

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **NELSON H. TEJARA**

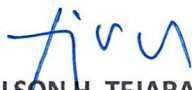
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.65	
b. Students		4.67	
TOTAL for Instruction	70%	4.66	3.26
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Support Operations	0%	0.00	0.00
5. Administration	10%	5.00	0.50
TOTAL	100%		4.76

EQUIVALENT NUMERICAL RATING: 4.76

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.76ADJECTIVAL RATING: Outstanding

Prepared by:


NELSON H. TEJARA
Name of Faculty


Reviewed by:


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**

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1022)
Email Address: dcst@vsu.edu.ph
Website: <https://www.vsu.edu.ph>

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELSON H. TEJARA, 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 targets in accordance with the indicated measures for the period January 1, 2024 -December 31, 2024.


NELSON H. TEJARA
Instructor III

Date: 12 1 JAN 2025

Approved:


MAGDALENE C. UNAJAN
Department Head

Date: 2 1 JAN 2025


JANNET C. BENCURE
College Dean

Date: 23 Jan. 2025

Date: 21 JAN 2025

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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	75.05	5	5	5	5.00	G046, G052, Comp1 - Dahlia, Comp1-Lily, Comp1-Petunia, Comp2 - Diamond, Comp2 - Emerald ,G330, G368, GR03, GR04

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	21	4	4	5	4.33	G046, G052, Comp1 - Dahlia, Comp1-Lily, Comp1-Petunia, Comp2 - Diamond, Comp2 - Emerald, G330, G368, GR03, GR04
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	4	5	4.67	Seminar - Workshop on the Preparation of CQI Forms, CET OBE Syllabus Training, Workshop, National Seminar Workshop on Implementation of MATATAG Curriculum using 21st Century Pedagogical Approaches with Teaching Demonstration Festival for All Learning Content Areas (16 CPD units for LPTs)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	19	5	4	5	4.67	G046 -1, G052 -1, Comp1 -Dahlia -4, Comp1-Lily -4, Comp1-Petunia -2, Comp2 - Diamond-2, Comp2 - Emerald-2, G330-1, G368-1, GR03-1
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	44	5	4	5	4.67	G046 -1, G052 -1, Comp1 -Dahlia -10, Comp1-Lily -10, Comp1-Petunia -5, Comp2 - Diamond-5, Comp2 - Emerald-5, G330-3, G368-3, GR03-1
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	187	4	4	5	4.33	Comp2 (87 students) Comp1 (80 students) GR04 (20 students)

PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	31	5	4	5	4.67	BSCS Students
	A17. Number of students advised on thesis/ field practice/special problem:		1	3	5	4	5	4.67	Gabionza, Pepito, Berdos
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	Enriquez, San Jose, Salem
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2						
				1	4	5	5	4.67	Soria
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	294	5	5	5	5.00	Comp1-80, Comp2-87, G046 - 14, G052 -13, G330 -40, G368 -40 GR03-20
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1						
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						
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						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	4	5	4	4.33	Comp1, Comp2
	Flexible instructional materials								
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	40	5	4	5	4.67	Comp-10, Comp2 - 10, ITec -10, GR03-10

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	40	4	5	5	4.67	Comp-10, Comp2 - 10, ITec -10, GR03-10
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	4	5	4.67	Comp1, Comp2, ITec
	PI 11. Additional outputs	A 25. 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	1	1	5	4	5	4.67	Revisit for Sept 2024: level 4 phase 2, prepared docs for the area Planning Process
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. 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										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

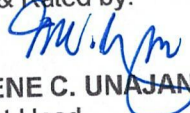
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
	<i>In refereed int'l journals</i>									
	<i>In refereed nat'l/regional journals</i>									
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences								
	<i>In int'l fora/conferences</i>									
	<i>In nat'l/regional fora/conferences</i>									
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	100%	5	5	5	5.00	IEMo, Farm2Table		
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES										


	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		<i>1</i>	<i>1</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>5.00</i>	<i>VSUIHS 1 group</i>
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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 (extn. 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-comformity							
		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								
		On program accreditations									
		On institutional accreditations									
		<u>Additional Outputs</u>									
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	0%	5	5	5	5.00	no complaints received from clients	
	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								

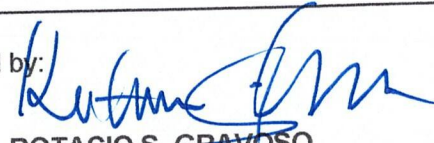
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating				89.33	Mr. Tejera is very commendable in his active research and extension activities endeavor.				
	Average Rating				4.70					
	Adjectival Rating				Outstanding					

Evaluated & Rated by:


MAGDALENE C. UNAJAN
 Department Head
 Date: 21 JAN 2025


JANNET C. BENCURE
 Dean, College of Engineering and Technology
 Date: 23 Jan. 2025

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
/	3rd	
/	4th	

Name of Office: Department of Computer Science and Technolgy

Head of Office: Magdalene C. Unjan

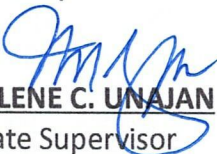
Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

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: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	


Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			September 2024 or the week after classes has started
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
				July	August	September	October	November	December	
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	July - December 2024		VC evaluation and submission s of syllabi		1 st VC Monitoring		2 nd VC Monitoring	1 st semester AY 2024 - 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September - December 2024				Topic proposal defense		Final defense	Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August - December 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

	Gives Assignments, Quizzes, Exams, Etc.	All Faculty	July - December 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All Faculty	August - December 2024		Gives final grades (myear 2023- 2024)		Midterm Grades (AY 2024 - 2025)		Final Grades (AY 2024 - 2025)	
	Submits research progress reports	Faculty <i>involved in research</i>	July – December 2024		3 rd quarter progress report for research conducted				4 th quarter progress report for research conducted	
	Attends training, Webinar and, workshops	All Faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As resource persons, and participants
	Engages community services	All Faculty	July – December 2024			Impleme ntation of the extension activity				ICT Capability Building for High School Teachers of DepEd Baybay City Division
	Entertain clients through on-line consultation, walk-in consultation	All faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	
MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	MUnajan	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department head
	Attends ManCom	MUnajan	July – December 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	All Faculty	July – December 2024	Departme nt Meetings	Department Meetings	Departme nt Meetings	Department Meetings	Departm ent Meeting s	Department Meetings	Departments, College,

										University Meetings
	Prepares minutes of meetings.	<i>JMBarrera</i>	July – December 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	<i>MCUnajana</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzona</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications

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

Prepared by:


MAGDALENE C. UNA JAN
 Dept. Head, DCST

PERFORMANCE MONITORING FORMName of Employee: **NELSON H. TEJARA**

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	August 2024	December 2024	August - December 2024	Very Impressive	Outstanding	Submit reports ahead or on time
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	August 2024	December 2024	August - December 2024	Impressive	Outstanding	Always meetings and participates actively
3	Performs other functions	Very Satisfactory	August 2024	December 2024	August - December 2024	Impressive	Outstanding	Active member of his assigned committee

* 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: Mr. Nelson H. Tejera

Performance Rating: Outstanding

Aim: Encourage her to make research and extension proposal

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Send her to training/seminar/workshop for a related field for research and extension.

Result:

Attendance in research and extension related trainings/seminars/workshops fora. This will

Expose her to these engagements and will motivate her to do research and be involved in Research, Development, Extension and Innovation (RDEI) projects.

Date: July 2024

Target Date: December 2024

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: RDEI project proposal

Final Step/Recommendation:

Instruct her to submit the RDEI proposal to OVREI for approval and possible funding.

Prepared by:

MAGDALENE C. UNAJOAN

Unit Head

Conforme:

NELSON H. TEJARA

Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

2nd Semester AY 2023 - 2024

Name of Faculty : **NELSON H. TEJARA**
Department: **VSU Integrated High School**
College: **College of Education**

Course No. & Descriptive Title		Lec./Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
Computer I	Basic Computer Education	Lec	5.00	O	100.00
Computer I	Basic Computer Education	Lab	5.00	O	100.00
Computer II	Intro. to Statistical Computing	Lec	5.00	O	100.00
Computer II	Intro. to Statistical Computing	Lab	5.00	O	100.00
Itec 11	Living in the IT Era	Lec	4.00	VS	80.00
Itec 11	Living in the IT Era	Lec	4.00	VS	80.00
Average Rating			4.67	O	93.33 %

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:

VANESSA W. NAZAL

TPES In-Charge

Date: 10-30-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 10-31-2024

Received by:

NELSON H. TEJARA

Name and Signature of Faculty

Date: 11/29/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

