


SUMMARY OF INDIVIDUAL RATINGS OF STAFF MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: JAY N. JO


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.61	2.31
b. Students (50%)	50%	4.00	2.00
TOTAL for Instruction			4.31
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.31

EQUIVALENT NUMERICAL RATING: 4.31
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.31

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

JAY N. JO
Name of Staff

Reviewed by: 
CELSO GUMAOD
Head, DME

Recommending Approval: 
ROBERTO C. GUARTE
Dean, COE

Approved by: 
BEATRIZ S. BELONIAS
President

JAY N. JO
Ratee


CELSO GUMAOD
Head

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO2.	Higher Education Services										
	MFO1. Curriculum Program Management Services										
	PI 1. Total Undergraduate FTE monitored		Instruction	Teach BSME subjects	25	42.60	5	5	5	5.00	
	PI 8. Number of students advised		Academic Adviser	BSME Students Academic Adviser	35	38	4	4	5	4.33	
	PI10. Number of instructional materials developed		Syllabus for courses taught	Preparation of OBE-based syllabus	4	4	5	5	4	4.67	
	MFO2. Student Management Services										
	PI 6. Additional outputs										
	Number of students advised on thesis/field practice/special problem		Advising and monitoring	Adviser of students enrolled in ME Project	3	3	4	5	5	4.67	
UMFO 3.	Research Services										
UMFO 4.	Extension Services										

UMFO 5.	Support to Organization										
	MFO 3. Faculty Evaluation Services										
	PI 4. Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Attendance and participation to seminar/workshop	Attend as participants to seminar/workshop/training	1	0	4	4	4	4.00		
UMFO 6.	General Admin. & Support Services (GASS)										
	MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service	Consultation	Zero percent complaint from clients served	100%	100%	5	5	5	5.00		
						Total Points					
Total Over-all Rating						27.67					
Average Rating						4.61					
Adjectival Rating											

Evaluated & Rated by:

CELSO GUMAOD

Head

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Engineering

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Comments:

Do research and extension
service.

PERFORMANCE MONITORING FORM

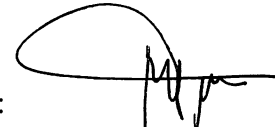
Name of Employee: **Jay N. Jo**

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 BSME subjects	25	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
2	BSME Students Academic Adviser	35	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
3	Preparation of OBE-based syllabus	4	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
4	Adviser of students enrolled in ME Project	3	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
5	Attend as participants to seminar/workshop/training	1	January 3, 2018	June 29, 2018		Needs improvement	Satisfactory	

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

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

Prepared by:


CELSO GUMAOD
 Head, DME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jay N. Jo
Performance Rating: Very Satisfactory

Aim: To earn MS Mechanical Engineering degree compliant to VSU Rules and Regulations and to the CHED Requirements and be a lead person for the implementation of the department's RDE Agenda in his field of specialization.

Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:

Date: January 2018

Target Date: August 2018

First Step:

The faculty member should initiate in the application for admission in a CHED recognized DHEI for a possible MS degree in Mechanical Engineering as specified in the faculty development plan of the department. When admitted, the faculty should likewise look for a possible funding agencies/scholarships to support his study. He will then be recommended by the college personnel committee to pursue his MS degree with a leave with pay status address to the President through the Chairman of the Scholarship Committee of the University.

Result:

The faculty member received the notice of qualifications for admission in Mindanao State University for his Master's Degree in Mechanical Engineering under the DOST – ERDT Scholarship Grant. The recommendation of the college personnel committee has been approved and he is now on “study leave with pay status” effective August 2018.

Date: August 2018

Target Date: May 2020

Next Step:

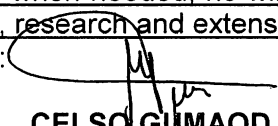
The faculty member should enroll as full time student in his MS degree so that he can graduate on time. Furthermore, his research should be in line with his interest and to the department's RDE Agenda. While on study leave, he should attend trainings, conferences and conventions to strengthen his competencies and qualifications.

Outcome: _____

Final Step/Recommendation:

The faculty member after earning the degree should immediately apply for reinstatement to the university and assume higher office when needed, he will also assume higher duties and responsibilities especially in instruction, research and extension.

Prepared by:


CELSON GUMAOD
Unit Head

Conforme:


JAY N. JO
Name of Ratee Faculty/Staff