



Exhibit K

Summary of Individual Ratings of Faculty Members  
with Multiple Functions

Name of Faculty Member: Engr. Jake Ernest P. Binueza

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.46	2.23
b. Students (50%)	50%	4.60	2.30
Total for Instruction			4.53
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.53

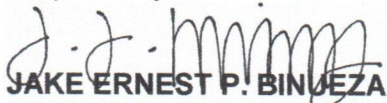
EQUIVALENT NUMERICAL RATING: 4.53

Add: Additional Points, if any: 0.00

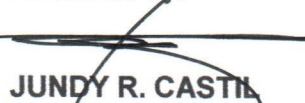
TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: Outstanding

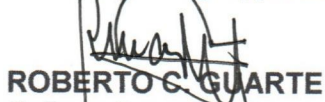
Prepared by:

  
**JAKE ERNEST P. BINUEZA**  
Instructor I

Reviewed by:

  
**JUNDY R. CASTIL**  
Dept. Head, DME

Recommending Approval:

  
**ROBERTO C. GUARTE**  
College Dean, CET

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Instruction



**VISAYAS**  
STATE UNIVERSITY

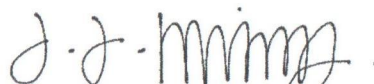


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"Exhibit B"

**Individual Performance Commitment and Review Form (IPCR)**

I, Jake Ernest P. Binueza, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July 2019.

  
**JAKE ERNEST P. BINUEZA**  
Ratee

Approved:

  
**JUNDY R. CASTIL**  
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	100%	4	4	4	4.00	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students class performances	70%	100%	4	4	4	4.00	6/6 BSME students
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	-	4	4	4	4.00	all students who applied for graduation graduated on time
	PI 8: Number of academe/industry linkages established	Actively participate on the activities rendered by the organization	1	1	4	4	4	4.00	PSME



	PI 10: Number of student organizations advised/assisted	Act as JPSME Adviser	1	1	3	4	4	3.67	
<b>UMFO 5. Support to Operations</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
	PI 1. Number of faculty pursuing advanced degree programs	Secure admission and applied for scholarship for MSME program	1	1	5	5	5	5.00	On-study leave Aug. 2019
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 2: Degree program compliant with CHED requirements	Support the implementation of the degree program	1	1	3	4	4	3.67	BSME
<b>OVPI MFO 6. General Administration and Support Services</b>									
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
<b>Total Over-all Rating</b>								<b>28.33</b>	

Average Rating (Total Over-all rating divided by 4)		4.05
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.05
ADJECTIVAL RATING	Very Satisfactory	

**Comments & Recommendations for Development Purpose:**  
Complete the graduate program on target

Evaluated & Rated by:

**JUNDY R. CASTIL**

Department Head

Date: \_\_\_\_\_

Recommending Approval:

**ROBERTO C. GUARTE**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Vice President, Instruction

Date: \_\_\_\_\_

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



**VISAYAS**  
STATE UNIVERSITY



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Exhibit I

### Performance Monitoring Form

Name of Employee: **Engr. Jake Ernest P. Binueza**

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	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
2	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students' class performances	70%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
3	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
4	Actively participate on the activities rendered by the organization	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
5	Act as JPSME Adviser	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
6	Secure admission and applied for scholarship for MSME program	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
7	Support the implementation of the degree program	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

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

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

Prepared by:

~~JUNDY R. CASTIL~~  
Head, DNE



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
/	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: Dept. of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty: Engr. Jake Ernest P. Binueza Signature: J. J. Binueza Date: 1/23/2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	Engr. Binueza is encouraged to finish MSME program as scheduled per Faculty Development Plan and plan out his study in line with his field of specialization.				Done
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks					

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

Conducted by:

**JUNDY R. CASTIL**  
Immediate Supervisor

Verified by:

**ROBERTO C. GUARTE**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO





### Employee Development Plan

Name of Employee: **Engr. Jake Ernest P. Binueza**

Performance Rating: **Very Satisfactory**

#### Aim:

To earn MS Mechanical Engineering degree compliant to VSU Rules and Regulations and to the CHED Requirements and be a lead person for the implementation of the department's RDE Agenda in his field of specialization.

#### Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:

**Date:** January 2019

**Target Date:** July 2019

#### First step:

Engr. Binueza is encouraged to seek for admission to any reputable university in the country offering masteral degree in mechanical engineering. Once admitted, the department will recommend him for study leave with pay in accordance to the DME Faculty Development Plan while Engr. Binueza apply for scholarship grant from CHED or DOST-ERDT whichever is available.

#### Result:

Engr. Binueza was admitted to the University of San Carlos, Cebu with DOST-ERDT scholarship graft. The university has approved the request for study leave with pay for the 2-year duration of the program.

**Date:** August 2019

**Target Date:** May 2021

#### Next Step:

Engr. Binueza is tasked to complete his studies for a 2-year period as a full-time student and perform research activities in accordance with the approved DME Faculty Development Field of Specialization.

#### Outcomes:

Once completed on May 2021, he will immediately reinstate and continue the delivery of services in instruction, research, extension and community development.

#### Final Steps/Recommendation:

The department will monitor Engr. Binueza's performance and ensure his compliance to the university's policies and procedures.

Prepared by:

**JUNDY R. CASTIL**  
Department Head

Conforme:

**JAKE ERNEST P. BINUEZA**  
Instructor I