SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Juztine Jane L. Rebuyas

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.48	
b. Students (50%)		2.34	
TOTAL for Instruction	70%	4.81	3.37
2. Research	10%	5.00	0.50
3. Extension	15%	5.00	0.75
4. Administration & Support to Operation	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.87

*Instructor I - January 1, 2021 - June 30, 2021

*Department Head - January 1, 2021-February 28, 2021

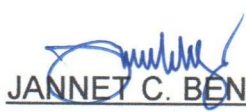EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

JUZTINE JANE L. REBUYAS   JANNET C. BENCURE
Instructor I   Head, DGE

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUZTINE JANE L. REBUYAS, 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, 2021 to June 30, 2021**.

Approved:

JUZTINE JANE L. REBUYAS
Instructor
Date:

JANNET C. BENCURE
Head, DGE
Date:

ROBERTO C. GUARTE
Dean, CET
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (from January 1, 2021 to June 30, 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	**A2**. Number of students advised	Acts as academic adviser to graduate							
		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	20	35.75	5	5	5	5.00	GEng 114, GEng 152, GEng 136, GEng 124, GEng 146
		A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	4	0					

		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	0	6	5	5	5	5.00	GEng 133n - Ordiz; GEng 161 - Alvero, Claros, Elan, Infiesto, Menorias
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	5	5.00	GEng 114 - 2; GEng 136/GEng 152 - 3
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	1	5	5	5	5.00	GEng 114 - 1
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	7	5	5	5	5.00	GEng 114 - 4; GEng 136/Geng 152 - 3
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	15	50	5	5	5	5.00	Google Consulatation Form - 35; Email - 15	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	1	5	5	4	4.67	Cesar
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	Oliveros, Lunggay, Colorito

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	22	5	5	5	5.00	Google Consultation Form - 12; Email - 10
	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 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	2	2	5	5	4	4.67	GEng 114 & GEng 136/GEng 152
		Flexible instructional materials								
		Supplemental learning resour	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	GEng 136/GEng 152

				10	6	5	5	5	5.00	Long Exam (GEng 114 - 2; GEng 136/GEng 152 - 3); Quiz (GEng 114-1)
		Assessment tools	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 Moddle or Google Classroom	2	2	5	5	5	5.00	GEng 114 & GEng 136/GEng 152
	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							
		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								
	In refereed int'l journals									
	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	5	5	5	5.00	Co-Project Staff of the Study 2 entitled " High-Throughput Field Phenotyping of Major Rootcrops Using Unmanned Aerial Vehicle"	

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								
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new								
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	1	5	5	5	5.00	LGU Baybay
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	15	5	5	5	5.00	Training on the operability of GPS receivers with GSD personnel

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		2	5	5	5	5.00	Baybay City's Water-Invoked Hazard-Prone Household Identification, Mitigation and Emergency Response; Capacitating the VSU Satellite Campuses and Selected Local Government Units in Disaster Risk Assessment Using Geographic Information System
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	60							
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 (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 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 theQMS 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		100%	5	5	5	5.00	
	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							
	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	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/manag ement related activities and other outputs to implement							
	Total Over-all Rating								94.33	
	Average Rating								4.96	
	Adjectival Rating								O	

				Comments and Recommendations for Development Purposes:
Average Rating (Total Over-all rating divided by 4)			4.96	
Additional Points:				Congratulations. She encourage to publish journal paper from her research output.
Approved Additional points (with copy of approval)				
FINAL RATING			4.96	
ADJECTIVAL RATING			OUTSTANDING	

Evaluated & Rated by:

JANNET C. BENCURE
Department Head
Date: 22 July 2021

ROBERTO C. GUARTE
Dean, College of Engineering and Technology
Date: 23 July 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/26/21

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Juztine Jane L. Rebuyas**

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 114, GEng 136, GEng 152, GEng 124, GEng 146)	Assessment and students' grade per course taught	March 2021	July 2021	July 2021	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	March 2021	July 2021		impressive	Outstanding	
3	Develop/revise syllabus and instructional materials	Module and OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	March 2021	July 2021	OBE syllabus (March 2021)	impressive	Outstanding	
		on-line course ware developed and submitted	March 2021	July 2021	June 2021	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	March 2021	July 2021	June 2021 (Midterm grades)	impressive	Outstanding	

		registrar						
5	Participate in all activities conducted by the department, college and the university	Alumni Webcoming, Students Orientation Webinar Turnitin Training for Faculty	January-June 2021	June 2021	June 2021	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	Department Personnel Committee, Curriculum Committee, RDE Committee	March 2021	December 2021	June 2021	impressive	Outstanding	

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

Prepared by:

JANNET C. BENCURE
Head

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
✓	2nd	U A R T E R
	3rd	
	4th	

Name of Office: Department of Geodetic Engineering

Head of Office: Engr. Juztine Jane L. Rebuyas (January-February)

Number of Personnel: 10 Faculty members

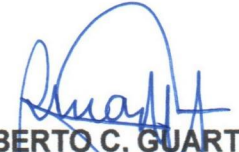| Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring for the updates on Lecture/Laboratory Classes, Survey Camp and OJT		Discussed the updates on Lecture/Laboratory Classes, Survey Camp and OJT		Notices of meeting (CET.GE N21-01	Some lecture class were extended due time constraints OJT students were to conduct their field practices at home
Cascading of the department OPCR for January to December 2021		Cascaded the Target of the department OPCR from January to December 2021		Notices of meeting (CET.GE N21-02	The 2021 OPCR was cascaded and will be the basis for the IPCRs of the faculty members Faculty members were instructed to fill up their designated assignments to be submitted to meet the deadline of OPCR
II. Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JUZTINE JANE L. REBUYAS
Immediate Supervisor

Noted by:

ROBERTO C. GUARTE
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Juztine Jane L. Rebuyas**
Performance Rating: _____

Aim: Engr. Juztine Jane L. Rebuyas 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 2021   Target Date: June 2021

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 trainings, conferences, and conventions to strengthen her competencies and qualifications.

Result:
The faculty was able to prepare Student Learning Guide (SLG) or Instructional Manual for the new normal scheme teaching in accordance to the minimum requirements provided by the CMO 89, s. 2017 and the university. Also, the faculty was able to attend training on MOODLE, for the implementation of remote instruction of the university.

Date: July 2021   Target Date: December 2021

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 trainings, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:
Finalize and submit the Student Learning Guide (Module) and 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. Rebuyas should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications. It is also highly recommended that the faculty member proposes possible research and/or extension projects that are in line with her field of interest and to the university's RDE Agenda.

Prepared by:

Jannet C.Bencure
Head, Dept. of Geodetic Engineering

Conforme:

Juztine Jane L. Rebuyas
Name of Ratee Faculty