

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **RODNEY M. MANIEGO**


| Program Involvement<br>(1) | Percentage<br>Weight of<br>Involvement | Numerical Rating (Rating<br>x %) | Equivalent<br>Numerical<br>Rating |
|----------------------------|--|----------------------------------|-----------------------------------|
| (1)                        | (2)                                    | (3)                              | (2x3)                             |
| 1. Instruction             |  |                                  |                                   |
| a. Head/Dean (50%)         |  | 4.64                             |                                   |
| b. Students                |  | 4.22                             |                                   |
| TOTAL for Instruction      | 80%                                    | 4.43                             | 3.54                              |
| 2. Research                | 0%                                     | 0.00                             | 0.00                              |
| 3. Extension               | 10%                                    | 5.00                             | 0.50                              |
| 4. Support Operations      | 0%                                     | 0.00                             | 0.00                              |
| 5. Administration          | 10%                                    | 5.00                             | 0.50                              |
| TOTAL                      | 100%                                   |                                  | 4.54                              |

EQUIVALENT NUMERICAL RATING: 4.54  
Add: Additional Points, if any: 0.10  
TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:

  
RODNEY M. MANIEGO  
Name of Faculty

  
MAGDALENE C. UNAJAN  
Department Head

Recommending Approval:

  
JANNET C. BENCURE  
College Dean

Approved by:

  
ROTACIO S. GRAVOSO  
Vice President for Instruction



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF COMPUTER  
SCIENCE AND TECHNOLOGY**

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, RODNEY M. MANIEGO, JR., a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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, 2024 - June 30, 2024.

Approved:

**RODNEY M. MANIEGO JR.**

Instructor I

Date: 16 JUL 2024

**MAGDALENE C. UNAJO**

Department Head

Date: 18 JUL 2024

**JANNET C. BENCURE**

College Dean

Date: 7/24/24

Date: 16 JUL 2024

Date: 7/24/24

| MFO No.   | Description of MFO's/PAPs                                | Success/ Performance Indicators (PI) | Tasks Assigned                       | Target | Actual Accomplishment | Rating  |            |            |         | REMARKS<br>(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  |  |                                      |                                      |        |                       |         |            |            |         |  |
| UMFO 2. HIGHER EDUCATION SERVICES                 |  |                                      |                                      |        |                       |         |            |            |         |  |
| OVPI UMFO 3. Higher Education Management Services |  |                                      |                                      |        |                       |         |            |            |         |  |
|   | PI5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE             | Handles and teaches courses assigned | 40     | 30.75                 | 5       | 5          | 5          | 5.00    | CSci 136, ESci 126a, ESci 126m   |



|  |  |   |   |    |     |   |   |   |      |  |
|--|--|---|---|----|-----|---|---|---|------|--|
|  |  | <b>A10.</b> Number of grade sheets submitted within prescribed period             | Prepares gradesheet and submits on or before deadline               | 5  | 8   | 5 | 4 | 5 | 4.67 | CSci 136,<br>ESci 126a,<br>ESci 126m,<br>CSci 200.1<br>CSci 200                    |
|  |  | <b>A12.</b> Number of trainings attended related to instruction                   | Attend mandated trainings   | 3  | 1   | 3 | 3 | 3 | 3.00 | Seminar - Workshop on the Preparation of CQI Forms                                 |
|  |  | <b>A13.</b> Number of long examinations administered and checked                  | Administers and checks long examination for subjects taught         | 4  | 6   | 5 | 5 | 5 | 5.00 | CSci 136,<br>ESci 126a (x4),<br>ESci 126m  |
|  |  | <b>A14.</b> Number of quizzes administered and checked                            | Prepares and checks quizzes for lec and lab                         | 8  | 29  | 5 | 4 | 4 | 4.33 | CSci 136,<br>ESci 126a,<br>ESci 126m   |
|  |  | <b>A15.</b> Number of lab reports and term papers checked and graded              | Checks lab reports and term papers submitted as required            | 8  | 7   | 5 | 5 | 5 | 5.00 | CSci 136   |
|  | <b>PI 8:</b> Number of students advised: * | <b>A16.</b> Number of students advised:   | Acts as academic adviser to students                                | 35 | 35  | 5 | 5 | 4 | 4.67 |  |
|  |  | <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     | 1  | 1   | 5 | 5 | 5 | 5.00 | Amosco   |
|  |  | As SRC Member   | Advises and corrects research outline and thesis/SP manuscript      | 4  | 6   | 5 | 5 | 5 | 5.00 | Abundo, Albero,<br>Alicando, Asmolo,<br>Cajes, Leros,<br>Piamonte, San Jose, Umpad |
|  |  | <b>A18.</b> Number of students entertained for consultation purposes              | Entertains students consulting on subject taught, thesis and grades | 15 | 116 | 5 | 4 | 4 | 4.33 | CSci 136,<br>ESci 126a/m   |

|   |   |   |  |                   |      |   |   |   |      |   |
|---|---|---|--|-------------------|------|---|---|---|------|---|
|   | <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  |                   |      |   |   |   |      |   |
|   |   | On-line ready courseware  | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>                            | 2                 | 2    | 5 | 5 | 4 | 4.67 | CSci 136, ESci 126a/m                       |
|   |   | Flexible instructional materials                                      |  |                   |      |   |   |   |      |   |
|   |   | Supplemental learning resources                                       | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 2                 | 32   | 5 | 5 | 5 | 5.00 | CSci 136 (19), ESci 126a/m (13)             |
|   |   | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 10                | 35   | 5 | 5 | 4 | 4.67 | CSci 136 (5), ESci 126a (26), ESci 126m (4) |
| <b>UMFO 3 . RESEARCH SERVICES</b>                           |   |   |  |                   |      |   |   |   |      |   |
| <b>UMFO 4. EXTENSION SERVICES</b>                           |   |   |  |                   |      |   |   |   |      |   |
|   | <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  |                   |      |   |   |   |      |   |
|   | Research Mentoring  | Research Mentor   |  | 1                 | 1    | 5 | 5 | 5 | 5.00 | VSU-IHS                                     |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>                        |   |   |  |                   |      |   |   |   |      |   |
|   | <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |   |  |                   |      |   |   |   |      |   |
| <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 % compl aint | 100% | 5 | 5 | 5 | 5.00 | no complaints received from clients         |



|  |                   |  |  |  |             |   |
|--|-------------------|--|--|--|-------------|---|
|  | Total Over-all    |  |  |  | 65.33       | Mr. Maniego is encouraged to finish his masteral degree and to publish his research output. |
|  | Average Rating    |  |  |  | 4.67        |   |
|  | Adjectival Rating |  |  |  | Outstanding |   |

Evaluated & Rated by:

  
**MAGDALENE C. UNAJOAN**

Department Head

Date: 18 JUL 2024

  
**JANNET C. BENCURE**

Dean, College of Engineering and Technology

Date: 7/24/24

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 8/14/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

## PERFORMANCE MONITORING & COACHING JOURNAL

|   |     |                                 |
|---|-----|---------------------------------|
| / | 1st | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| / | 2nd |                                 |
|   | 3rd |                                 |
|   | 4th |                                 |

Name of Office: Department of Computer Science and Technology

Head of Office: Magdalene C. Unjan


Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

| Activity Monitoring  | MECHANISM  |                    |                  |                                       | Remarks                 |
|--|------------|--------------------|------------------|---------------------------------------|-------------------------|
|  | Meeting    |                    | Memo             | Others (Pls. specify)                 |                         |
|  | One-on-One | Group              |                  |                                       |                         |
| Monitoring   |            |                    |                  |                                       |                         |
| Faculty Meeting  |            | Minutes of Meeting |                  |                                       | Regular monthly meeting |
| Office & Class Attendance  |            |                    |                  | Log book:<br>DTR's, Personal check-up | DCST Faculty and Staff  |
| Attendance to university & college activities/ programs/ seminars/ workshops |            |                    | University memos | Attendance Certificates               | January - June 2024     |
| Compliance of University Memos   |            |                    | University memos | Compliance Report                     |                         |
| Leaves (SL, VL, CDO, ect.  |            |                    |                  | Application for Leave Form            |                         |

|   |                                   |   |                 |  |   |
|---|-----------------------------------|---|-----------------|--|---|
| Follow-up documents   | Utility Workers/<br>Office Clerks |   |                 |  | Daily and reporting of logs every Friday              |
| <b>Coaching</b>   |                                   |   |                 |  |   |
| Classroom Management & Teaching Methods, Evaluation Reports for Staff |                                   | Regular faculty members and part-time faculty members as well | Memo            |  | January – June 2024                                   |
| <b>Mentoring</b>  |                                   |   |                 |  |   |
| Grade computation, TOS, Syllabus Preparation                          |                                   | All newly hired faculty and part-time instructors             |                 |  | February 2024 or the week before the start of classes |
| Research and Extension activities                                     |                                   | Regular faculty members                                       | Department memo |  | Included in the agenda every monthly meeting          |

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**MAGDALENE C. UNAJan**  
 Immediate Supervisor

Noted by:

  
**JANNET C. BENCURE**  
 Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator    | TASK   | ASSIGNED TO | DURATION            | TASK STATUS |   |     |                               |     |                               | remarks   |
|---|--|-------------|---------------------|-------------|---|-----|-------------------------------|-----|-------------------------------|---|
|   |  |             |                     | Jan         | Feb                                       | Mar | Apr                           | May | Jun                           |   |
| MFO 2. Advanced & Higher Education Services | Teaching   | all Faculty |                     |             |   |     |                               |     |                               |   |
| Pi 1. Instruction                           | Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations | All Faculty | JANUARY – JUNE 2024 |             | VC evaluation and submission s of syllabi |     | 1 <sup>st</sup> VC Monitoring |     | 2 <sup>nd</sup> VC Monitoring | 2 <sup>nd</sup> semester AY 2023-2024 Subjects  |
|   | Reviewed/Approves Thesis Outline/Manuscript  |             | JANUARY – JUNE 2024 |             |   |     | Topic proposal defense        |     | Final defense                 | regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajes, Capino, Cazar, Leros, Luna, Manaog, Monteroso, Piamonte, San Jose |






|   |  |                                     |                        |  |   |  |   |   |   |  |
|---|--|-------------------------------------|------------------------|--|---|--|---|---|---|--|
| <b>MFO 4.<br/>Administration<br/>Services</b> | Signs appointments,<br>requests, certificates, etc.  | <i>MUnajan</i>                      | January –<br>June 2024 | On-<br>going   | On-going  | On-<br>going   | On-going  | On-<br>going  | On-going  | As department<br>head  |
|   | Attends ManCom   | <i>MUnajan</i>                      | January –<br>June 2024 | Attended   | Attended  | Attended   | Attended  | Attended  | Attended  | As member of<br>the CET<br>ManCOM  |
|   | Attends meetings.  | <i>All<br/>Faculty</i>              | January –<br>June 2024 | Departme<br>nt<br>Meetings                                 | Department<br>Meetings                              | Departme<br>nt<br>Meetings                                 | Department<br>Meetings                              | Departm<br>ent<br>Meeting<br>s                                  | Department<br>Meetings                              | Departments,<br>College,<br>University<br>Meetings                             |
|   | Prepares minutes of<br>meetings.   | <i>JMBarrer<br/>a</i>               | January –<br>June 2024 | NOM<br>and<br>minutes<br>of the<br>meeting<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | NOM<br>and<br>minutes<br>of the<br>meeting<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | NOM<br>and<br>minute<br>s of the<br>meetin<br>g<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | As Department<br>Secretary   |
|   | Reviews<br>communications, letters,<br>requests, and<br>appointments.                        | <i>MUnajan</i>                      | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | *Except when<br>on official<br>leave, the OIC<br>takes charge                  |
|   | Releases students'<br>forms, certifications,<br>permits and other<br>communications.         | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Continuing<br>process  |
|   | Delivers, processes and<br>facilitates documents   | <i>Tommy<br/>Valenzon<br/>a</i>     | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Continuing<br>Process,<br>payroll for JO,<br>job requests<br>etc.              |
|   | Prepares letters,<br>transmittal,<br>acknowledgement letters<br>and other<br>communications. | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Transmittal For<br>Graduating,<br>Request<br>Letters,<br>Financial<br>Reports, |



|  |   |                                     |                        |       |       |       |       |       |       |   |
|--|---|-------------------------------------|------------------------|-------|-------|-------|-------|-------|-------|---|
|  |   |                                     |                        |       |       |       |       |       |       | Vouchers,<br>Purchase<br>Requests   |
|  | Records and releases documents.                       | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Incoming and<br>outgoing<br>communication<br>s                                  |
|  | Files documents.                                      | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Incoming<br>Communicatio<br>ns Students<br>Files, Files<br>other offices.       |
|  | Photocopies documents<br>and other<br>communications. | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Quizzes, Test<br>Papers,<br>Payrolls,<br>Memos,<br>Letters and<br>Appointments. |
|  | Facilitates students'<br>evaluation. (TPES)           | <i>All faculty</i>                  | January –<br>June 2024 |       |       |       | TPES  |       |       | Or as<br>scheduled by<br>the university   |
|  | Performs Faculty<br>Performance Evaluation<br>(FPES)  | <i>MUnajan</i>                      |                        |       |       |       | FPES  |       |       | Or as<br>scheduled by<br>the university   |
|  | Clean the rooms and<br>offices.                       | <i>MBorci,<br/>TValenzo<br/>na</i>  | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Continuing<br>activities  |

Prepared by:

  
**MAGDALENE C. UNA JAN**  
 Dept. Head, DCST

## PERFORMANCE MONITORING FORM

Name of Employee: **RODNEY M. MANIEGO, JR.**

| 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        | Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts. | Very Satisfactory | January 2024  | June 2024                   | June 2024                | Impressive         | Outstanding                     | Keeps track of student records and updates them especially those with Def or INC grades |
| 2        | Attends meetings and performs functions as member of different committees of the department   | Very Satisfactory | January 2024  | June 2024                   | January – June 2024      | Impressive         | Outstanding                     | Very participative in meetings and joins activities to represent the department.        |

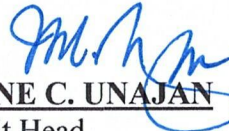


|   |                          |                   |              |           |                     |            |             |  |
|---|--------------------------|-------------------|--------------|-----------|---------------------|------------|-------------|--|
| 3 | Performs other functions | Very Satisfactory | January 2024 | June 2024 | January – June 2024 | Impressive | Outstanding | Assigned tasks are completed as expected and offers suggestions as to how to do the assigned tasks better. |
|---|--------------------------|-------------------|--------------|-----------|---------------------|------------|-------------|--|

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

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

Prepared by:

  
**MAGDALENE C. UNAJAN**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RODNEY M. MANIEGO, JR.

Performance Rating: Outstanding

Aim: To finish his masteral studies

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

Encourage him to continue his masteral studies.

Result:

Additional units taken for AY 2024-2025

Date: January 2024

Target Date: June 2024

Next Step:


Advise him to finish his MS Computer Science degree.

Outcome: Additional units are taken in his MSCS degree.

Final Step/Recommendation:

Instruct him to continue in his MS Computer Science degree

Prepared by:

  
**MAGDALENE C. UNAJOAN**  
Unit Head

Conforme:

  
**RODNEY M. MANIEGO, JR.**  
Name of Ratee Faculty/Staff





## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **MANIEGO, Jr, RODNEY M.**

Department: **Dept. of Computer Science and Technology**

College: **College of Engineering and Technology**

| Course No. &<br>Descriptive Title |  | Lab/<br>Lec | RATING      |                          | % Evaluation<br>Rating |
|-----------------------------------|--|-------------|-------------|--------------------------|------------------------|
|                                   |  |             | Num.        | Adjec.                   |                        |
| CSci 150                          | FUNDAMENTALS OF DATABASE SYSTEMS             | LAB         | 4.00        | Very Satisfactory        | 80.0%                  |
| CSci 150                          | FUNDAMENTALS OF DATABASE SYSTEMS             | LEC         | 4.00        | Very Satisfactory        | 80.0%                  |
| CSci 150                          | FUNDAMENTALS OF DATABASE SYSTEMS             | LAB         | 4.00        | Very Satisfactory        | 80.0%                  |
| CSci 135n                         | SOFTWARE ENGINEERING 1                       | LEC         | 4.00        | Very Satisfactory        | 80.0%                  |
| CSci 135n                         | SOFTWARE ENGINEERING 1                       | LAB         | 4.00        | Very Satisfactory        | 80.0%                  |
| ESci 126m                         | COMPUTER FUNDAMENTALS AND PROGRAMMING (BSME) | LAB         | 5.00        | Outstanding              | 100.0%                 |
| ESci 126m                         | COMPUTER FUNDAMENTALS AND PROGRAMMING (BSME) | LAB         | 4.00        | Very Satisfactory        | 80.0%                  |
| ESci 126m                         | COMPUTER FUNDAMENTALS AND PROGRAMMING (BSME) | LAB         | 4.00        | Very Satisfactory        | 80.0%                  |
| EmpoTech                          | EMPOWERMENT TECHNOLOGIES                     | LEC         | 5.00        | Outstanding              | 100.0%                 |
| <b>Average Rating</b>             |  |             | <b>4.22</b> | <b>Very Satisfactory</b> | <b>84.44%</b>          |

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

**NESSA W. NAZAL**  
 IPES in-Charge  
 Date: April 08, 2024

Attested by:

**MA. RACHEL KIM L. AURE**  
 Director, Instruction and Evaluation  
 Date: April 08, 2024

Received by:

**MANIEGO, Jr, RODNEY M.**  
 Name and Signature of Faculty  
 Date: \_\_\_\_\_

Distribution of copies: ODIE, College, Department, Faculty