

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

Name of Faculty Member: MANUEL E. CASANGCAPAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.41	
b. Students (50%)		2.00	
Total for Instruction	<u>90% + 100% = 8</u>	4.41	<u>3.97 4.41</u>
2. Research			
a. Client/Dir. for Research (0%)	—	—	—
b. Dept. Head/Center Director (0%)			
Total for Research			
3. Extension	—	—	—
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	<u>10%</u>	<u>5</u>	<u>0.50</u>
5. Production			
TOTAL			<u>4.47 4.41</u>

EQUIVALENT NUMERICAL RATING: 4.47 4.41

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.47 4.41

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MANUEL E. CASANGCAPAN

Name of Faculty

Reviewed by:

ELDON R. DE PADUA

Department Head

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.

Dean/Director

Approved:

BEATRIZ S. BELONIAS, Ph.D.

Vice President



OVPI MFO 2. Graduate Student Management Services											
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned								
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students								
		<b>A3 .</b> Number of students advised on thesis/special problem/dissertation									
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<b>A4 .</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty								



	PI 9: Number of instructional materials developed *	A5 . 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							

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	<i><b>PI 10</b> . Additional outputs:</i>	<i><u>A 8. Other outputs implementing the new normal due to covid 19</u></i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<i><b>PI 5:</b> Total FTE, coordinated, implemented and monitored *</i>	<i><b>A9.</b> Actual Faculty's FTE</i>	<i>Handles and teaches courses assigned</i>		39.9	5	5	5	5.00	
		<i><b>A10.</b> Number of grade sheets submitted within prescribed period</i>	<i>Prepares gradesheet and submits on or before deadline</i>	6						
		<i><b>A 11.</b> 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 prescribed period</i>							

		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	3						
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	15	5	5	5	5.00	Aeng 132, Aeng 162, ESci 131n, ABEn 132 & ABEn 152
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	35	5	5	5	5.00	Aeng 159, ESci 131n & ABEn 132
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	5	5	5	5	5.00	Aeng 132, Aeng 162 & ABEn 132
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students		60	5	4	4	4.33	BSABE 3
		<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							



		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	120	5	5	4	4.67	Aeng 132, Aeng 162, ESci 131n, ABEn 132 & ABEn 152
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	4	4.67	PSAE-VSC and PSABE-VSC
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	4	5	4	4.33	ABEn 132 & ESci 131n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	Aeng 132, Aeng 162 & ABEn 132

		Supplemental learning	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	5	5	5	5	5.00	Aeng 132, Aeng 162 & ABEn 132
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	55	5	5	5	5.00	Aeng 132, Aeng 162 & ABEn 132
		<b>A 23 :</b> 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	1	1	5	4	5	4.67	ESci 131n
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	6	5	5	5	5.00	Aeng 159, ESci 131n & ABEn 132
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	5	4.67	Aeng 159 OBE Syllabus
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<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	1						

	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<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 fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/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 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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	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 under ISO 9001:2015*	<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	5	5	5.00	
		<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 accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		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>								82.33	
	<b>Average Rating</b>								4.84	
	<b>Adjectival Rating</b>								Outstanding	

**Comments & Recommendations for Development Purposes:**

*Recommended to engage more in research and extension.*


Evaluated & Rated by:

  
**ELDON P. DE PADUA**  
 Department Head  
 Date: 7/22/21

Recommending Approval:

  
**ROBERTO C. GUARTE**  
 Dean, CET  
 Date:

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: 7/23/21

## Exhibit I

## PERFORMANCE MONITORING FORM


Name of Employee: MANUEL E. CASANGCAPAN

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	1-1-2021	6-30-2021	6-30-2021	VI	O	ESci 182, ESci 131n, ABEn 152 & ABEn 132
3	Research services	-	-	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2021	6-30-2021	6-30-2021	VI	O	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2021	6-30-2021	6-30-2021	VI	VS	Assigned gen. docs. & services done

\*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

\*\*Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:

  
**ELBON P. DE PADUA**  
 Head, DABE