SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Diana Christa G. Milloza

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.43	·
b. Students (50%)		2.50	
TOTAL for Instruction	70%	4.93	3.45
2. Research	5%	4.83	0.24
3. Extension	0%	0.00	0.00
4. Support to Operation	5%	4.67	0.23
5. Administration	20%	4.85	0.97
TOTAL			4.90

^{*}Department Head- July-December 2018

EQUIVALENT NUMERICAL RATING: 4.90 Add: Additional Points, if any: 0.02 **TOTAL NUMERICAL RATING:** 4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Name of Faculty

Head, Dept. of Geodetic Eng'g

Recommending Approval

Dean, College of Eng'g

Approved:

Vice President for Instruction

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Visayas State University College of Engineering **Department of Geodetic Engineering** Visca, Baybay City, 6521-A, Leyte, Philippines

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Diana Christa G. Milloza, of the Department of Geodetic Engineering commits to deliver and agree to be rated on the attainment of the following targets with

accomplishments in accordance with the indicated measures for the period July to December, 2018.

DIANA CHRISTA G. MILLOZA

Ratee

Date: becember 19, 2018

Deah Date:

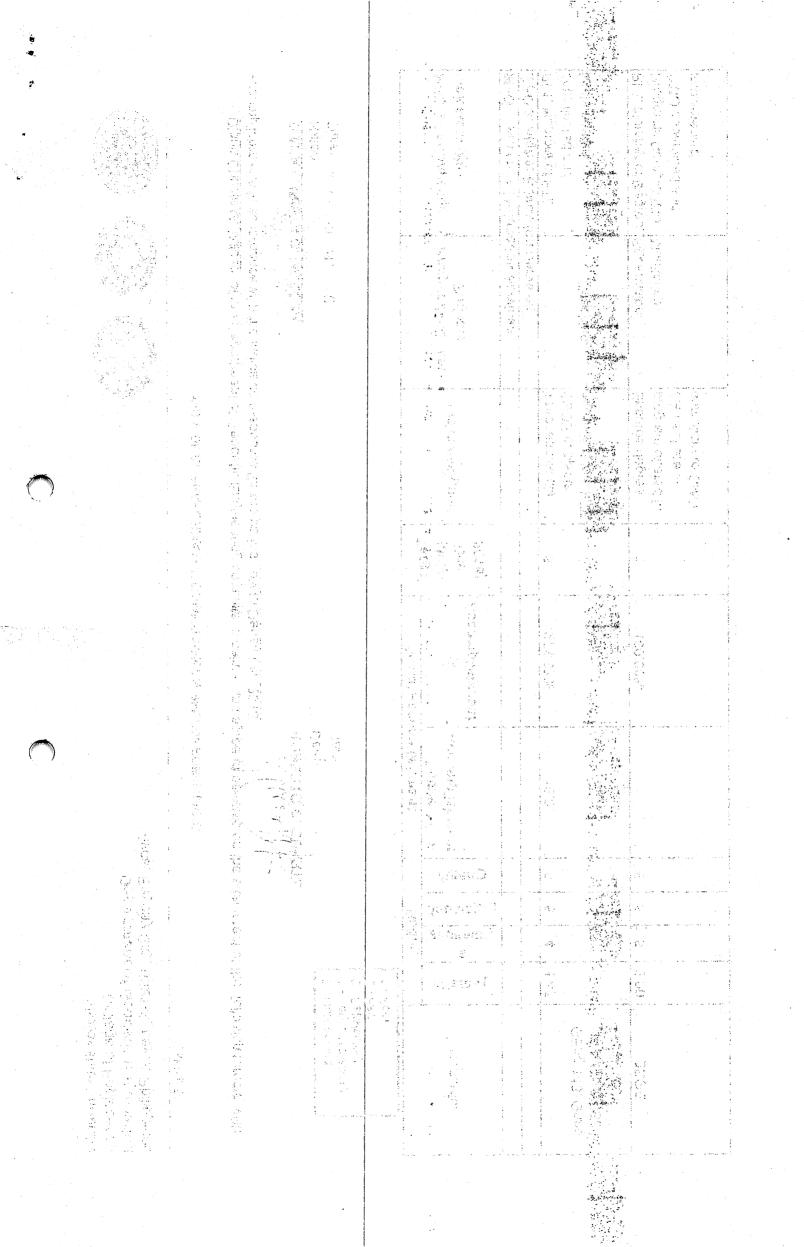
5 - Outstanding 4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

			Toront	Actual Acco	mplishment		Ra	ating		
MFO & Performance Indicators (PI)	Program/Activities/ Projects	lasks Assigned Dec.		% Accomplishment	Details of Accomplishment	Quality	Efficiency	Timelines s	Average	Remarks
MFO 1. Advanced Educ	ation Services									
MFO 2. Higher Education	on Services									
PI 1. Number of FTE coordinated and implemented	Teaching	Teaches two (2) BSGE subjects equivalent to 6 FTE	6	271.67%	16.3	5	5	4	4.67	GEng 143, Geng 147, Geng 153
PI 2. Number of Degree Programs Compliant to CMO supervised and implemented	Supervision/ Monitoring	Ensures degree program offered in the dept are in compliant to CMO	1	100.00%	1	5	5	5	5.00	BSGE



13/14 BSGE 260.00% 13 5.00 PI 3. Percentage Monitoring Monitors the 5 5 5 Graduates passed the Inumber of takers passing in licensure in 2018 GE Licensure and passers in mandated programs Exam (Geodetic Engineering) licensure exam 5.00 Astillo, Galgo, Gopio, 100.00% 5 5 Monitoring/ Mentoring Monitors and 5 PI 4. Number of Malate, Valenzona mentors students to Graduates within finish on prescribed prescribed period period produced (BSGE) 200.00% 10 5.00 maintained 7 PI 5. Number of Prepares MOU, 5 5 5 linakages and Academe/Industry recommends Coordinating linkage established new students for field linkage established establishment linakges for OJT practice PI 6. Student Advising and Consultation Services Coordinated: 400.00% Astillo, Galgo, Gopio, Spends ten (10) 5 20 5 5 Advising Number of hours Malate, Valenzona spent on student hours a year manuscript outline/special problem consultation 100.00% 40 5 4.67 All BSGE Students Consultation/tutorial Spends 2 hours per 40 4 Number of hours week or 80 hours a spent on student consultation other vear than manuscript outline/special problem consultation

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organizations advised	Advising	Advises/guides one (1) organization	1	200.00%	2	4	5	5	4.67	GEP - VSUSC, COE- SSC
Number of student- related activties assisted	Supervising	Assists/coordinates one (1) student-related activity	1	400.00%	4	5	5	5	5.00	GEP - VSUSC Acquiatintance party, Tutorials, Coastal Clean-Up and Tribute to Topnotchers and Passers
Number of Approved Manuscript submitted within the prescribed period	Advising/checking	Checks and approves all submitted manuscript	5	100.00%	5	5	5	5	5.00	Astillo, Galgo, Gopio, Malate, Valenzona
PI 8. Number of instructional materials developed/revised and utilized:	Formulation/ Preparation/ Construction									
Syllabi									ļ	
Revised		Revises one (1) syllabus per sem or two (2) in a year	1	300.00%	3	5	5	5	5.00	GEng 147, Geng 143, GEng 153
Instructional Manual										
Revised		Prepares and revises two (2) lecture materials	2	150.00%	3	5	5	5	5.00	GEng 147, Geng 143, GEng 153
Lab Manual										

			_							1. Number of search proposals epared and submitted
the department										FO 3. Research
All courses offered by	/ <u>29</u> °t	· Þ	9	g	52	125.00%	50	verifies and signs stands absign 02	Assessment of students performance	
3Eng 147, Geng 143, 5Eng 153	29.4	Þ	g	9	9	%00 [.] 001	9	Computes and submits 3 midterm and 3 final grades	singents behoumance	
ენიც 147, Geng 143 ენიც 153	79.4	Þ	g	S	97	%99 [.] 40Z	22	Checks 10 quizzes, 4 term exams or a total of 22 assessments in a	ergrents benormance	
GEng 147, Geng 143 GEng 153	9.00	G	S	G	SÞ	%99°. 704.55%	22	quizzes, 8 long exams, 4 term exams of exams of a total of 22 assessments in a year	students performance	sheets submitted on prescribed period
GEng 143, GEng 15	6.00	S	G	ç	7	%00 [.] 00Z	ı	Revises one (1) existing powerpoint presentations Conducts 10	Assessment of	PI 9. Number of grade
7≯1 gn∃∂	2.00	Ğ	S	G	ŀ	%00.001	L	Prepares one (1) course powerpoint presentation		weM
GEng 147, GEng 19	∠ 9.₽	S	S	Þ	7	%00.00S	L	Reviews and revise one (1) laboratory manual		Powerpoint

PI 2. Amount of research proposal prepared and submitted for VSU funding PI 3. Amount of research proposal prepared and submitted for external funding PI 4. Number of Reserch Outputs Presented in Fora/Conferences Nat'l fora/conferences Reg'l fora/conferences local fora/ conference Research study Institutional Presents at least 0 200.00% 5 4.67 1 5 Hydrological and fora/conferences one (1) research Geomorphological intitutionally Analysis for Flood Hazard Risk Assessment PI 5. Number of Research study Gives direction and 1 100.00% 1 5 5 5.00 Hydrological and Research Projects supervision to study Geomorphological Conducted and/or leaders (1 research Analysis for Flood Completed on Schedule study) Hazard Risk **Assessment** PI 6. Amount of research money generated from VSU funding ('000)

1

PI 7. Amount of						
research money			-			
generated from external						
funding ('000)						
MFO 4. Extension Servi	ices					
PI 1. Number of person-						
days trained weighted						
by length of training						
PI 2. Number of IEC					 	
materials/technologies						
developed/used						
PI 3. Number of						
benefeciaries served:						
Groups						
Individuals						
Pl 4. Number of						
extension projects						
conducted and/or						
completed on schedule						
PI 5. Number of						
extension services						
proposal prepared and						
submitted						
PI 6. Percent of						
extension proposal						
approved						
PI 7. Amount of						
research money						
generated from external						
funding ('000)						
PI 8. Amount of						
research money						
generated from VSU						
funding ('000)						

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PI 9. Additional outputs No. of seminar/training presentations prepared MFO 5. Support to Operations Organization and PI 1. Number of seminars/trainings/conv coordination of entions/workshops conference coordinated for entire university PI 2. Additional Outputs Number of services Technical services Provide at least one 100.00% 4.67 **VSU Tolosa** 1 1 5 (surveying) (1) support services rendered to VSU to VSU MFO 6. General Administration and Support Services (GASS) PI 1. Number of 5 5.00 EB 102, EB 201A, Prepares and 200.00% 5 5 Maintenance of 2 4 academic lecture/ Rooms assigned to implements 202A and 203A laboratory rooms DGE maintenance maintained schedule EB 102, EB 201A, Supervises in the 1 400.00% 4 5 4 5 4.67 202A and 203A maintenance PI 2. Number of Maitenance of facilities Prepares and 200.00% 2 5 5 4.67 Surveying and 1 4 research Laboratory implements Computer Lab facilities maintained **Facilities** schedule of facilities inventory 5.00 Supervises in the 1 200.00% 2 5 5 5 Surveying and Computer Lab inventory at least once a year Facilities

PI 3. Number of hours spent on monitoring	Monitoring of faculty and staff	Spends one (1) hour per week or 40 hours per year in monitoring on "wearing of prescribed uniform, in logging in/out, and on classes handled by DGE	4	500.00%	20	5	4	5	4.67	Monitored 5 faculty and 5 staff
PI 4. Number of hours spent on coaching	Coaching of faculty and staff	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	3	100.00%	3	5	4	5	4.67	Engr.Rebuyas, Engr. Castañares, Engr. Doñoz and Engr. Ancheta, Engr. Sobrio,
		Conducts regular meeting with DGE staff/faculty six (6) times a year or 9 hours per year	2	250.00%	5	5	5	5	5.00	
PI 5. Number of hours spent on performance tracking	Tracking of faculty and staff performance	Assigns the five (5) faculty members faculty workload and/or work assignments	5	100.00%	5	5	5	5	5.00	Engr.Rebuyas, Engr. Castañares, Engr. Doñoz and Engr. Ancheta, Engr. Sobrio,
PI 6. Number of office and laboratory equipment/facilities purchased	Strengthening of laboratory facilities	Prepares request to purchase 2 laboratory facilities/equipment	1	100.00%	1	5	4	5	4.67	
PI 7. Number of documents attended and served		Signs at least 50 documents	50	200.00%	100	5	5	5	5.00	
PI 8. Zero percent complaint from client served		Monitors complaints	0	Zero	0	5	5	5	5.00	No Complaint received

Number of Pls Filled-										
up										
Total Overall Rating										
Average Rating							4.85			
Adjectival Rating							0			

Average Rating (Total Over-all rating divided		160.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of		
FINAL RATING		4.85
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Evaluated and Rated by:

Recommending Approval:

DIANA CHRISTA G. MILLOZA

Head, Dept. of Geodetic Engineering Date: 19 December 2018

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Dean, College of Engineering

Date:

Approved by:

BEATRIZ S, BELONIAS

Vice President for Instruction

Date:



Visayas State University

College of Engineering

Visca, Baybay City, 6521-A, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Engr. Diana Christa G. Milloza

Performance Rating: 4.95 (O)

Aim: Enhance the managerial knowledge and skills of Engr. Diana Christa G. Milloza in the implementation and monitoring of the different OBE-based policies, guidelines, and forms for Continues Quality Improvement of the BS in Geodetic Engineering Program

Proposed Interventions to Improve Performance:

 Orientation, familiarization, and implementation of existing and new nationally and internationally-based policies, standards, and guidelines (PSG), including appropriate forms and templates, for continuous quality improvement of BS in Geodetic Engineering Program

Date: July 2018 Target Date: December 2018

First Step

 Reorientation of the OBE and Washington Accord PSG, forms, and templates for the BS in Geodetic Engineering Program (BSGE)

Results:

 Mastery of existing and new OBE and Washington Accord PSG, forms, and templates for CQI of BSGE

Next Step:

 Started the implementation of the required basic monitoring activities and data gathering for CQI

Outcomes:

- Strict implementation of the formulation and production of OBE Syllabus prior to teaching a BSGE Course
- Implemented the OBE-based Course Assessment, Evaluation, and CQI in the department
- Conducted class observations
- Conducted the Exit Survey for Graduating Students

Final Steps/Recommendations:

- Gathered and analyzed data for continuous quality improvement of the degree program
- Conduct regular monitoring and coaching of the faculty and staff of the department for the efficient implementation of the degree program
- Attend relevant training and seminar

Prepared by:

ROBERTO C. GUARTE

Conforme:

DIANA CHRISTA G. MILLOZA Head, DGE