# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Marcelo T. Abrera, Jr.

Percentage	Numerical Rating	Equivalent
Weight of	(Rating x %)	Numerical
Involvement		Rating
(2)	(3)	(2x3)
	2.30	
	2.27	
85%	4.57	3.88
	***************************************	
10%	4.00	0.40
5%	5.00	0.25
		4.53
	Weight of Involvement (2)  85%	Weight of Involvement         (Rating x %)           (2)         (3)           2.30         2.27           85%         4.57           10%         4.00

EQUIVALENT NUMERICAL RATING:

4.53

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.53

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

MARCELO T. ABRERA, JR.

Name of Faculty

EPIFANIA G. LORETO

Department Head

Recommending Approval:

ROBERTO C

Dean, CET

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs





## **DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

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Exhibit B

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

I, Marcelo T. Abrera, Jr., 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 - June 2020

Marcelo T. Abrera, Jr.

Instructor I

Date: 09/20/2020

Approved

Epifania G. Loret
Department Head

Date: 09/20/W

Roberto C. Guarte

College Dean
Date: 9/20/2000

						Rating				REMARKS (Indicators in
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
UMFO 2	. HIGHER EDUCATION SERVICES									
OVPI UN	MFO 3. Higher Education Management Se	ervices								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	42.45	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	12	5	5	4	4.67	
		A 11 . 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	0	3	4	5	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	4	4	5	4	4.33	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	11	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	23	5	5	4	4.67	

		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	46	5	5	4	4.67	
		A17 . Number of students advised on thesis/ field practice/special problem:		10	11	5	5	4	4.67	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	7	15	5	5	5	5.00	
	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							still in the preparation phase and will be submitted between
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2						July - December
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2		-				
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2						still on the preparation phase
	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	still on the preparation phase
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						still on the preparation phase
									46.00	
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 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	4	4	4	4.00	
		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	4	4	4	4.00	
									8.00	
UMFO 6.	MFO 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	
									5.00	

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70.00
59.00
4.54
Outstanding

Average Rating (Total Over-all rating divided by 5)	4.54
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.54
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

EPIFANIA G. LORETO

Department Head
Date: 00 20 20 20 20 20

Recommending Approval

ROBERTO C. GUARTE

Dean

Date: 9/10/2020

Comments & Recommendations for Development Purpose:

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Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs Date: ( • / 6 / 20 20

# Exhibit I

### PERFORMANCE MONITORING FORM

Name of Employee: MARCELO T. ABRERA JR.

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/ Recommen- dation
1	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	January 2, 2020	January 25, 2020	January 31, 2020	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 13, 2020	June 24, 2020			Satisfactory	Prepared teaching manuals but did not submit hard copy
3.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 13, 2020	Within the semester	End of semester	Impressive	Very satisfactory	Prepared but did not submit hard copy
4	Consultation with students	Consultation log book	Start of semester	End of 1 <sup>st</sup> semester	End of semester	impressive	Outstanding	
5	Submission of Grades	Grades submitted on time		2 weeks after final exam			Outstanding	Submitted on time
6	Preparation for ISO certification	Documents submitted	Jan. 13, 2020	February 19, 2020	February 17, 2020	impressive	outstanding	Submitted needed documents

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**EPIFANIA G. LORETO** 

Unit Head

# **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Marcelo T. Abrera Jr.
Performance Rating: 4.56 (Outstanding)

**Aim:** Engr. Marcelo T. Abrera Jr 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 2020 Target Date: June 2020

### 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. He should likewise attend trainings, conferences, and conventions to strengthen his 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 his subjects.

Date: July 2020

Target Date: December 2020

### **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. Abrera upon completion of his master's degree can help in the full implementation of the BSCE curriculum. He can also help in the attainment of the program outcomes by helping in the conduct of regular Continuous Quality improvement.

Prepared by:

Epifania G. Loreto

Unit Head

Conforme:

Marcelo T. Abrera Jr.

Name of Ratee Faculty/Staff