



Exhibit K

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

Name of Faculty Member: **Engr. Mark Anthony S. Arcayan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.36	1.74
b. Students (50%)	40%	4.35	1.74
Total for Instruction	80%		3.48
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	20%	5.00	1.00
5. Production	0		
TOTAL	100%		4.48

EQUIVALENT NUMERICAL RATING: 4.48
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.48

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARK ANTHONY S. ARCAYAN
Name of Faculty

Reviewed by:

RONARD G. PANA
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. MARK ANTHONY S. ARCAYAN, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY 1 - JUNE 30, 2023.

MARK ANTHONY S. ARCAYAN

Instructor I

Date: 7/7/2023

Approved:

RONARD G. PANA

Department Head

Date: 7/7/2023

JANNEY C. BENCURE

College Dean

Date: 7/10/23

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 denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	<i>Handles and teaches courses assigned</i>	61%	87.10%	5	4	4	4.33	February 2023
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	A3. Provide support to RQAT compliance for BSME Program	<i>Follow the CMO for BSME program</i>	100%	100%	5	4	4	4.33	Assigned area: Research and Extension
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations	<i>AACUP Level I</i>	100%	100%	4	4	4	4.00	effective until April 2024
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	34	34.4	5	4	4	4.33	2nd Sem AY 2022-2023
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		9	5	4	4	4.33	1st Sem AY 2022-2023 - 5 2nd Sem AY 2022-2023 - 4

	A11. 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		60	5	4	4	4.33	MEng 144-1 - 58 MEng 143 - 1 ESci 124 - 1
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	CQI training
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		8	5	4	4	4.33	ESci 110 - 2 ESci 123 - 2 ESci 124 - 2 MEng 124n - 2
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		27	5	4	4	4.33	ESci 110 - 7 ESci 123 - 7 ESci 124 - 7 MEng 124n - 6
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		9	5	4	4	4.33	MEng 125 - 7 ME Research - 2
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	87	87	5	4	4	4.33	1st Sem and 2nd Sem AY 2022- 2023
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	4	4	4.33	ME Research - 3 ABE Research - 2
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	9	9	5	4	4	4.33	MEng 125 - 7 ME Research - 2
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	101	101	5	4	4	4.33	2nd year BSME students - 87 ME Research - 14
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	5	4	4	4.33	VSU Robotics
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	4	4	4.33	VSU Robotics
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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		30	5	4	4	4.33	ESci 110 - 7 ESci 123 - 7 ESci 124 - 7 MEng 124n - 6 video clips - 3

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	35	5	4	4	4.33	quizzes - 27 long exams - 8
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	6	9	5	4	4	4.33	1st Sem AY 2022-2023 - 5 2nd Sem AY 2022-2023 - 4
	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	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	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l	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							
		<i>In int'l fora/conferences</i>								

[illegible]

[illegible]

Average Rating (Total Over-all rating divided by 4)	4.38
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.38
ADJECTIVAL RATING	Very Satisfactory

Evaluated & Rated by:

RONARD G. PAÑA

Department Head

Date: 7/10/23

Recommending Approval

JANNET C. BENCURE

College Dean, CET

Date: 7/10/23

Comments & Recommendations for Development Purpose:

- Proceed with his MS studies
- Propose and conduct research
- Attend trainings, conferences, and fora

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/14/23



PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Mark Anthony S. Arcayan**

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	34	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Exceeds target
2	Attend mandated training	1	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Attended CQI training
3	Acts as academic adviser to students	87	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Consultation of BSME students
4	Advises, and corrects research outline and thesis/SP manuscript	14	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	SRC to students taking ME and ABE Research
5	Entertains students consulting on subject taught, thesis and grades	101	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Consultation of BSME students
6	Advises student organizations recognized by DSO	1	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Acts as adviser
7	Assists student organizations in implementing student related activities	1	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Provided assistance to VSU Robotics activities
8	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Exceeds target preparation of assessment tools
9	Creates virtual classroom using either Moodle or Google Classroom	6	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Created virtual classrooms
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 2023	Dec 2023	June 2023	Impressive	Very satisfactory	Complied to all requirements
11	Provides customer friendly frontline services to clients	Zero % complaint	Jan 2023	Dec 2023	June 2023	Impressive	Very satisfactory	No complaint received

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

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

Prepared by:

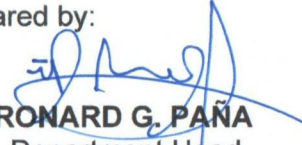

RONARD G. PAÑA
Department Head



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Engr. Mark Anthoy S. Arcayan
Performance Rating: Very Satisfactory

Aim: 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 2023

Target Date: December 2023

First Step:

- 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 training aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2022-2023.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

Next Step:

- 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 training and seminars aligned to his field of specialization

Outcomes:

- 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 training and seminars aligned to his field of specialization

Final Steps / Recommendations:

- Engr. Arcayan will be pursuing his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:


RONARD G. PAÑA
Unit Head

Conforme:


MARK ANTHONY S. ARCAYAN
Name of Ratee