

SUMMARY OF INDIVIDUAL RATINGS OF STAFF MEMBERS  
WITH MULTIPLE FUNCTIONS

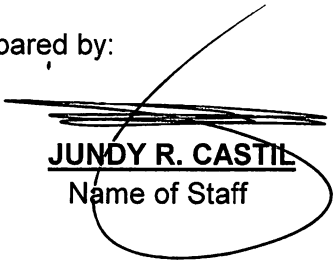
Name of Faculty Member: JUNDY R. CASTIL

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.88	2.44
b. Students (50%)	50%	4.33	2.17
TOTAL for Instruction			4.61
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.61

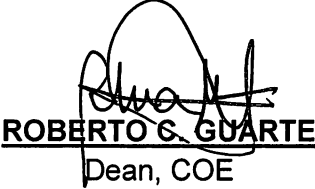
EQUIVALENT NUMERICAL RATING: 4.61  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding

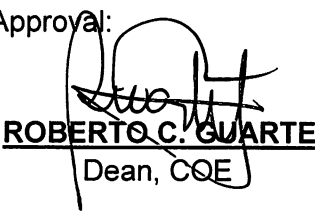
Prepared by:

  
JUNDY R. CASTIL  
Name of Staff

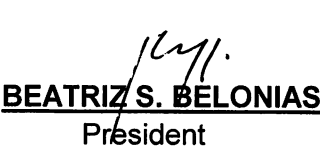
Reviewed by:

  
ROBERTO C. GUARTE  
Dean, COE

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean, COE

Approved by:

  
BEATRIZ S. BELONIAS  
President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUNDY R. CASTIL, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2018.

  
**JUNDY R. CASTIL**

Ratee

  
**ROBERTO C. GUARTE**

Dean, COE

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO2.	Higher Education Services										
	MFO1. Curriculum Program Management Services										
	PI 1. Total Undergraduate FTE monitored		Instruction	Teach BSME subjects	12	23.10	5	5	5	5.00	
	PI 7. Number of academe/industry linkage established		Established academe/industry linkage	Coordinates the academe/industry linkage	1	6	5	5	5	5.00	
	PI 8. Number of students advised		Academic Adviser	Advising and monitoring	100	101	5	5	5	5.00	
	PI 9. Number of Student organizations Advised/Assisted		JPSME	Supervising and monitoring	1	1	5	5	5	5.00	
	PI10. Number of instructional materials developed		Syllabus for courses taught	Preparation of OBE-based syllabus	1	2	5	5	4	4.67	
	MFO2. Student Management Services										
	PI 6. Additional outputs										
	Number of students advised on thesis/field practice/special problem		Advising and monitoring	Adviser of students enrolled in ME Project	7	7	5	5	5	5.00	

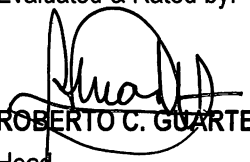
	Number of student-related activities attended	Advising and monitoring	Participant	1	1	5	4	5	4.67	
<b>UMFO 3.</b>	<b>Research Services</b>									
<b>UMFO 4.</b>	<b>Extension Services</b>									
<b>UMFO 5.</b>	<b>Support to Organization</b>									
	<b>MFO 2. Faculty Recruitment/Hiring Services</b>									
	<b>PI 1.</b> Number of faculty recruited/hired aligned with	Hire regular faculty	Supervising and monitoring	1	1	5	5	5	5.00	
	<b>MFO 3. Faculty Evaluation Services</b>									
	<b>PI 3.</b> Percentage of faculty rated by students with	All faculty	Supervising and monitoring	50%	100%	4	4	4	4.00	
	<b>PI 4.</b> Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Attendance & participation to seminar/ workshop	Attend as participants to seminar/workshop/training	2	4	5	5	5	5.00	
<b>UMFO 6.</b>	<b>General Admin. &amp; Support Services</b>									
	<b>MFO 1. Administrative and Facilitative Services</b>									
	<b>PI 1.</b> Number of colleges, departments and support units supervised, monitored and coordinated	Supervising and monitoring	Supervise and monitor a department	1	1	5	5	5	5.00	
	<b>PI 2.</b> Number of management meetings conducted	Conducts meetings with DME faculty and staff	Implementing	2	2	5	5	5	5.00	
	<b>PI 7.</b> Number of office and laboratory equipment purchased	PPMP and Purchase Requests processing	Supervise and monitor	2	12	5	5	5	5.00	
	<b>MFO 2. Frontline Services</b>									
	<b>PI 1.</b> Efficient and customer-friendly frontline service	Consultation	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
						Total Points				

Total Over-all Rating	68.33	
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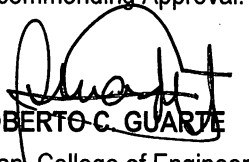
Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points:		
Approved Additional Points (with copy of approval)	XX	
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development**  
**Purpose: Submit proposal for research and extension for CY 2019**

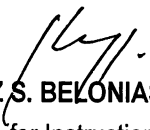
Evaluated & Rated by:

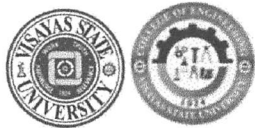
  
**ROBERTO C. GUARTE**  
 Head  
 Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. GUARTE**  
 Dean, College of Engineering  
 Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice Pres. for Instruction  
 Date: \_\_\_\_\_



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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**

Performance Rating: **No Prior Performance Rating. Just reinstated for work**

**Aim:** Enhance the managerial knowledge and skills of **Engr. Jundy R. Castil** in the implementation and monitoring of the different OBE-based policies, guidelines, and forms for Continues Quality Improvement of the BS in Mechanical Engineering (BSME) 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 BSME Program

**Date:** July 2018

**Target Date:** December 2018

### **First Step**

- Reorientation of the OBE and Washington Accord PSG, forms, and templates for BSME

### **Results:**

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

### **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 BSME Course
- Implemented the OBE-based Course Assessment, Evaluation, and CQI in the department
- Conducted class observations
- Conducted the Exit Survey for Graduating Students

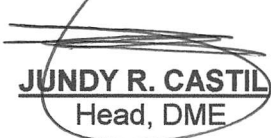
### **Final Steps/Recommendations:**

- Gathered and analyzed data for CQI 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:

  
**JUNDY R. CASTIL**  
 Head, DME