



Exhibit K

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

Name of Faculty Member: **Engr. Ayrton John V. Bantay**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	70%	4.00	2.80
b. Students (50%)	0		
Total for Instruction	70%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	30%	4.00	1.20
5. Production	0		
TOTAL	100%		4.00

EQUIVALENT NUMERICAL RATING: 4.00
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.00

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

AYRTON JOHN V. BANTAY
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



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DEPARTMENT OF
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Prepared by:

AYRTON JOHN V. BANTAY
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. AYRTON JOHN V. BANTAY, 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 JUNE 1 - JULY 31, 2020.

AYRTON JOHN V. BANTAY
Instructor I
Date: _____

Approved: _____

JUNDY R. CASTIL
Department Head
Date: _____

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
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE	A1. Actual Faculty's FTE	Handles subjects/courses							
	PI 8: Number of	A2. Number of students advised	Acts as academic adviser							
		A3. Number of students advised								
		As GAC Chairman	Advises and corrects							
		AS GAC Member	Advises and corrects							
		A4. Number of students	Entertains students							
	PI 9: Number of	A5. Number of on-line ready	Converts the existing							
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							

	<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</i>	<i>Creates virtual classroom</i>								
<i>PI 10 . Additional</i>	<i>A 8. Other outputs implementing</i>	<i>Designs experiential</i>								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
<i>PI 5: Total FTE,</i>	<i>A9. Actual Faculty's FTE</i>	<i>Handles and teaches</i>								
	<i>A10 . Number of grade sheets submitted within prescribed period</i>	<i>Prepares gradesheet and submits on or before deadline</i>								
	<i>A 11 . Number of INC forms with grade submitted within prescribed period</i>	<i>Facilitates students in their completion of the subject and submits completion forms with grade within</i>								
	<i>A12 . Number of trainings attended related to instruction</i>	<i>Attend mandated trainings</i>								
	<i>A13 . Number of long examinations administered and checked</i>	<i>Administers and checks long examination for subjects taught</i>								
	<i>A14 . Number of quizzes administered and checked</i>	<i>Prepares and checks quizzes for lec and lab</i>								
	<i>A15 . Number of lab reports and term papers checked and graded</i>	<i>Checks lab reports and term papers submitted as required</i>								
<i>PI 8: Number of students advised: *</i>	<i>A16. Number of students advised:</i>	<i>Acts as academic adviser to students</i>								
	<i>A17 . Number of students advised As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>								
	<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>								
	<i>A18 . Number of students</i>	<i>Entertains students</i>								
<i>PI 9: Number of student</i>	<i>A19 . Number of Student</i>	<i>Advise student</i>								

		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								
		Supplemental learning resources	Prepares Power Point								
		Assessment tools	Prepares assessment								
		A 23 : Number of on-line course	Submits the course ware								
		A 24 : Number of virtual classroom	Creates virtual classroom								
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and								
		Agency/firm/Industry linkages	Coordinates with potential								
		A 26. Other outputs implementing	Designs experiential								
			Drafted online-ready Teaching and Laboratory Manual for MEng 143	1	1	4	4	4	4.00	Completed a draft copy of MEng 143 Manual composed of 11 chapters	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research	A27. Number of research outputs	Conducts research for								
	PI 2. Number of research	A 28. Number of research outputs	Conducts and completes								
	PI 3. Percentage of	A 29. Percentage of research	Writes publishable								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	PI 5. Percent of research	A 31. Percentage of of research	Prepares research								
	PI 6. Additional outputs*	A 32. No. of research-related									
		A 33. Number of journal	Acts as peer reviewer of								
		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	Designs research related								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active	A 36. Number of active	Identifies and links with								
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among								
	PI 3. Number of	A 38. Number of extension	Implements duly								
	PI 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and								

PI 5. Number of	A 40. Number of technical/expert	Provides the technical and							
Research	Research Mentor								
Peer	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
	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	A 44. Compliance to all	Ensures that all the QMS	zero non-	zero non-conformity	4	4	4	4.00	
	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	4	4	4	4.00	
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent	A 46. Customerly friendly frontline	Provides customer friendly							
PI 3: Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces							
	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								4.00	

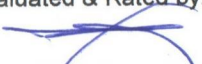
Average Rating (Total Over-all rating divided by 4)	4.00
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.00
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development


Purpose:

Complete his MSME degree per DME Faculty Development Plan.


Evaluated & Rated by:


JUNDY R. CASTIL
Department Head
Date:

Recommending Approval


ROBERTO C. GUARTE
College Dean, CET
Date:

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Ayrton John V. Bantay**

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	Drafted online-ready Teaching and Laboratory Manual for MEng 143	1	June 1, 2020	July 31, 2020	July 31, 2020	impressive	Very satisfactory	Completed a draft copy of MEng 143 Manual composed of 11 chapters

* 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

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

Name of Office: Department of Mechanical Engineering

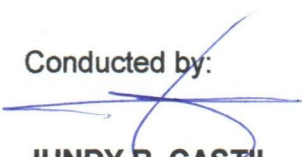
Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Engr. Ayrton John V. Bantay Signature: [Signature] Date: _____

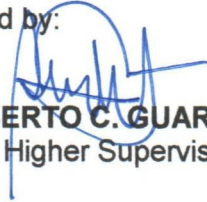
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the Status of Implementation of the Faculty Development Plan	Update with the faculty member on the status of his study leave	Included in the Departmental Meeting	N.A.	N.A.	The faculty member is completing his MSME at CIT-U with 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	N.A.	N.A.	<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

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. Ayrton John V. Bantay**
Performance Rating: **Very Satisfactory**

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: June 2020

Target Date: July 2020

First Step:

- Monitor and guide Engr. Bantay on the completion of his MSME degree at CIT-U.

Results:

- Engr. Bantay has been advised to reinstate since he has not enrolled for the Mid-year due to Covid-19 pandemic
- He was able to prepare and submit draft copy of online-ready Teaching and Laboratory Manual for MEng 143

Date: August 2020

Target Date: December 2020

Next Step:

- Continue monitoring of his progress in his graduate studies and advised to enroll for the coming semester

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. Bantay 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:


AYRTON JOHN V. BANTAY
Name of Ratee