



**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Engr. Triponio O. Solarte Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
i. Head/Dean (50%)	100%	4.39	4.39
j. Students (50%)	0		
Total for Instruction	100%		4.39
2. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
i. Client/Dir. for Extension (50%)			
j. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	0		
5. Production	0		
TOTAL			4.39

EQUIVALENT NUMERICAL RATING: 4.39  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING:

**Very Satisfactory**

Prepared by:

Reviewed by:

**TRIPONIO O. SOLARTE JR.**  
Name of Faculty

**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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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ENGR. TRIPONIO O. SOLARTE JR., 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.

**TRIPONIO O. SOLARTE JR.**

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 Accomplish ment	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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> 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							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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 Moodle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	30.05	5	5	5	5.00	28 hours per week

		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	4	4	4.33	MEng 118, Mtec 122, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
		<b>A11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	"Online Training on Developing a MOODLE Online Classroom"
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	4	4	4.33	Esci 143 (3 sections)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	21	5	4	4	4.33	MEng 118, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	9	9	4	4	4	4.00	Thesis ( 3 groups)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	9	9	4	4	4	4.00	Thesis ( 3 groups)
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	40	5	4	4	4.33	Thesis ( 3 groups), MEng 118, Mtec 122, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							



		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<u>A 21</u> : 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							
		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.							
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<u>A 25.</u> 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	5	4	4	4.33	ISO accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<u>A 26.</u> 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											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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								
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> 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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								



		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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								
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects								
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								

	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department	<b>A 44.</b> 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	
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								52.66	

<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.39</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.39</b>

**Comments & Recommendations for Development Purpose:** Finish requirements for MSME degree at MSU-IIT to further strengthen qualifications and implementation of Department's RDE.



ADJECTIVAL RATING

Very Satisfactory

Evaluated & Rated by:

**JUNDY R. CASTIL**

Department Head

Date: October 20, 2020

Recommending Approval

**ROBERTO C. GUARTE**

Dean, CET

Date: 11/09/2020

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 11/16/2020



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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Triponio O. Solarte Jr.**

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	28 hours per week
2	Prepares gradesheet and submits on or before deadline	4	Jan. 6, 2020	June 30, 2020	June 22, 2020	very impressive	outstanding	MEng 118, Mtec 122, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
3	Attend mandated trainings	1	Jan. 6, 2020	June 30, 2020	May 8, 2020	impressive	very satisfactory	Online Training on Developing a MOODLE Online Classroom
4	Administers and checks long examination for subjects taught	1	Jan. 6, 2020	June 30, 2020	June 2, 2020	impressive	very satisfactory	Esci 143 (3 sections)
5	Prepares and checks quizzes for lec and lab	10	Jan. 6, 2020	June 30, 2020	June 2, 2020	very impressive	outstanding	MEng 118, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
6	Advises, and corrects research outline and thesis/SP manuscript as SRC Chairman	9	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	3 groups
7	Advises and corrects research outline and thesis/SP manuscript as SRC Member	9	Jan. 6, 2020	June 30, 2020	June 10, 2020	impressive	very satisfactory	3 groups



8	Entertains students consulting on subject taught, thesis and grades	5	Jan. 6, 2020	June 30, 2020	June 10, 2020	very impressive	outstanding	ME Project ( 3 groups), MEng 118, Mtec 122, Esci 116n (2 sections), Esci 124m (2 sections), Esci 143 (3 sections)
9	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	Jan. 6, 2020	June 30, 2020	Feb. 2, 2020	impressive	very satisfactory	ISO certification
10	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
11	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
12	Provides customer friendly frontline services to clients	Zero % complaint	Jan. 6, 2020	June 30, 2020	June 30, 2020	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	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

**Name of Office:** Department of Mechanical Engineering

**Head of Office:** Engr. Jundy R. Castil

**Name of Faculty/Staff:** Engr. Triponio O. Solarte Jr. **Signature:**  **Date:** 11-04-2020

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"><li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li><li>• Notice and Minutes of DME Regular Meeting dated March 3, 2020</li></ul>	The faculty has submitted OBTL Syllabus of subjects assigned for the 2 <sup>nd</sup> 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"><li>• Included in the Departmental Meeting</li><li>• Issued a Depart</li></ul>	<ul style="list-style-type: none"><li>• DME Mem No. 04, series of 2020, dated March 5, 2020 – Participation to Workshop for RFID</li></ul>	<ul style="list-style-type: none"><li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li></ul>	<ul style="list-style-type: none"><li>• The department was able to conduct a workshop for RFID attendance system dated March 5, 2020 with Engr. Ebit as the resource</li></ul>



		ment Memo	Attendance System • DME Memo No. 05, series of 2020, dated March 6, 2020 – Attendance to the College-wide Seminar	• Notice and Minutes of DME Regular Meeting dated March 3, 2020	speaker • 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 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	As per update, the faculty member is still working with revision of his thesis proposal
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"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 06, series of 2020, dated March 10, 2020 – Submission of Midterm TOS and Questionnaire</li> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements</li> </ul>	Notice and Minutes of DME Regular Meeting dated February 6, 2020	• The faculty member was able to submit his Midterm TOS and Questionnaire of his subjects handled for the 2 <sup>nd</sup> semester of SY 2019-2020, before the schedule of examination
Monitoring on the performance as member of Student Research Committee (SRC) of ME Project	Update with the faculty member with the status of completion of their ME Project advisees		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 ME Project

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"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 01, series of 2020, dated January 29, 2020 - Reminders for the ISO Certification</li> <li>• DME Memo No. 02, series of 2020, dated February 11, 2020 - Preparation for the ISO 9001:2015 Second Stage External Audit</li> <li>• DME Memo No. 08, series of 2020, dated March 11, 2020 - Implementation of 5S</li> </ul>	<ul style="list-style-type: none"> <li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li> <li>• Notice and Minutes of DME Emergency Meeting dated February 14, 2020</li> </ul>	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
Monitoring on the submission of grades before deadline	Reminded the faculty member to submit grades on courses handled for the 2 <sup>nd</sup> semester SY 2019-2020	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 - Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements</li> </ul>	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 <sup>nd</sup> semester of SY 2019-2020
Monitoring on the Strict Implementation of Work Arrangements and Health and Safety Protocols related to	Reminded the faculty member on the strict implementation of work arrangements and to follow health and safety protocols related to	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 - Suspension of Classes and Implementation of Flexible/Alter</li> </ul>	Notice and Minutes of DME Emergency Meeting dated March 16, 2020	<ul style="list-style-type: none"> <li>• The faculty member was able to submit outputs as agreed in the weekly work arrangements</li> <li>• Health and safety protocols were implemented in the Department</li> </ul>



COVID19 Pandemic	COVID19 Pandemic		native Work Arrangments • DME Memo No. 10, series of 2020, dated March 29, 2020 – Submission of Output for the month of May and Requirement s 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"> <li>• Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination</li> <li>• Discuss with the faculty member on the result of teaching performance evaluation for the 1<sup>st</sup> semester of SY 2019-2020</li> </ul>	Included in the Departm ental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> <li>• Conduct of class observation for the 2<sup>nd</sup> semester of SY 2019-2020 as scheduled after the Midterm Examination was not done because of the class suspension due to the COVID19 Pandemic</li> <li>• Result of the student evaluation was discussed with the faculty member</li> </ul>
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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. Triponio O. Solarte Jr.**

Performance Rating: **Very Satisfactory**

**Aim:** To finish his 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 OBE'dized 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:**

- Constant updates of the status of completion of his MSME thesis and make plans for possible interventions and assistance.
- 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:**

- Still working with his revision of his thesis proposal but was unable to finish due to high teaching load assigned.
- Prepared and submitted approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester of SY 2019-2020.
- Performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Attended a department based seminar for RFID Attendance which is very helpful to the faculty in checking the attendance of students per courses.
- Attended 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:**

- Require the faculty to communicate with MSU IIT for the completion of his MSME degree
- Reduce the teaching load of the faculty member to be able to have time to work and finish his thesis
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Organize a department based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- To continue to recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization

**Outcomes:**

- Engr. Solarte as MSME degree holder to strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant trainings and seminars aligned to his field of specialization

**Final Steps / Recommendations:**

- After finishing his MSME degree, Engr. Solarte 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:

  
**TRIPONIO O. SOLARTE JR.**  
Name of Ratee