SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Andy Phil D. Cortes

Program Involvement	Percentage	Numerical Rating	Equivalent
(1)	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.43	
b. Students (50%)		2.50	-
TOTAL for Instruction	85%	4.93	4.19
3. Research	5%	4.33	0.22
4. Extension			
5. Support to Operations	5%	5.00	0.25
6. Administration	5%	4.52	0.23
TOTAL			4.89

EQUIVALENT NUMERICAL RATING:

4.89

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.89

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ANDY PHIL D\CORT

Name of Faculty

EPIFANIA G. LORETO

Department Head

Recommending Approval:

ROBERTO C. GUARTE

pean, CoE

Approved by:

BEATRIZ/S. BELLONIAS

VP for Instruction

en deur esta de la circa en 1960 en en 1942 del conductor de la conductor de la conductor de la conductor de l

Mercal and Conference on the





DEPARTMENT OF CIVIL ENGINEERING

Visayas State University Visca, Baybay City, Leyte, PHILIPPINES Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDY PHIL D. CORTES, a faculty member of the DEPARTMENT OF CIVIL 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 January to June 2018.

ANDY PHIL D. CORTES

Ratee

EPIFANIA G. LORETO

Head

	MFO	Success/ Performance	Program/			Actual Accom-		F	Rating		Remarks
MFO No.	Descrip- tion	Indicator (PI)	Activities/ Projects	Tasks Assigned	Target	plishment	Q ¹	E ²	T ³	A ⁴	
UMFO2.	Higher Education Services										
	MFO1. Cu	rriculum Program Manag	ement Services								
	<u>PI 1</u> . Total monitored	Undergraduate FTE	Instruction	Teach BSCE subjects	22	51.20	5	5	5	5.00	Vacation/Sick Leave
	PI 8. Numb	per of students advised	BSCE Students	Academic Adviser	39	39	5	5	5	5.00	
1			1.) Junior Phil. Institute of Civil Engineers 2.) The Builders Organization	Adviser	2	2	5	5	5	5.00	
	PI10. Num materials o	ber of instructional leveloped		Preparation and encoding	1	1	5	4	4	4.33	
	MFO2. Student Management Services										
	PI 6. Additi	onal outputs									
	Number of	Students advised									

problem	Adviser of students who enrolled CEng 200a and CEng 156(CE Project) for 2nd sem. SY 2017-2018	Advising and monitoring	4	11	5	5	5	5.00	
	PICE-VSUSC activities	Supervising and monitoring	12	26	5	5	5	5.00	
	CoE Week 2018 1.) Opening Parade and Ceremony 2.)Junior Civil Engineers Symposium	Participant	2	2	5	5	5	5.00	
trainings/workshops/reviews conducted/attended	Re-Echo Seminar on National Civil Engineering Symposium	Participant	1	1	5	5	5	5.00	
· · · · · · · · · · · · · · · · · · ·	Support to students	Entertained students regarding subject matters, grades, and project	12	12	5	5	4	4.67	
, ,	Support to students	1. Checking of exams, quizzes, and lab exercises 2. Computing of midterm and final grades 3. Checking of CE project and Manuscript of advisees	12	48	5	5	4	4.67	
				I	ITotal	points		48.67	1

	P13. Number of research projects	Development,	Study Leader	1	1	5	4	4	4.33	On-going
	conducted and or completed on	Evaluation and								
	schedule	Technology								
		Dissemination of								
		Efficient Bamboo-								
		Based Emergency								
		Shelter								
	P14. Number of research proposals									
	submitted					Total	points		4.33	
UMFO 4.	Extension Services	L	<u> </u>			1.0				
	PI 1.Technical/Expert									
	Services/Number of students/staff									
	served									
	PI 4. Number of extension projects									
	conducted and/or completed on									
	schedule					-				
	PI 5. Number of extension proposals									
	submitted				1	Total	Points			
UMFO 5	SUPPORT TO OPERATIONS (STO)	<u> </u>	<u> </u>	L		Tiotai	1 Onto			
	MFO 3. Faculty Evaluation Services	The second secon								
	PI 4. Number of in-house seminars/	Seminar-	Participant	1	1	5	5	5	5.00	
	trainings/workshops/reviews	Workshop on	·							
	conducted attended	Structural								
		Analysis and								
		Design using SAP			1	1				
		2000								
						Total	Points		5.00	
UMFO 6.	General Admin. & Support Services									
	MFO 1. Administrative and Facilita	tive Services		·	·		Т			
	PI 9. Additional Outputs									
	Number of minutes prepared	Preparation/	Department Secretary	8	11	5	5	5	5.00	
		Encoding and				1				
		Printing								
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly	Consultation	Zero percent complaint	100%	100%	5	5	5	5.00	
	frontline service		from clients served							
	PI 2. Additional Outputs/Best				1					
l	Practices					1	L		L	

4.67 Consutation meeting with 50 96 5 5 Number of hours devoted in consultation meeting BSCE students 3 3 5 5 5 5.00 Number of hours devoted for Supervising and Preparation for assisting students in the VSU Anniversary monitoring of students preparation VSU Anniversary display display 4.00 Number of hours devoted in the 5 8 4 4 ISO Accreditation | Preparation of supporting 4 documents preparation of documents needed for ISO certification 5 4.00 PTC-ACBET 5 4 Number of hours devoted in the Preparation of supporting 4 4 preparation of documents needed (Washington documents for PTC-ACBET (Washington Accord) Accord) accreditation Accreditation 10 4.00 AACCUP Preparation of supporting 10 4 4 4 Number of hours devoted in the documents for Area I and preparation for AACCUP Accreditation accreditation Area V 31.67 **Total Points** 89.67 **Total Over-all Rating** 4.72 **Average Rating Adjectival Rating** Outstanding

Average Rating (Total Over-all rating divided by 5)		4.72
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

Evaluated and Rated by:

EPIFANIA G. LORETO Departent Head, DCE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Date:		

Recomമ്പള Approva	$\exists\epsilon$	eco	mm	ending	App	orova
-------------------	-------------------	-----	----	--------	-----	-------

ROBERTO C. GUNRTE, Ph.D. ean, College of Engineeri

•	Date:

Comments & Recommendations for Development Purpose:

Pursu master's degree; attend seminars related & his openialization

Approved:

BEATRIZ/S. BELONIAS, Ph.D.

VP for Instruction

Date:	

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: ANDY PHIL D. CORTES

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1.	Preparation of Course Outline	Course Outline for CEng courses handled	January 3, 2018	January 10, 2018	January 10, 2018	Impressive	Very Satisfactory	
2.	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	January 10, 2018	June 24, 2018	June 24, 2018	Impressive	Very Satisfactory	
3.	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 10, 2018	June 24, 2018				Did not submit
4.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 10, 2018					Prepared but did not submit
5.	Preparation of Minutes of Meeting	DCE Departmental Minutes of Meeting (January to June 2018)	February 2018	July 9, 2018	June 24, 2018	Impressive	Very Satisfactory	
6.	Preparation of PPP for Area 1 (AACCUP documents)	PPP for Area I and Area V	January 2018	June 2018		Needs improvement	Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Andy Phil D. Cortes

Performance Rating: Outstanding

Aim: To earn a Master's Degree in Civil Engineering compliant to VSU Rules and

Regulations and to the CHED Requirements

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher positions

Date: January 2018 Target Date: August 2018

First Step:

The faculty member should apply for admission for a master's degree and look for possible scholarship grants to support his studies. He will then be recommended by the department personnel committee to pursue his master's degree in a leave with pay status to the President through the University Academic Personnel Board

Result:

Engr. Cortes was admitted in UP Diliman effective AY 2018-2019 to enroll in Mater in Civil Engineering Major in Structural Engineering. He was granted "leave with pay" status and also given a VSU scholarship for one semester. He will apply for a possible ERDT scholarship during the 2nd Semester of the academic year.

Date: August 2018	Target Date: July 2020
Next Step: Engr. Cortes should see to it that h order for him to qualify for ERDT se	ne will pass all his subjects enrolled this semester in cholarship.
Outcome:	
Final Step/Recommendation:	
Engr. Cortes after earning his degree university so that he can share his experience of the control of the cont	ee should immediately apply for reinstatement to the expertise in his field to our students.
	Prepared by:

Prepared by:

EPIFANIA G. LORETO Head, DCE