

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Engr. Martin Jan E. Mercurio

Program Involvement	Percentage	Numerical	Equivalent
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.47	
b. Students (50%)		2.07	
TOTAL for Instruction	85%	4.54	3.86
2. Research	5%	4.13	0.21
3. Extension	5%	5.00	0.25
4. Administration & Support to	5%	5.00	0.25
5. Production			
TOTAL			4.57

*Instructor I - January 1, 2023 to December 31, 2023

EQUIVALENT NUMERICAL RATING: 4.57

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.57

ADJECTIVAL RATING: Outstanding


Prepared by:


MARTIN JAN E. MERCURIO
Instructor I

Recommending Approval:


JANNET C. BENCURE
Head, DGE & Dean, CET

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARTIN JAN E. MERCURIO**, 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 1, 2023 to December 31, 2023**.


MARTIN JAN E. MERCURIO

Instructor I

Date: 1/18/24

Approved:


JANNET C. BENCURE

DGE Head & CET Dean

Date: 1/20/24

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 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 advised *	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							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	30	61.30	5	5	5	5.00	GENg 136, GENg 126n, GENg 146, ESci 110, GENg 111, GENg 125
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	10	5	5	5	5.00	2nd Sem AY 2022-2023 & 1st Sem AY 2023-2024
		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		8	5	5	5	5.00	GENg 126n: Buscagan; Cubrado, Lumacad; Bagay; Handayan; Acain; Algarme; & Casaverde
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	CQI Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	12	5	5	5	5.00	GENg 125 (2), GENg 126n (2), GENg 111 (1), GENg 139 (2), GENg 136 (2), ESci 110 (3)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	5	5	5.00	GENg 136 (4), GENg 126n (4), GENg 111 (3), GENg 139 (4), GENg 125 (3)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		15	5	5	4	4.67	GENg 136 (5), GENg 111 (10)

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	40	46	5	5	5	5.00	Enrollment matters for the 2nd Semester, AY 2022-2023
		A17. Number of students advised on thesis/ field practice/special problem:			8	5	5	5	5.00	Pepito, Tiongco, Ordiz, Balmoria, Quitan, Lima, Ruiz, Lusanta
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Tiongco, Recilla, Napoles
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Lumagod, Giva, Lima, Aniban, Quitan
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	60	5	4	5	4.67	Recilla, Pepito, Quitan, Lima, Ordiz, Balmoria, Tiongco, Quirong, Giva, Napoles; and other courses: GEng 198 students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USSO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	2	1	5	5	5	5.00	GEP-VSUSC [GEP Week]
	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		19	5	5	5	5.00	GEng 136 Laboratory Exercises (7), GEng 126n Modular notes (2), GEng 111 (10)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		28	5	5	5	5.00	GEng 136 Lecture Presentations (6), GEng 126n Lecture Presentations (4), GEng 125 (10), GEng 139 (8)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	9	24	5	5	4	4.67	GEng 136 (6), GEng 126n (2), ESci 110 (3), GEng 139 (4), GEng 125 (4), GEng 111 Laboratory (3), ESci 139 (2)
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	7	5	5	5	5.00	GEng 136, GEng 126n, GEng 111, GEng 125, GEng 139, GEng 198, ESci 139 - all updated
	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		2	5	5	5	5.00	CHED COPC Update Visit (June 2023); AACUP Level III Phase 2 Compliance Report
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		1	5	4	5	4.67	ISRES
		Number of approved student manuscript	Approves, check and endorse student special study and OJT manuscripts to the department head.		7	5	5	5	5.00	Balmoria; Acain; Aniano; Lumacad; Quitan; Bandibas; Mular;
		Number of trainings attended related to instruction			1	5	5	5	5.00	CQI Training Workshop
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		<u>A 27. Number of Curriculum Reviewed</u>	Reviews curriculum for approval from VSU and CHED		1.00	5	5	5	5.00	BSGE Curriculum
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		3	3	3	3.00	Proposals were crafted, but were not realized yet

	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>		1		3	3	3	3.00	Research was presented during PhilGEOS 2023, however, the paper hasn't published yet by the organizers
	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>			1	5	5	5	5.00	PhilGEOS 2023
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	GEPI Region 8
	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		1	5	5	4	4.67	Screenhouse-based High Throughput Phenotyping (HTP) for the Development of Climate-resilient Rootcrops (VSU-IP-
	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	A 36. Number of active partnerships	Identifies and links with							
	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	10	35.00	5	5	5	5.00	Training-Workshop on Plotting and Topographic Map Preparation with Civil 3D through GEP Region 8
	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	Implementes duly approved extension projects							
	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							

	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			2	5	5	5	5.00	47th GEPI 08 Annual Regional
	Convenor/Organizer	Convenor/Organizer			1.00	5	5	5	5.00	GEC x GISC 2023 (Area Congress for Regions 6, 7, and 8)
	Consultancy	Consultant								
	Evaluator	Evaluator								
	Technical/expert services	Technical/expert services			2	5	5	5	5.00	Actual survey of Brgy. Pangasugan Gym; Relocation survey of proposed school site for donation in VSU Villaba
	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							


UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
<u>PI 8.</u> 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*	<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							
	<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
	On program accreditations			1	5	5	5	5.00	COPC CHED Monitoring
	On institutional accreditations								
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							
<u>PI 3:</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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
			Conducted site visit and relocation survey at VSU Villaba Campus		60%	5	5	5	5.00	Suggested results to the legal office
			Conducted as -built survey on Brgy. Pangasugan Gymnasium		100%	5	5	5	5.00	Submitted results to the legal office
	Total Over-all Rating								164.33	
	Average Rating								4.83	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.83
Additional Points:			
Approved Additional points (with copy of Approval)			
FINAL RATING			4.83
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:
<i>Congratulations for completing MS study!</i>
<i>Time to engage into RPE activities.</i>


Evaluated & Rated by:


JANNET C. BENCURE
DGE Head and CET Dean
Date: *1/20/24*

1 - Quality

2 - Efficiency

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *01/24/24*

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Martin Jan E. Mercurio**

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 (GEng 136, GEng 126n, GEng 146, ESci 110, GEng 111, GEng 125, GEng 139, GEng 198)	Assessment and students' grades per course taught	July 2023	December 2023	December 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	August 2023	December 2023	December 2023	impressive	Outstanding	
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	July 2023	August 2023	August 2023	impressive	Very Satisfactory	
		On-line course ware developed and submitted	August 2023	December 2023	December 2023	impressive	Outstanding	Has uploaded supplemental materials like lab exercise and videos in VSUEE
4	Assess students and submit grades to measure students' performance	Assessment and	August 2023	December 2023	December 2023	impressive	Outstanding	Submitted grades online and hard copy

		Grades submitted to registrar						
5	Participate in all activities conducted by the department, college and the university	<p>CET Strategic Planning and RDE Agenda Setting Workshop 2023</p> <p>Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE</p> <p>Celebration of CET Week 2023</p> <p>Training on UAV Operation</p> <p>GEP-VSUSC (GEP Week)</p> <p>ISO 9001:2015 Awareness & Re-awareness Webinar</p>	January - December 2023	January - December 2023	January - December 2023	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university
6	Perform other functions assign by the head, dean and the university	Chair, Department Personnel Committee	January - December 2023	January - December 2023	January - December 2023	impressive	Outstanding	

		Chair, Department Curriculum Committee						
		Member, Department Research, Development, and Extension (RDE) Committee						
		Coordinator, Quality Assurance Coordinator						
		Member, Web & Publication Committee						
		Disaster Risk Response Committee						
		Chairperson, CET RDEI Committee						
		Chairperson, VSU Technical Working Group: Mapping & Surveying						

		Materials & Equipment						
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


JANNET C. BENCURE
 Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Martin Jan E. Mercurio

Performance Rating: _____

Aim: Engr. Mercurio 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 her field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: December 2023

First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering 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 his competencies and qualifications.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise attend training, conferences, and conventions to strengthen his competencies and qualifications.

Outcome:

Finalize and submit instructional materials such as, student learning guide, OBE syllabus in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all his subjects. The department's instruction, research, and extension activities will be implemented through attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:

The faculty member is encouraged to conduct extension project/study.

Prepared by:


JANNET C. BENCURE

Head, Dept. of Geodetic Engineering

Conforme:


MARTIN JAN E. MERCURIO

Name of Ratee Faculty