SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.41	
b. Students (50%)		2.00	
TOTAL for Instruction	80%	4.41	3.53
2. Research	5%	4.78	0.24
3. Extension	5%	5.00	0.25
4. Administration & Support to Operation	10%	4.82	0.48
5. Production	0%	0.00	0.00
TOTAL			4.50

*Instructor I - January 1, 2022 to June 30, 2022

EQUIVALENT NUMERICAL RATING: 4.50
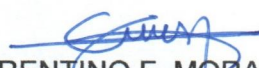Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

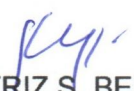MARTIN JAN E. MERCURIO   FLORENTINO F. MORALES, JR.
Instructor I   Head, DGE

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

VISAYAS STATE UNIVERSITY

DEPARTMENT OF GEODETIC ENGINEERING
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1027
Email: dge@vsu.edu.ph
Website: www.vsu.edu.ph

"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, 2022-June 30, 2022.**

Approved:

MARTIN JAN E. MERCURIO
Instructor I
Date: July 25, 2022

FLORENTINO F. MORALES, JR.
Department Head
Date: July 25, 2022

JANNET C. BENCURE
College Dean
Date: July 25, 2022

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	Eficiency	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							
		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							
	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 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	70	36.45	5	5	5	5.00	GEng 122n, GEng 126n, GEng 136, GEng 146, ESci 121n
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	5	4	4.67	GEng 125 (3), GEng 139 (2), GEng 200 (1)
		A 11 . Number of Com forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		1	5	5	5	5.00	Julve - GEng 126n

PI	Activity	Description	Target	Accomp.	Q	E	T	Ave	Remarks
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	4	4.67	VSU Faculty Onboarding, DGE OBS, VSUEE Training, CET TOS Preparation
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	4	5	5	5	5.00	GEng 122n, GEng 126n, GEng 136, ESci 121n
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	7	5	5	4	4.67	GEng 122n (2), GEng 126n (2), GEng 136 (3)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	3	5	5	4	4.67	GEng 122 (1), GEng 136 (2)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	42	31	5	5	4	4.67	Academic advisees
	A17. Number of students advised on thesis/ field practice/special problem:		8	2	5	5	5	5.00	Field Practise: Aniban, Cablitas
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	5	5	4	4.67	Seron, Aniban
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	42	20	5	5	5	5.00	Academic advisees, students (SS, coursework)
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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	3	5	5	4	4.67	GEng 122n, GEng 126n, GEng 136
	Flexible instructional materials		3	3	5	5	5	5.00	GEng 122n, GEng 126n, GEng 136
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	23	5	5	5	5.00	GEng 122n, GEng 126n, GEng 136, GEng 146, ESci 121n

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	10	5	4	5	4.67	GEng 122n, GEng 126n, GEng 136, ESci 121n
		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	5	5	5	5	5.00	GEng 122n, GEng 126n, GEng 136, GEng 146, ESci 121n
	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	4	4.67	Number of Area in obtaining and preparing AACCUP Documents: Area VIII - Physical Plant and Facilities, Area X - Administration
		Establish linkages to the Program Advisory Council Members	Recommendations and appointments preparation		8	5	5	4	4.67	Program Advisory Council Members
		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		3	5	5	5	5.00	GEng 122n: Lab. Ex. 1, 2, & 3
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	1	4	4	5	4.33	High-throughput field-phenotyping of major rootcrops using unmanned aerial vehicle
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
		In refereed int'l journals								
		In refereed nat'l/regional journals	1							
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	1							
		In int'l fora/conferences	1							
		In nat'l/regional fora/conferences	1	1	5	5	5	5.00		Annual Regional Convention GEPI R8
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		100%	5	5	5	5.00		DOST NICER Project: CenGeoDRIM (Praparation stage); Yuta Ko, Responsibilidad Ko: Awareness on Land Registration Processes in the Philippines
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 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								
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	125							
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	1							
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		5		5	5	5	5.00	Drone and mapping survey of landslide affected Brgy's: Bunga, Kantagnos, Mailhi, Pangasugan, Kan-Ipa
Research Mentoring	Research Mentor									
Peer reviewers/Panelists	Peer reviewers/Panelists									
Resource Persons	Resource Persons			1		5	5	5	5.00	Annual Regional Convention GEPI R8

Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator		1						
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							
	Survey and Mapping Activities								
		Landslide Post Disaster Assessment of Baybay City		4		5	5	5	5.00	Post-disaster assessment of Landslide affected areas in Baybay City (LGU Baybay City)
		Flood assessment of Pangasugan river		1		5	5	5	5.00	Drone mapping
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 Non-conformity		5	5	5	5.00	2nd ISO Surveilance 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% Compliance		5	4	4	4.33	Institutional Accreditation

		On program accreditations				10	5	5	4	4.67	Images in support to the actions taken based on the recommendations of the evaluators, documents, collected supporting documents
		On institutional accreditations				3	5	5	5	5.00	documents for the faculty education, etc.
		Additional Outputs									
		Program accreditation	Collection of documents and report preparation for the Compliance Matrix of AACCUP Level 2 Recommendation			2	5	5	4	4.67	compliance report matrix: Area VIII (Physical Plants and Facilities) and Area X (Administration)
		Institutional accrediation	Collection of documents and report preparation for the Institutional Accrediation			2	5	5	4	4.67	documents for the faculty education, etc., evaluation survey on the faculty and staff satisfaction of purchased instruments
		DGE Research output Writeshop	Organizing department research writeshop			1	5	5	5	5.00	Organized the writeshop
		DGE Committee output	Conduct meetings and produce output			3	5	5	4	4.67	DGE Website, Update CET Website, DGE Research Writeshop

		Committee meetings	number of meetings conducted as Chairman							
					4	5	5	5	5.00	CET Web, CET Socio-Culutral, DGE Web, DGE Curriculum
		Additional Outputs	Conduct different activities for the development of faculty members and staff of the department		6	5	5	4	4.67	organizing departamental writeshop, training to new faculty on blended learning, organized college activity (RDEI Agenda setting), Committee chair
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							
	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		3	5	5	5	5.00	DGE TOS tracker, DGE Syllabus tracker, Enrollment tracker
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		7	5	5	5	5.00	DGE TOS tracker, DGE Syllabus tracker, Enrollment tracker, Maintenance of DGE Website, Maintenance of CET Website, Social Media Accounts (FB) of DGE and CET,Training to the new faculty on blended teaching

		A 49.Other outputs							
			Designs administration/management related activities in the college		6	5	5	5	5.00	organizing departamental writeshop, training to new faculty on blended learning, organized college activity (RDEI Agenda setting), Committee chair
	Total Over-all Rating								188.67	
	Average Rating								4.84	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.84
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.84
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

Try to get involve in research studies and aspire to publish research outputs

Evaluated & Rated by:

FLORENTINO F. MORALES, JR.
Head, DGE
Date: JUly 25, 2022

Recommending Approval

JANNET C. BENCURE
Dean, CET
Date: July 25, 2022

Approved by:

BEATRIZ S. BELONIAS
VP Academic Affairs
Date:

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

Exhibit I

PERFORMANCE MONITORING FORM

Name 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, ESci 121n, GEng 146)	Assessment and students' grades per course taught	February 2022	June 2022	July 22, 2022	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	February 2022	June 2022	July 22, 2022	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 2022	March 2022	March 2022	impressive	Very Satisfactory	
		on-line course ware developed and submitted	February 2022	June 2022	July 2022	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 2022	June 2022	July 2022	impressive	Outstanding	Submitted grades online and hard copy
5	Participate in all activities conducted by the department, college and the university	CET Strategic Planning and RDE Agenda Setting Workshop 2022	January-June 2022	June 2022	June 2022	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university

		Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE Celebration of CET Week 2022 DGE Teambuilding 2022 CET Team Building 2022 Training on UAV Operation						
6	Perform other functions assign by the head, dean and the university	Chairman, College Media Committee Chairperson, DGE Curriculum Committee	March 2022	December 2022		impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

FLORENTINO F. MORALES, JR.
Head

Exhibit L

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 2022   Target Date: June 2022

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:

Florentino F. Morales, Jr.
Head, Dept. of Geodetic Engineering

Conforme:

Martin Jan E. Mercurio
Name of Ratee Faculty