

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

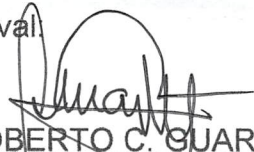
Prepared by:


DIANA CHRISTA G. MILLOZA
 Name of Faculty


Reviewed by:


DIANA CHRISTA G. MILLOZA
 Head, Dept. of Geodetic Eng'g

Recommending Approval:


ROBERTO C. GUARTE
 Dean, College of Eng'g

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction



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: December 19, 2018

ROBERTO C. GUARTE

Dean

Date:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Target (July-Dec. 2018)	Actual Accomplishment		Rating				Remarks
				% Accomplishment	Details of Accomplishment	Quality	Efficiency	Timelines	Average	
MFO 1. Advanced Education Services										
MFO 2. Higher Education 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

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

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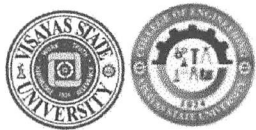
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PI 9. Additional outputs										
No. of seminar/training presentations prepared										
MFO 5. Support to Operations										
PI 1. Number of seminars/trainings/conventions/workshops coordinated for entire university	Organization and coordination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



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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
 Dean, COE

Conforme:


DIANA CHRISTA G. MILLOZA
 Head, DGE