

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. James Philip N. Ancheta

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.71	
b. Students (0%)		0.00	
TOTAL for Instruction	90%	4.71	4.24
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	10%	5.00	0.50
5. Production	0%	0.00	0.00
TOTAL			4.74

*Instructor I- January-June 2020

EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:

JAMES PHILIP N. ANCHETA
Name of Faculty

Reviewed by:

JANNET C. BENCURE
OIC Head, Dept. of Geodetic Eng'g

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1027
Email: dge@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAMES PHILIP ANCHETA, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period January to June 2020.

JAMES PHILIP N. ANCHETA

Instructor I

Date: 06 October 2020

Approved:

JANNET C. BENCURE

OIC-Head

Date: 06 October 2020

ROBERTO C. GUARTE

College Dean

Date: 06 October 2020

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: 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. Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty							
	<u>PI 9: Number of instructional materials developed *</u>	<u>A5. Number of on-line ready coursewares developed and submitted for review</u>	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.							
		<u>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</u>	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<u>A 7 : Number of virtual classroom created and operational</u>	Creates virtual classroom using either Moodle or Google Classroom							
	<u>PI 10. Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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: Total FTE, coordinated, implemented and monitored *</u>	<u>A9. Actual Faculty's FTE</u>	Handles and teaches courses assigned	8	38.85	5	5	5	5.00	ESci 121 (3 sections), GEng 156, GEng 126
		<u>A10. Number of grade sheets submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	3	7	5	5	4	4.67	ESci 121 (3 blocks), Geng 156, Geng 126, Geng 200a (2)
		<u>A 11. Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with grade within	2	19	5	5	5	5.00	13 for GEng 156 6 for GEng 151

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Training on 1) Moodle (VSU E-Learning), 2) Class Onboarding, 3) Online Enrollment
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	5	5	4	4.67	Esci 121, Geng 156, Geng 126
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	13	5	5	4	4.67	Esci 121, Geng 156, Geng 126
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10	5	5	4	4.67	Esci 121
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	4	4	4.33	OJT Adviser: Villaneza, Tejada
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	4	4.67	GENG 156, GENG 126, ESCI 121
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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	1	2	5	5	4	4.67	GENG 139, ESCi 121
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	4	4.67	GENG 139, ESCi 121

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	5	5	5	4	4.67	Only half of the 2nd Sem (AY 2019-2020) was spent due to COVID-19 pandemic. Classes were suspended since March 16, 2020.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	5	5	5	4	4.67	
		<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	1	2	5	5	4	4.67	GENG 139, ESCi 121
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	4	4.67	GENG 139, ESCi 121
	PI 11. 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							
		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										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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							
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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							

[illegible]

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
	PI 5. Number of technical/expert services	A 40. 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								
	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 (extr. 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 requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. 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	5	5	5	5.00	


		A 45. 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	5	5	5	5.00	
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	PI 3: Additional Outputs	A 47. 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						
		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							80.67	
	Average Rating							4.75	
	Adjectival Rating							0	

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDING


Comments and Recommendations for Development Purposes:

- Conduct research
- Pursue advance studies

Evaluated & Rated by:


JANNET C. BEQUIRE
 OIC Head, DGE
 Date: 06 October 2020

Recommending Approval


ROBERTO C. GUARTE
 Dean, CET
 Date: 06, October 2020

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. James Philip N. Ancheta**


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	Teach three (3) professional courses/subjects ESci 121 (3 sections), GEng 156, GEng 126	Students' grade per course taught and Student Performance Evaluation Form (CQI Form 6)	January 2020	May 2020	May 2020	impressive	Outstanding	Pursue graduate studies and attend trainings and seminars to improve teaching skills
2	Assist students through advising and consultation	Improved student performance	January 2020	May 2020	May 2020	impressive	Very satisfactory	Provide more interventions for the improvement of students' performance
3	Develop/revise syllabus and instructional materials	Syllabus and IMs approved by the Dean and IMs approved by MMDC	January 2020	May 2020	May 2020	Needs improvement	Very satisfactory	Should develop lecture and lab manuals, following the format prescribed by MMDC
		on-line course ware developed and submitted	May 2020		June 2020	impressive	Very satisfactory	Should submit Instructional module on time
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to the registrar	January 2020	May 2020	June 2020	Needs improvement	Very satisfactory	Should submit grades and CQI Form #6 on time

5	Participate in all activities conducted by the department, college, and the university	Attendance, certificates if applicable	January 2020	December 2020		Needs improvement	Very satisfactory	Should participate actively in all activities
6	Perform other functions assigned by the head, dean, and the university	Tree Planting Coordinator	January 2020	December 2020		impressive	Outstanding	Performs functions duly assigned to him

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

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

Prepared by:

 jcb20-08
JANNET C. BENCURE
 OIC Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: James Philip N. Ancheta

Performance Rating: _____

Aim: Engr. James Philip N. Ancheta as an effective and efficient implementor of the new OBE-dized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017 and the department's RDE Agenda in the new normal system.

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step:

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching Manual and Learning (OBTL) Syllabus for the new normal scheme teaching in accordance to the minimum requirements provided by the CMO 89, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects. Also, the knowledge learned from the trainings, seminars and conferences attended will be applied in terms of instruction, research and extension activities of the department.

Date: July 2020 Target Date: December 2020

Next Step:

Application for graduate study to any CHED-recognized university. Engr. Ancheta should initiate in the application for admission for a possible master's degree in Photogrammetry and Geoinformatics either in the Philippines or abroad. When admitted, he should likewise look for a possible funding agencies/scholarship to support his studies.

Outcome:

Accepted as full-time graduate student with scholarship.

Final Step/Recommendation:

Engr. Ancheta after being admitted to MS degree program will be recommended by the department personnel committee to pursue his master's degree in a leave with pay status to the President through Academic Personnel Board of the University.


Prepared by:


Jannet C. Bencure

jcb20-05

OIC Head, Department of Geodetic Engineering

Conforme:


James Philip N. Ancheta
Name of Ratee Faculty

jpna20-02