

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Lindy Jane L. Ando


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%)		2.25	
b. Students (50%)		2.08	
TOTAL for Instruction	85%	4.33	3.68
3. Research			
4. Extension			
5. Support to Operations	10%	4.17	0.42
6. Administration	5%	5.00	0.25
TOTAL			4.34

EQUIVALENT NUMERICAL RATING: 4.34
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.34

ADJECTIVAL RATING: Very Satisfactory

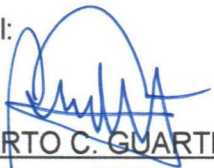
Prepared by:

Reviewed by:



LINDY JANE L. ANDO
 Name of Faculty


EPIFANIA G. LORETO
 Department Head

Recommending Approval:


ROBERTO C. GUARTE
 Dean, CET

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lindy Jane L. Ando, 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

Lindy Jane L. Ando
Instructor
Date: 7/21/2021

Approved:

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

Roberto C. Guarate
College Dean
Date: 7/22/2021

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

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	Efficiency	Timelines	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	37.05	4	5	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	1	5	4	3	4.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	2	4	4	4	4.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	3	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	2	0					none yet

	PI 8: Number of students advised: *	A16. Number of students advised: <i>Acts as academic adviser to students</i>	40	70	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:							
		<i>As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	4	2	5	4	5	4.67
		<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>		3	4	5	5	4.67
		A18. Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>	10	14	5	5	5	5.00
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	1	5	4	4	4.33
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	3	4	5	4	4.33
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	10	6	4	4	4	4.00
		A 24 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	2	4	5	5	4	4.67
	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	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPA 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	1	1	5	4	4	4.33	
		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	4	4	4	4.00	
		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						17				
Total Over-all Rating						76.333				
Average Rating						4.490				
Adjectival Rating						Very Satisfactory				

Average Rating (Total Over-all rating divided by 5)	4.490
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.490
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:
To go on study leave and pursue Master's degree

Evaluated & Rated by:


EPIFANIA G. LORETO

Department Head

Date: 7/21/21

Recommending Approval


ROBERTO C. GUARTE

Dean, College of Engineering

Date: 7/22/21

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/26/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: LINDY JANE L. ANDO.

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 20, 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	Outstanding	Prepared TOS in 1 st 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 AACUP	Documents for AACUP	February, 2021	Before November 2021	In progress	impressive	Satisfactory	No documents collected yet

* 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: Lindy Jane L. Ando
Performance Rating: 4.490 (Very Satisfactory)

Aim: Engr. Lindy Jane L. Ando 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. Ando 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:


Lindy Jane L. Ando
Name of Ratee Faculty/Staff