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%)		2.38	
TOTAL for Instruction	80%	4.88	3.90
2. Research	5%	5.00	0.25
3. Extension	5%	4.93	0.25
4. Administration & Support to Operation	10%	4.96	0.50
5. Production	0%	0.00	0.00
TOTAL			4.9

*Assistant Professor IV- July 1, 2021-December 31, 2021
*Department Head - March 1, 2021-December 31, 2021
EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

JANNET C. BENCURE   BEATRIZ S. BELONIAS
Assistant Professor IV   VP, Academic Affairs

Approved:

BEATRIZ S. BELONIAS
VP, Academic Affairs

VISAYAS STATE UNIVERSITY

COLLEGE OF ENGINEERING AND TECHNOLOGY
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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 - December 2021.

Approved:

JANNET C. BENCURE
Dean, CET
Date: 24/01/2022

BEATRIZ S. BELONIAS
VP, OVPAA
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	**A5** . 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 10 . Additional outputs:	*A 8. Other outputs implementing the new normal due to covid 19*	*Designs experiential learning activities and other outputs to implement new normal*							
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 licensure	*61%*	92.31%	5	5	5	5.00	GELE 2021 (Class 2020 & 2021): 12/13
	PI 2. Percentage of graduates (2 years prior) that are employed		Conducts survey on employability of GE graduates	*85%*	100%	5	5	5	5.00	Class 2018 and 2019
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Monitors student enrolled in BSGE program	*100%*	100%	5	5	5	5.00	All BSGE students
	PI 4. Percentage of undergraduate programs with accreditations		Facilitates the accreditation activities of the program	*100%*	100%	5	5	5	5.00	BSGE
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	*36*	16.85	5	5	5	5.00	GEng 162, GEng 138, GEng 114, GEng 146, Geng 111, Geng 127, Geng 200b
		A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	*4*	7	5	5	5	5.00	GEng 153, GEng 111g, GEng 127, GEng 200a, GEng 162, GEng 138, GEng 114

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		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		9	5	5	5	5.00	students number/s: 19-1-02250; 20-1-02220; 19-1-02063; 19-1-00883; 19-1-02491; 20-1-01862; 20-1-00605 20-1-01373 20-1-00400
		A12 . Number of trainings attended related to instruction	Attend mandated trainings		2	5	5	5	5.00	2021 SESL; Orientation of New Members RQAT
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	15	5	5	5	5.00	Modular exams: GEng 153, GEng 111g, GEng 127, GEng 138, GEng 114
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	GEng 153, GEng 111g, GEng 127, GEng 138, GEng 114
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	17	5	5	5	5.00	GEng 111, GEng 153, GEng 138, GEng 114, GEng 162; Geng 200b
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*							
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Lungay, Thea Nathalie & Oliveroz, Zev

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Menorias, Mark Anthony
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	237	5	5	5	5.00	As reflected on Consultation Online Form
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
		A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related*							
	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*	2	9	5	5	5	5.00	GEng 138, GEng 114, GEng 162; Geng 111, Geng 127; Geng 200b
		Flexible instructional materials		2	3	5	5	5	5.00	GEng 138, GEng 114, Geng 200b
		Supplemental learning reso	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on*		20	5	5	5	5.00	GEng 138, GEng 114, GEng 162; GEng 111, Geng 127

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	53	5	5	5	5.00	GEng 138, GEng 114, GEng 162; Geng 111, Geng 127; Geng 200b
		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 138, GEng 114, GEng 162, GEng 153, GEng 127, GEng 111, Geng 200b
	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	ISO 1st Surveillance Audit & 3rd IQA
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	5	5.00	AIT & Hytec Power Inc

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Rating Quality	Rating Eficiency	Rating Timeliness	Rating Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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	VSUEE of DGE Faculty members
	Number of Virtual Classrooms (VSUEE) monitored		Ensures that students and faculty members are actively accessing the virtual classrooms		10	5	5	5	5.00	VSUEE of DGE Faculty members
	Number of classes observed		Ensures that proper classroom management and instructional techniques are employed		4	5	5	5	5.00	DGE faculty members
	Number of undergraduate students sent for educational camp (international)				4	5	5	5	5.00	AIT International Edu Camp
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1	5	5	5	5.00	Establishment of Online Platform Student Consultation Form
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	5	5	5	5.00	Utilized by students in Geng 162
	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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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							
		In refereed int'l journals			1	5	5	5	5.00	International Journal of Housing Markets and Analysis
		In refereed nat'l/regional journals								
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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	0					Submitted proposal with 5 components: waiting for result
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		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	1	6	5	5	5	5.00	Sustainable Cities & Society Journal (3); International Journal of Geoinformatics (1) International Journal of Housing Markets and Analysis (1); SICET2022 (1)
		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							
		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		1	5	5	5	5.00	Expert-on-call for the project entitled " High-Throughput Field Phenotyping of Major Rootcrops Using Unmanned Aerial Vehicle"
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		2	4	5	5	4.67	LGUs of Baybay City & Ormoc City; National Research Council

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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	5	5	5	5.00	Pangutan-a Si Engineer,
	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									
	Peer reviewers/Panelists			1	6	5	5	5	5.00	Sustainable Cities & Society Journal (3); International Journal of Geoinformatics (1) International Journal of Housing Markets and Analysis (1); SICET2022 (1)
	Resource Persons				1	5	5	5	5.00	GEP REgional Convention
	Convenor/Organizer									
	Consultancy									

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment Jul-Dec. 2021	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	Evaluator				2	5	5	5	5.00	33rd CMU AIRE; AIT 5MT Competition
	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 (extn. 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 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		1	5	5	4	4.67	
	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	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	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 aplications of faculty members							
	PI 3: Number of faculty granted with internal fellowship grants		Facilitates the scholarships aplications of faculty	2	5	5	5	5.00		
	PI 4: Number of faculty granted with sabbatical leave		Facilitates the sabbatical leave applications of faculty members	100%	5	5	5	5.00		
	PI 5: Number of faculty sent for trainings, seminars, conferences		Prepares required documents and complies all requirements as prescribed in the	100%	5	5	5	5.00		
	MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired aligned with ISO standards		Prepares required documents and complies all	5	5	5	5	5.00		
	MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university		Facilitates and conducts seminars/trainings/ conventions/worksho ps for entire							
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university		Facilitates and conducts seminars/trainings/ conventions/worksho ps outside the							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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							
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended		Attend in-house seminars/trainings/ workshops/reviews conducted/attended							
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							
	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							
	PI 3: Degree program compliant with CHED		Ensures that programs are compliant wit CHED							
	PI 4 : Number of activities organized/attended/ assisted/participated/facilitated		Facilitates, organize, assists, and attend the conduct of							
	PI 8.Compliance to all requirements thru the established/adequate	A 44. Compliance to all requirements of theQMS core processes of the	Ensures that all the QMS core processes of the university are		100%	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all							
		On program accreditations								
		On institutional								
UMFO 6. General Admin. & Support Services (GASS)										

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment *Jul-Dec. 2021*	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	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 performfing 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							
	Total Over-all Rating								214.33	
	Average Rating								4.98	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)		4.98	
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.98	
ADJECTIVAL RATING		OUTSTANDI	

Comments and Recommendations for Development Purposes:

Evaluated & Rated by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Recommending Approval

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>Jannet C. Bencure</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen -dation
1.	Monitors the names of examinees and results of GE licensure examination	61%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
2.	Conducts survey on employability of GE graduates	85%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
3.	Monitors student enrolled in BSGE program	100%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
4.	Facilitates the accreditation activities of the program	100%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
5.	Monitors, handles, and teaches courses assigned	36	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
6.	Prepares grade sheet and submits on or before deadline	4	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
7.	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	9	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
8.	Attend mandated trainings	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
9.	Administers and checks long examination for subjects taught	4	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
10.	Prepares and checks quizzes for lec and lab	10	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
11.	Checks lab reports and term papers submitted as required	5	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
12.	Advises, and corrects research outline and thesis/SP manuscript	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	

Exhibit I

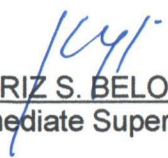| 13.	Entertains students consulting on subject taught, thesis and grades	10	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
14.	Prepares Instructional module/ laboratory guide/ workbook or a combination thereof	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
15.	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
16.	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
17.	Creates virtual classroom using either Moddle or Google Classroom	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
18.	Prepares documents and / or program profile and other materials required during program/institutional accreditation and/or evaluation	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
19.	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
20.	Ensures that essential components of virtual classrooms and expected outcomes of the learners are met	10	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
21.	Ensures that students and faculty members are actively accessing the virtual classrooms	10	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
22.	Ensures that proper classroom management and instructional techniques are employed	4	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
23.	Designs experiential learning activities and other outputs to implement new normal	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	

Exhibit I

24.	Conducts research for possible utilization by industry or other beneficiaries	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
25.	Writes publishable materials out of research outputs and submits for publication	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
26.	Prepares research proposals, submits and follows up its approval for immediate implementation	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
27.	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
28.	Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
29.	Identifies and links with probable partners for extension activities and maintains this active partnership	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
30.	Implements duly approved extension projects	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
31.	Provides the technical and expert services requested by beneficiaries	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
32.	Monitors the progress of faculty members pursuing graduate studies	1	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
33.	Facilitates the scholarships applications of faculty members	2	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
34.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	
35.	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	

Exhibit I

36.	Provides customer friendly frontline services to clients	100%	Jul 1, 2021	Dec. 30, 2021	Dec. 30, 2021	Impressive	Very Satisfactory	

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

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

Prepared by:

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Immediate Supervisor