



Exhibit K

**Summary of Individual Ratings of Faculty Members
with Multiple Functions**

Name of Faculty Member: **Engr. Philip Caesar L. Ebit**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.58 \times 50\% =$ 2.29	
b. Students (50%)		$4.17 \times 50\% =$ 2.09	
Total for Instruction		4.38	4.38
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			4.38

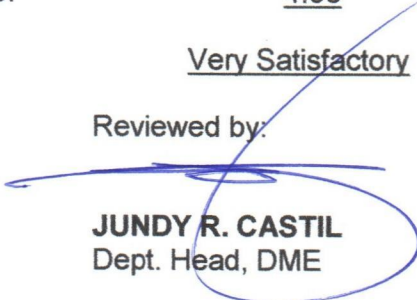
EQUIVALENT NUMERICAL RATING: 4.38
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.38

ADJECTIVAL RATING: Very Satisfactory

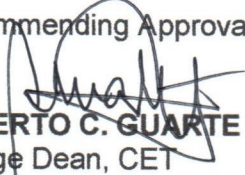
Prepared by:


PHILIP CAESAR L. EBIT
Instructor


Reviewed by:


JUNDY R. CASTIL
Dept. Head, DME

Recommending Approval:


ROBERTO C. GUARTE
College Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Instruction



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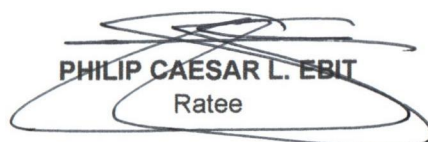


College of Engineering and Technology
Department of Mechanical Engineering
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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Philip Caesar L. Ebit, 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 January to June, 2019.


PHILIP CAESAR L. EBIT
Ratee

Approved: 
JUNDY R. CASTIL
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	34.4	5	5	5	5.00	Taught 2 subjects with a total of 250 students
	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%	5	4	4	4.33	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%	5	5	5	5.00	22 students who applied for graduation graduated on time
	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%	0	4	4	4	4.00	all students who applied for graduation graduated on time
	PI 8: Number of academe/industry linkages established	Renewal of membership to professional organization	1	1	5	5	5	5.00	IIEE
	PI 9: Number of thesis/special problems of students:								

a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Panelist during the oral defense of the project	20	26	5	5	5	5.00	ME Project-4, OJT manuscript-22
PI 11: Number of instructional materials developed/revised								
a. OBE - compliant syllabi	Produce syllabi from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	2	2	4	4	4	4.00	AC DC Machinery, Basic Electronics
b. Teaching guides/Student guides/Laboratory Manuals	Make one Laboratory Manual	1	1	5	4	4	4.33	Basic Electrical Circuits
d. On-line interactive learning resources per subject	Do online classroom for subject taughts	1	1	5	5	5	5.00	Edmodo
UMFO 5. Support to Operations								
OVPI MFO 3. Faculty Evaluation Services								
PI 4: Number of seminars/ trainings/ conventions/ workshops outside the university	Attend trainings relevant for teaching Mechanical Engineering students	1	2	5	5	5	5.00	BOSH Training Course, Energy Research WS
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly evaluated by the students based on the teaching strategies per subject	80%	100%	5	5	5	5.00	1 Outstanding; 5 VS
PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Support the JPSME by attending its organized activities such as seminars	1	1	5	5	5	5.00	JPSME Symposium
OVPI MFO 4. Program and Institutional Accreditation Services								
PI 2: Degree program compliant with CHED requirements	Support the implementation of the degree program	1	1	4	4	4	4.00	Complied to RQAT requirements
OVPI MFO 6. General Administration and Support Services								
PI 1. Number of Risk Assessment/Review conducted	Do risk assessment on the work area and implement 5S	1	1	4	4	4	4.00	
PI 2. Number of risks identified	Provide solution or aide to eliminate or mitigate the risks found	8	8	4	4	4	4.00	
PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Over-all Rating							68.67	

Average Rating (Total Over-all rating divided by 4)	4.58
Additional Points:	
Approved additional points (with copy of approval) XX	
FINAL RATING	4.58

Comments & Recommendations for Development Purpose: Finish the MSEE degree at University of San Carlos to add on the line up of DME Faculty members with at least MS/ME

ADJECTIVAL RATING

Outstanding

degree as per CHED requirement.

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



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Exhibit I

Performance Monitoring Form

Name of Employee: **Engr. Philip Caesar L. Ebit**

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	Provide teaching services to engineering students	18	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
2	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
3	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students' class performances	70%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
4	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%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
5	Renewal of membership to professional organization	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
6	Panelist during the oral defense of the project	20	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
7	Produce syllabi from the CMO approved corresponding to the	2	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	

	subject taught before start of the class and ensures that the learning outcomes met						
8	Make one Laboratory Manual	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
9	Do online classroom for subject taught	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
10	Attend trainings relevant for teaching Mechanical Engineering students	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
11	Properly evaluated by the students based on the teaching strategies per subject	80%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
12	Support the JPSME by attending its organized activities such as seminars	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
13	Support the implementation of the degree program	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
14	Do risk assessment on the work area and implement 5S	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory
15	Provide solution or aide to eliminate or mitigate the risks found	8	Jan. 3, 2019	June 28, 2019	June 28, 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, DME



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Engr. Philip Caesar L. Ebit Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Engr. Ebit is given lesser teaching load to ensure that he can devote part of his schedule to complete his thesis and other requirements in the completion of his MSEE program.	Regular monthly meeting was agreed by the group to ensure policies are strictly followed, activities are monitored and requirements are complied.			
Coaching 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



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Exhibit L

Employee Development Plan

Name of Employee: **Engr. Philip Caesar L. Ebit**

Performance Rating: **Very Satisfactory**

Aim:

To attend technical seminars conducted by accredited professional organizations in relation to continued professional development as practicing Electrical Engineer.

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

Date: January 2019

Target Date: June 2019

First step:

Engr. Ebit is encouraged to search for available trainings and seminars conducted by accredited professional organizations in his field of expertise.

Result:

Engr. Ebit attended seminars and trainings which was endorsed by the department, and approved and financed by the university.

Date: July 2019

Target Date: December 2019

Next Step:

Engr. Ebit is tasked to continue the delivery of instruction, research and extension services as his main function as faculty member of the department.

Outcomes:

Engr. Ebit has improved his performance in instruction as shown in the ratings of his teaching performance evaluation by the students.

Final Steps/Recommendation:

Ensure that his performance as a faculty member of the department will continue to improve.

Prepared by:


JUNDY R. CASTIL
Department Head

Conforme:


PHILIP CAESAR L. EBIT
Instructor I