 8</u> . Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS | <u>A 44</u> . 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 | Jan-Jun: 2nd ISO Surveillance Audit Jul-Dec: 4th IQA |
| | | <u>A 45</u> . Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as | | | | | | | |
| | | On program accreditations | | | 100% | 5 | 5 | 5 | 5.00 | Jan-Jun: BSABE & BSCS Level IV Accreditation: Prepared CET Planning Process Jul-Dec: BSGE Level III AACCUP Accreditation: |
| | | On institutional accreditations | | | 100% | 5 | 5 | 5 | 5.00 | Consolidated the collected documents (Areas II, III, & IV) for Institutional AACCUP Level IV; ISO 2nd Surveillance Audit |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| | <u>PI 2</u> . Zero percent complaint from clients served | <u>A 46</u> . Customerly friendly frontline services | Provides customer friendly frontline services to clients | 0 | Zero compliant | 5 | 5 | 5 | 5.00 | |
| | <u>PI 3</u> . Percentage of NCs received and acted | | | | 100% | 5 | 4 | 5 | 4.67 | Jul-Dec: 100% (DABE:1; DCE: 1) acted |

| 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 | |
| | <u>PI 4.</u> Percentage of CARs received and acted | | | | 100% | 5 | 4 | 5 | 4.67 | Jul-Dec: 100% acted (CET-1; DABE-1; DCST-1; DGE-1; DME-1; Dmet-1) |
| | | | | | | | | | | |
| | <u>PI 5:</u> Additional Outputs | <u>A 47.</u> 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 | | 6 | 5 | 5 | 5 | 5.00 | 1. Online Consultation Platform (adopted by other depts under CET); 2. College-wide preparation of IPCR/OPCR; 3. Presentation of Plans/ Updates from Chairpersons of College's Committees are part of the ManCom meetings - this is also replicated by the different departments under CET; 4. College-wide preparation and review of Syllabus and TOS every semester; 5. Regular conduct of in-house seminars/trainings/ workshops for faculty and staff development every semester; 6. Inclusion of Mental Wellness activities in the College - also adopted by other depts under CET |

| 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 | |
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | | | | | | | |
| | | Number of executive meetings conducted | Conducts meeting CET Management Council | | 4 | 5 | 5 | 5 | 5.00 | Jan-Jun: CET Regular ManCom Meeting (5) Jul-Dec: CET Regular ManCom Meeting (4) |
| | | Number of DGE newsletter produced | Write and edits articles for DGE | | | | | | | Jan-Jun: 1 (GE Horizon Vol. 1, Series 1 (2022)) Jul-Dec: none |
| | | Number of committee meetings conducted | Conducts meeting to CET Committee chairperson/ members | | 2 | 5 | 5 | 4 | 4.67 | Jan-Jun: 5 (4-CET Committees; 1-DGE Committee) Jul-Dec: 2 CET Committee |
| | | Number of memorandum issues to the CET Heads/faculty/staff | Issues relevant memorandum | | 20 | 5 | 5 | 5 | 5.00 | Jan-Jun: CET Memos, Series of 2022 (19) Jul-Dec: 20 |
| | | Number of staff mentored, coached, and trained measured in man-hours | Conduct mentoring and coaching activities to CET faculty members and staff | | 320 | 5 | 5 | 5 | 5.00 | Jan-Jun: IPCR Accomplishments Preparation (96) Jun-Dec: IPCR Target and Accomplishments 2022 Preparation (320) |
| | | Number of training/workshops / seminars proposals for support staff development | Prepares, submits, and follow up training/workshops / seminars proposals for support staff development | | 1 | 5 | 5 | 5 | 5.00 | Jul-Dec: 1 (Training-Workshop on Office Productivity Tools) |

| 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 | |
| | | Number of organized and facilitated training/workshops / seminars for support staff development | Organize and facilitates the conduct of training/workshops / seminars for support staff development | | 1 | 5 | 5 | 5 | 5.00 | Jul-Dec: 1 (Training-Workshop on Office Productivity Tools) |
| | Total Over-all Rating | | | | | | | | 316.00 | |
| | Average Rating | | | | | | | | 4.94 | |
| | Adjectival Rating | | | | | | | | O | |

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

Comments and Recommendations for Development Purposes:

Evaluated & Rated by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 12 Jan. 2023

PERFORMANCE MONITORING FORM

Name of Employee: Jannet C. Bencure

| 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. | Monitors the names of examinees and results of ABE, CE, GE, and ME licensure examination | 61% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 2. | Conducts survey on employability of CET graduates | 85% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 3. | Monitors student enrolled in the programs under CET | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 4. | Facilitates the accreditation activities of the program | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 5. | Monitors, handles, and teaches courses assigned | 50 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 6. | Prepares grade sheet and submits on or before deadline | 4 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 7. | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 5 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 8. | Attend mandated trainings | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 9. | Administers and checks long examination for subjects taught | 4 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 10. | Prepares and checks quizzes for lec and lab | 4 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 11. | Checks lab reports and term papers submitted as required | 2 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 12. | Advises, and corrects research outline and thesis/SP manuscript | 5 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 13. | Entertains students consulting on subject taught, thesis and grades | 16 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |

| | | | | | | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|----|--------------|---------------|---------------|------------|-------------------|--|
| 14. | Advises student organizations in implementing student-related activities | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 15. | Prepares Instructional module/ laboratory guide/ workbook or a combination thereof | 3 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 16. | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 20 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 17. | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 18. | Creates virtual classroom using either Moodle or Google Classroom | 2 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 19. | Prepares documents and / or program profile and other materials required during program/institutional accreditation and/or evaluation | 2 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 20. | Ensures that essential components of virtual classrooms and expected outcomes of the learners are met | 10 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 21. | Ensures that students and faculty members are actively accessing the virtual classrooms | 10 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 22. | Ensures that proper classroom management and instructional techniques are employed | 4 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 23. | Designs experiential learning activities and other outputs to implement new normal | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 24. | Conducts research for possible utilization by industry or other beneficiaries | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 25. | Writes publishable materials out of research outputs and submits for publication | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |


| | | | | | | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------|---------------|---------------|------------|-------------------|--|
| 26. | Prepares, submits and presents research paper in scientific fora/conferences | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 27. | Prepares research proposals, submits and follows up its approval for immediate implementation | 50% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 28. | Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 29. | Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 30. | Identifies and links with probable partners for extension activities and maintains this active partnership | 2 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 31. | Implements duly approved extension projects | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 32. | Prepares extension project proposals, submits and follow up its approval for immediate implementation | 50% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 33. | Monitors the progress of faculty members pursuing graduate studies | 2 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 34. | Facilitates the scholarships applications of faculty members | | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 35. | Recommends and endorses faculty members for attendance/participation in trainings, seminars, workshop | 6 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 36. | Facilitates and conducts seminars/trainings/conventions/workshops for the entire and/or outside the university | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 37. | Monitors teaching performance of the faculty members | 80% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |

| | | | | | | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|------|--------------|---------------|---------------|------------|-------------------|--|
| 38. | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 39. | Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 40. | Provides customer friendly frontline services to clients | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 41. | Acted on received NCs and CARs under the College | 100% | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 42. | Conducts meeting with CET Management Council | 4 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 43. | Write and edits articles for DGE Newsletter | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 44. | Issues relevant memorandum | 20 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 45. | Conducts mentoring and coaching activity to CET faculty members and staff | 320 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 46. | Prepares, submits, and follow up training/workshops/ seminars proposals for support staff development | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |
| 47. | Organize and facilitates the conduct of training/workshops/seminars for support staff development | 1 | July 1, 2022 | Dec. 29, 2022 | Dec. 29, 2022 | Impressive | Very Satisfactory | |

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

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

Prepared by:


BEATRIZ S. BELONIAS
 Immediate Supervisor