## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Beatriz Nicolle A. Oppus
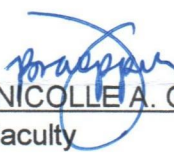
| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|---|---|---|---|
| (1) | (2) | (3) | (2x3) |
| | | | |
| 2. Instruction | | | |
| a. Head/Dean (50%) | | 2.19 | |
| b. Students (50%) | | 2.28 | |
| TOTAL for Instruction | 85% | 4.47 | 3.80 |
| 3. Research | | | |
| 4. Extension | | | |
| 5. Support to Operations | 10% | 5.00 | 0.50 |
| 6. Administration | 5% | 5.00 | 0.25 |
| | | | |
| TOTAL | | | 4.55 |

EQUIVALENT NUMERICAL RATING:     4.55
Add: Additional Points, if any:     0
TOTAL NUMERICAL RATING:     **4.55**

ADJECTIVAL RATING:     **Outstanding**
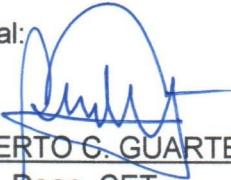
Prepared by:                    Reviewed by:

BEATRIZ NICOLLE A. OPPUS          EPIFANIA G. LORETO
Name of Faculty                    Department Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

# VISAYAS STATE UNIVERSITY

**DEPARTMENT OF CIVIL ENGINEERING**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

**"Exhibit B"**

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Beatriz Nicolle A. Oppus, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING 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 - December 2021

Approved:

**Beatriz Nicolle A. Oppus**
Instructor I
Date 7/21/2021

**Epifania G. Loreto**
Department Head
Date: 7/21/2021

**Roberto C. Guarte**
College Dean
Date: 7/22/2021

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment (January to June) | Rating | | | | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Quality | Eficiency | Timelines s | Average | |
| **UMFO 2. HIGHER EDUCATION SERVICES** | | | | | | | | | | |
| **OVPAA UMFO 3. Higher Education Management Services** | | | | | | | | | | |
| | **PI 5:** Total FTE, coordinated, implemented and monitored * | **A9.** Actual Faculty's FTE | Handles and teaches courses assigned | 38 | 38.1 | 5 | 4 | 5 | 4.67 | As of 2nd Sem, AY: 2020-2021 |
| | | **A10** . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 4 | 5 | 4 | 4 | 4.33 | |
| | | **A12** . Number of trainings attended related to instruction | Attend mandated trainings | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| | | **A13** . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 5 | 4 | 5 | 4 | 4.33 | |
| | | **A14** . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 5 | 20 | 5 | 5 | 5 | 5.00 | |
| | | **A15** . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 4 | 16 | 5 | 5 | 5 | 5.00 | |
| | **PI 8:** Number of students advised: * | **A16**. Number of students advised: | Acts as academic adviserto students | 40 | 46 | 5 | 5 | 4 | 4.67 | |

| | | PI | Activity | Description | Target | Actual | | | | Avg | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | *A17*. Number of students advised on the field practice/special problem: | | | | | | | | |
| | | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 4 | 6 | 4 | 4 | 4 | 4.00 | |
| | | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 5 | 9 | 4 | 4 | 4 | 4.00 | |
| | | | *A18*. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 10 | 126 | 5 | 4 | 4 | 4.33 | Student consultations regarding the lectures. |
| | | **PI 9:** Number of student organizations advised/ assisted * | *A19*. Number of Student organizations advised | Advises student organizations recognized by USOO | | | | | | | |
| | | | *A20*. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | | | | | | |
| | | **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 | | | | | | | |
| | | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 3 | 4 | 5 | 5 | 4.67 | |
| | | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 4 | 29 | 4 | 4 | 5 | 4.33 | |
| | | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 29 | 4 | 5 | 4 | 4.33 | |
| | | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 2 | 3 | 4 | 4 | 4 | 4.00 | |
| | | **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 | 4 | 4 | 4 | 4.00 | |
| | | | **A 26.** Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 1 | 2 | 4 | 4 | 5 | 4.33 | |

| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | OVPAA 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 theQMS 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 | 1 | 1 | 5 | 5 | 5 | 5.00 |
| | | **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 | 1 | 1 | 5 | 5 | 5 | 5.00 |
| | | On program accreditations | | | | | | | |
| | | On institutional accreditations | | | | | | | |
| 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 | | 100% | 5 | 5 | 5 | 5.00 |
| Number of Performance Indicators Filled-up | | | | | | | 19 | | |
| Total Over-all Rating | | | | | | | 85.000 | | |
| Average Rating | | | | | | | 4.474 | | |
| Adjectival Rating | | | | | | | Very Satisfactory | | |

| | | |
|---|---|---|
| **Average Rating (Total Over-all rating divided by 5)** | 4.474 | |
| **Additional Points:** | | |
| **Approved Additional points (with copy of approval)** | | |
| **FINAL RATING** | 4.474 | |
| **ADJECTIVAL RATING** | **Very Satisfactory** | |

Comments & Recommendations for Development Purpose:

To be sent to trainings

Evaluated & Rated by:

**EPIFANIA G. LORETO**
Department Head
Date: 7/21/2021

Recommending Approval

**ROBERTO C. GUARTE**
Dean, College of Engineering and Technology
Date: 7/22/2021

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date:

Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee:  **BEATRIZ NICOLLE A. OPPUS**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished/ submitted | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|---|---|---|---|---|---|---|---|---|
| 1. | Preparation and submission of OBE Syllabus | OBE Syllabus for CEng courses handled | December 2020 | January 2021 | January 19, 2021 | Impressive | Very satisfactory | Submitted syllabus for all courses assigned |
| 2. | Preparation of Teaching Manual/Student Learning Guide | Teaching Manual /Student Learning Guide for courses handled | January, 2021 | March 31, 2021 | In progress | Impressive | Satisfactory | Prepared teaching manuals |
| 3. | Preparation of Power Point/Video Presentation | Power Point/Video Presentations for CEng courses handled | January, 2021 | Within the semester | Within the semester | Impressive | Outstanding | Videos were uploaded |
| 4. | Preparation and submission of TOS | TOS with exam | February 1, 2021 | February 8, 2021 | Within the semester | Impressive | Very Satisfactory | Submitted on time in 1st Semester, 2020-2021 |
| 5. | Consultation with students (academic advising) | Consultation log book | During enrollment | After enrollment | After enrollment | Impressive | Outstanding | Must submit record |
| 6. | Preparation of documents for AACCUP | Documents for AACCUP | February, 2021 | Before November 2021 | In progress | impressive | Satisfactory | Prepared some of the documents |

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**EPIFANIA G. LORETO**
Unit Head

Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Beatriz Nicolle A. Oppus**
Performance Rating: 4.474 (Very Satisfactory)

**Aim:** Engr. Beatriz Nicolle A. Oppus as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2021  Target Date: June 2021

**First Step:**
A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. She should likewise attend trainings, conferences, and conventions to strengthen her competencies and qualifications.

**Result:**
The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all her subjects.

Date: July 2021       Target Date: December 2021

**Next Step:**
The faculty will continue to implement the newly approved BSCE curriculum.

**Outcome:**
An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted.

**Final Step/Recommendation:**
Engr. Oppus will be sent to her graduate studies in order for her to help in the full implementation of the BSCE curriculum. Similarly, she will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum.

Prepared by:

**Epifania G. Loreto**
Unit Head

Conforme:

**Beatriz Nicolle A. Oppus**
Name of Ratee Faculty/Staff