



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

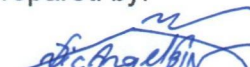
Name of Faculty Member: **Engr. Vic Angelo L. Impas**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
c. Head/Dean (50%)	100%	4.54	4.54
d. Students (50%)	0		
Total for Instruction	100%		4.54
2. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	0		
5. Production	0		
TOTAL			4.54

EQUIVALENT NUMERICAL RATING: 4.54
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: **Outstanding**

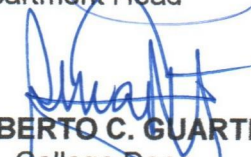
Prepared by:


VIC ANGELO L. IMPAS
Name of Faculty

Reviewed by:


JUNDY R. CASTIL
Department Head

Recommending Approval:


ROBERTO C. GUARTE
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
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ENGINEERING**

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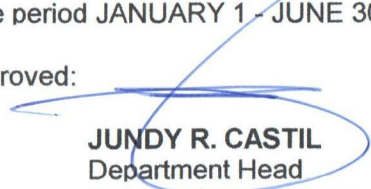
"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. VIC ANGELO L. IMPAS, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY 1 - JUNE 30, 2020.


VIC ANGELO L. IMPAS
Instructor I
Date: *October 20, 2020*

Approved:


JUNDY R. CASTIL
Department Head
Date: *October 20, 2020*


ROBERTO C. GUARTE
College Dean
Date: *11/09/2020*

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								

		<i>As GAC Chairman</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>								
		<i>AS GAC Member</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>								
		<i>A4 . Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>								
	PI 9: Number of instructional materials developed *	<i>A5 . Number of on-line ready coursewares developed and submitted for review</i>	<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>								
		<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<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 Moodle or Google Classroom</i>								
	PI 10 . Additional outputs:	<i><u>A 8. Other outputs implementing the new normal due to covid 19</u></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>	18	41.4	5	5	5	5.00	31 hours per week
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Meng 115, MEng 104, Mtec 122, ESci 122m (3 sections)
		A11. 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	10	47	5	5	5	5.00	all the subject taught
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	Virtual training on the development of Learning Module
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	4	4	4.33	all the subject taught
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	17	17	5	4	5	4.67	all the subject taught
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	50	5	4	5	4.67	all the subject taught
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	15	15	5	5	5	5.00	Irregular Students (Old Curriculum)
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	7	7	4	5	5	4.67	ME Project
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	13	13	4	5	5	4.67	ME Project
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	25	5	5	5	5.00	All students under the subject taught

	PI 9: Number of student organizations advised/assisted *	A19 . <i>Number of Student organizations advised</i>	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	JPSME
		A20 . <i>Number of Student organizations assisted on student related activities</i>	<i>Assists student organizations in implementing student related activities</i>	1	1	5	4	4	4.33	JPSME 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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	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	4	4	5	4.33	ISO Certification

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	0	3	3	3	3.00	
		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	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/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 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							
	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	Implements 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								
	Convenor/ Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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										
	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	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	zero non-conformity	5	4	4	4.33	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the	100% compliant	100% compliant	5	4	4	4.33	
		On program accreditations								
		On institutional accreditations								

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	Zero % complaint	5	4	4	4.33	
	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/management related activities and other outputs to implement new normal							
	Total Over-all Rating								81.67	

Average Rating (Total Over-all rating divided by 4)	4.54
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.54
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 Encouraged to pursue graduate study for MSME degree at any CHED Accredited University to further strengthen qualifications and implementation of Department's RDE.

Evaluated & Rated by:

JUNDY R. CASTIL
 Department Head
 Date: October 30, 2020

Recommending Approval

ROBERTO C. GUARTE
 Dean, CET
 Date: 11/09/2020

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 11/10/2020



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**DEPARTMENT OF
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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Vic Angelo L. Impas**

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	Handles and teaches courses assigned	18	Jan. 6, 2020	June 30, 2020	May 29, 2020	very impressive	outstanding	31 hours per week
2	Prepares gradesheet and submits on or before deadline	6	Jan. 6, 2020	June 30, 2020	June 22, 2020	impressive	very satisfactory	Meng 115, MEng 104, Mtec 122, ESci 122m (3 sections)
3	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	10	Jan. 6, 2020	June 30, 2020	June 15, 2020	very impressive	outstanding	all the subject taught
4	Attend mandated trainings	1	Jan. 6, 2020	June 30, 2020	May 6-8, 2020	impressive	very satisfactory	virtual training on the development of Learning Module
5	Administers and checks long examination for subjects taught	4	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	all the subject taught
6	Prepares and checks quizzes for lec and lab	17	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	all the subject taught
7	Checks lab reports and term papers submitted as required	50	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	all the subject taught
8	Acts as academic adviser to students	15	Jan. 6, 2020	June 30, 2020	June 22, 2020	impressive	very satisfactory	irregular students under old Curriculum
9	Advises, and corrects research outline and thesis/SP manuscript as SRC Chairman	7	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	ME Project

10	Advises and corrects research outline and thesis/SP manuscript as SRC Member	13	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	ME Project
11	Entertains students consulting on subject taught, thesis and grades	25	Jan. 6, 2020	June 30, 2020	June 22, 2020	impressive	very satisfactory	all students under the subject taught
12	Advises student organizations recognized by USOO	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	JPSME
13	Assists student organizations in implementing student related activities	1	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	JPSME Week
14	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	satisfactory	ISO Certification
15	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	needs improvement	satisfactory	no OJT offered for midyear due to COVID-19
16	Designs experiential learning activities and other outputs to implement new normal	3	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	MEng 132, MEng 104, MEng 122, MEng 112
17	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	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going
18	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going
19	Provides customer friendly frontline services to clients	Zero % complaint	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	very satisfactory	on-going

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



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"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Engr. Vic Angelo L. Impas Signature: *[Signature]* Date: 10-90-20

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the submission of OBTL Syllabus for courses assigned	Reminded the faculty member on the submission of OBTL Syllabus	Included in the Departmental Meeting		<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular Meeting dated March 3, 2020	The faculty has submitted OBTL Syllabus of subjects assigned for the 2 nd semester of SY 2019-2020.
Monitoring on the attendance to trainings as aligned in the Faculty Development Plan	Reminded the faculty member to attend trainings and seminar to strengthen their field of specialization	<ul style="list-style-type: none">• Included in the Departmental Meeting• Issued a Department Memo	<ul style="list-style-type: none">• DME Mem No. 04, series of 2020, dated March 5, 2020 – Participation to Workshop for RFID Attendance System	<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular Meeting dated March	<ul style="list-style-type: none">• The department was able to conduct a workshop for RFID attendance system dated March 5, 2020 with Engr. Ebit as the resource

			<ul style="list-style-type: none"> • DME Memo No. 05, series of 2020, dated March 6, 2020 – Attendance to the College-wide Seminar 	3, 2020	<p>speaker</p> <ul style="list-style-type: none"> • Faculty members were able to attend the College wide Seminar on March 6, 2020 as part of the weeklong celebration of CET Week 2020
Monitoring on the submission of Midterm TOS and Questionnaire	Reminded the faculty member on the submission of Midterm TOS and questionnaire before the schedule of Midterm Examination	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 06, series of 2020, dated March 10, 2020 – Submission of Midterm TOS and Questionnaire • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> • The faculty member was able to submit his Midterm TOS and Questionnaire of his subjects handled for the 2nd semester of SY 2019-2020, before the schedule of examination
Monitoring on the performance as academic adviser	Reminded the faculty member on the schedule of academic advising and update the performance and status of their academic	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 07, series of 2020, dated March 10, 2020 – Last Day for Dropping Subjects with no grade of 5.0 	Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> • The faculty was able to remind his academic advisees on the last day of dropping of subjects with no grade of 5.0 • Academic consultation were done

	advisees				during the online registration for the 1 st semester of SY 2020 - 2021
Monitoring on the performance as member of Student Research Committee (SRC) of ME Project/OJT Manuscript	Update with the faculty member with the status of completion of their ME Project advisees and OJT Manuscript		DME Memo No. 11, series of 2020, dated June 30, 2020 – Completion of ME Project Requirement		All groups with the faculty member as adviser or member of the SRC were able to submit the approved manuscript for OJT and ME Project
Monitoring on the performance as JPSME adviser	Constantly update with the faculty member on the organization's plans and activities	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 03, series of 2020, dated February 24, 2020 – Participation to JPSME Week 2020 	Notice and Minutes of DME Regular Meeting dated February 6, 2020	The JPSME has successfully conducted the JPSME week last February. Other activities scheduled were cancelled because of the class suspensions due to the COVID19 Pandemic
Monitoring on the performance on the preparation of documents and other materials required during ISO Certification	Reminded the faculty member to facilitate the preparation of necessary documents and implementation of activities related to the ISO certification	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 01, series of 2020, dated January 29, 2020 - Reminders for the ISO Certification • DME Memo No. 02, series of 2020, dated February 11, 2020 – Preparation for the ISO 9001:2015 Second Stage 	<ul style="list-style-type: none"> • Notice and Minutes of DME Regular Meeting dated February 6, 2020 • Notice and Minutes of DME Emergency Meeting dated February 14, 2020 	DME was able to prepare necessary documents and other materials and conduct activities related to the ISO Certification which was done last February 19-20, 2020

			<p>External Audit</p> <ul style="list-style-type: none"> • DME Memo No. 08, series of 2020, dated March 11, 2020 – Implementation of 5S 		
Monitoring on the submission of grades before deadline	Reminded the faculty member to submit grades on courses handled for the 2 nd semester SY 2019-2020	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	Notice and Minutes of DME Regular Meeting dated March 3, 2020	The faculty member was able to submit grades of all his courses handled on the 2 nd semester of SY 2019-2020
Monitoring on the Status of Implementation of the Faculty Development Plan	Constantly update with the faculty member on the status of his application for his graduate study	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	The faculty member has been admitted to University of San Carlos for his study in MSME. He was then recommended for study leave with pay.
Monitoring on the Strict Implementation of Work Arrangements and Health and Safety Protocols related to COVID19 Pandemic	Reminded the faculty member on the strict implementation of work arrangements and to follow health and safety protocols related to COVID19 Pandemic	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements • DME Memo 	Notice and Minutes of DME Emergency Meeting dated March 16, 2020	<ul style="list-style-type: none"> • The faculty member was able to submit outputs as agreed in the weekly work arrangements • Health and safety protocols were implemented in the Department

			No. 10, series of 2020, dated March 29, 2020 – Submission of Output for the month of May and Requiremen ts for Processing of the Faculty Clearance		
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Coaching

Class observation and discussion of results of student's evaluation during the previous semester	<ul style="list-style-type: none"> • Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination • Discuss with the faculty member on the result of teaching performance evaluation for the 1st semester of SY 2019-2020 	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> • Conduct of class observation for the 2nd semester of SY 2019-2020 as scheduled after the Midterm Examination was not done because of the class suspension due to the COVID19 Pandemic • Result of the student evaluation was discussed with the faculty member
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Noted by:

ROBERTO C. GUARTE
Next Higher Supervisor



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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Vic Angelo L. Impas**
Performance Rating: **Outstanding**

Aim: To obtain Master's Degree in Mechanical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

- Monitor and guide Engr. Impas on his application for admission for his graduate study
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Engr. Impas has already secured admission at University of San Carlos to enroll for his graduate study in MSME
- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester of SY 2019-2020.
- He was able to perform his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Attended the department based seminar for RFID Attendance which is very helpful in checking the attendance of his students per courses.
- Attended the Online Moodle training in preparation for the development of instructional materials for the new normal mode of instruction.

Date: July 2020

Target Date: December 2020

Next Step:

- Recommend Engr. Impas to study leave with pay and require him to apply for scholarship to further support his studies.
- Continue monitoring of his progress in his graduate studies

Outcomes:

- Finish his MSME degree on time
- Strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to CMO No. 97, series of 2017

Final Steps / Recommendations:

- After finishing his MSME degree, Engr. Impas will be encourage to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Mechanical Engineering.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:

VIC ANGELO L. IMPAS
Name of Ratee