

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

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.36	
b. Students (50%)		2.36	
TOTAL for Instruction	90%	4.72	4.24
2. Research	0%	0.00	0.00
3. Extension	5%	4.78	0.24
4. Administration & Support to Operation	5%	4.63	0.23
5. Production	0%	0.00	0.00
TOTAL			4.71

*Instructor I - January 1, 2023 to June 30, 2023

EQUIVALENT NUMERICAL RATING: 4.71

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.71

ADJECTIVAL RATING: Outstanding


Prepared by:


CELESTIAL A. MANIGO
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, CELESTIAL A. MANIGO, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rat attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 202**

Approved:


CELESTIAL A. MANIGO
Instructor I
Date:


JANNET C. BENCURE
DGE Head & CET Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	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									
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>								
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>								
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>								
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>								
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>								
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>								

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	PI 10. Additional outputs:	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	70	19.15	5	5	5	5.00	Gng 134, Geng 200, Geng 146
		A10. Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	8	5	5	5	4	4.67	Jan-Jun: GEng137 (4), GEng145n (2), GEng200a-OJT (1)
		A 11. Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		A12. Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	4	5	5	4	4.67	OBE Syllabus Preparation, CQI, IPCR/OPCR Preparation Workshop, DBGF training workshop on RACE against Suicide
		A13. Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	5	5	5	5	4	4.67	Geng 137 (1), Geng 145n (1), Geng 134 (2), Geng 146 (1)

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	16	5	4	4	4.33	Geng 137 (3), Geng 111 (2), Geng 134 (11)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10	5	5	4	4.67	Geng 137 (3), Geng 111 (2), Geng 134 (5)
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	51	44	5	5	4	4.67	
		A17 . Number of students advised on thesis/ field practice/special problem:		8	11	5	5	4	4.67	OJT (4: BLGay, Kbandijo, JCPomentil, MAMibulos), Special Study (7: Respancho, BJEspenido, Mlumagod, BLGay, MAMibulos, LPapong, TQuirong)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	4	4.67	Orillano, Ordiz, Aguspina, Ando, Puzon
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		11					BSGE (8): Suhillo, Napoles, Pepito, Julve, Pomentil, Balmoria, Mendoza, Alonso; BSABE(3)
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	51	59	5	5	5	5.00	consultation forms, emails, messenger, thesis
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Viscan Youthmappers

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	5	5	5	5	5.00	Assited during the CET Colloquium 2023, VYM Map-making contest, NATGES 2023, VYM nomination for Outstanding Org of the Year, VYM Data turn-over to BFP's
	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	10	5	5	4	4.67	Geng 137 (3), Geng 111 (2), Geng 134 (5)
		Supplemental learning resour	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	5	4	4.67	Geng 134
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	21	5	5	4	4.67	Geng 137, Geng 111, Geng 134
		Flexible Instructional Materials	Prepares instructional materials for courses							
		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 Moodle or Google Classroom	3	1	5	5	5	5.00	Geng 134
	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	5	4	4	4.33	ISO evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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>									
		<i>In refereed nat'l/regional journals</i>									
	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 for a/conferences								
		<i>In int'l fora/conferences</i>									
		<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								
	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								
		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							
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	1	4	5	5	4	4.67	Baybay City, Ormoc City, Albueria, Inopacan (VYM Mapping of fire hydrants)
	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							
	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	1						
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	1	5	5	4	4.67	Basic GIS and HECRAS Training
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							
	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							
		Survey and Mapping Activities			1	5	5	5	5.00	Drone Mapping in Ormoc City (part of the Site development plan of a farm)
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	Zero	5	5	5	5.00	2nd ISO Surveillance Audit
		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	100% Compliant	5	5	5	5.00	
		On program accreditations			2	5	4	4	4.33	
		On institutional accreditations								
		Number of departmental or college activities involved as Working Committee	Assists in the preparation of the activities		1	5	4	4	4.33	2023 CET Colloquium
		Number of committee meetings attended	Attends committee meeting of the department and college		5	5	4	4	4.33	ManCom Meeting, Department Meeting, Alumni Communicator Meeting
		Number of Minutes prepared	Prepares minutes for departmental and college-based committees		1	5	4	4	4.33	CET Mancom
		Provided technical assistance in Drone mapping	Conducted Drone Mapping		1	5	5	5	5.00	Conducted Drone Mapping for in Ormoc City Leyte, as services of GISSU
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	
	PI 3: Additional Outputs	A 47. 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/manage ment related activities and other outputs to implement new normal							
		Number of Maps generated for Student's Thesis (Graduate and Undergraduate)			16	5	5	4	4.67	Map layout services of GISSU
		Number of students assisted in their data gathering			41	5	5	4	4.67	GISSU services including data gathering and trained for instrument used
	Total Over-all Rating								141.33	
	Average Rating								4.87	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.87
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.87
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

Keep up the good work!
Plan your MS study.

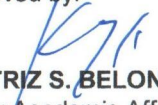
Evaluated & Rated by:


JANNET C. BENCURE
Head, DGE & Dean, CET
Date:

1 - Quality

2 - Efficiency

Approved by:


BEATRIZ S. BELONIAS
VP for Academic Affairs
Date:

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Celestial A. Manigo**

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 134n, GEng 200)	Assessment and students' grades per course taught	February 2023	June 2023	July 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	February 2023	June 2023	July 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	February 2023	March 2023	March 2023	impressive	Very Satisfactory	
		On-line course ware developed and submitted	February 2023	June 2023	July 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 Grades submitted to registrar	February 2023	June 2023	July 2023	impressive	Outstanding	Submitted grades online and hard copy

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>	January-June 2023	January-June 2023	January-June 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	<p>Head, GISSU,</p> <p>Member, Department Research, Development, and Extension (RDE) Committee</p> <p>Member, Dept. Web and Pub. Committee,</p>	February-December 2023	February-December 2023	February-December 2023	impressive	Outstanding	

		Department Based Guidance Facilitator, Member, Department Instructional Materials Committee, Alumni Communicator, CET Student Supports, Scholarship and Awards Committee, Member, RDE Committee, Member, Disaster Response Team						
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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: **Celestial A. Manigo**

Performance Rating: _____

Aim: Engr. Celestial A. Manigo 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 RDEI Agenda in her field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 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. She should likewise attend training, conferences, and conventions to strengthen her competencies and qualifications.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual training, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

Finalize and submit the Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities will be implemented by attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:

Engr. Manigo is also highly recommended to pursue her master's degree next year.

Prepared by:


JANNET C. BENCURE

Head, Dept. of Geodetic Engineering

Conforme:


CELESTIAL A. MANIGO
Name of Ratee Faculty