

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS


Name of Faculty Member: Andy Phil D. Cortes

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(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

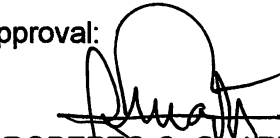
Prepared by:


ANDY PHIL D. CORTES
Name of Faculty

Reviewed by:


EPIFANIA G. LORETO
Department Head

Recommending Approval:


ROBERTO C. GUARTE
Dean, CoE

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

STATE OF NEW YORK

IN SENATE

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STATE OF NEW YORK
IN SENATE
JANUARY 1, 1900

REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE

ALBANY:

1900

[illegible]

[illegible]

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

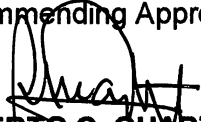
Average Rating (Total Over-all rating divided by 5)		4.72
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

Evaluated and Rated by:


EPIFANIA G. LORETO
 Department Head, DCE

Date: _____

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
 Dean, College of Engineering

Date: _____

Comments & Recommendations for Development Purpose:

*Pursue master's degree ;
 attend seminars related to
 his specialization*

Approved:


BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction

Date: _____

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

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/ Recommendation
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:

E. P. Loreto
EPIFANIA G. LORETO
 Unit Head

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:

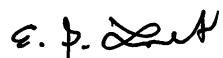
Engr. Cortes should see to it that he will pass all his subjects enrolled this semester in order for him to qualify for ERDT scholarship.

Outcome: _____

Final Step/Recommendation:

Engr. Cortes after earning his degree should immediately apply for reinstatement to the university so that he can share his expertise in his field to our students.

Prepared by:


EPIFANIA G. LORETO
Head, DCE