

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Andy Phil D. Cortes

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.41	
TOTAL for Instruction	90%	4.72	4.25
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	10%	4.78	0.48
5. Production	0%	0.00	0.00
TOTAL			4.73

\*Instructor I - January 1, 2023 - June 30, 2023

EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: Outstanding


Prepared by:

  
ANDY PHIL D. CORTES  
Instructor I


Reviewed by:

  
EPIFANIA G. LORETO  
Head, DGE

Recommending Approval:

  
JANNET C. BENCURE  
Dean, CET

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY


**DEPARTMENT OF CIVIL  
ENGINEERING**


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"Exhibit B"

**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 with accomplishments in accordance with the indicated measures for **January 1, 2023-June 30, 2023**.

  
**ANDY PHIL D. CORTES**  
Instructor  
Date: July 14, 2023

Approved:   
**EPIFANIA G. LORETO**  
Department Head  
Date: July 14, 2023

  
**JANNET C. BENCURE**  
Dean, CET  
Date: July 14, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPA MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							

	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> <i>Number of students advised on thesis/special problem/dissertation</i>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 .</b> <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	40	54.45	5	5	5	5.00	2nd Sem, AY 2022-23 (CEnS 155, CEng 200, CEnS 154, CEng 144n, CEng 200)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	5	5	5	5.00	1st Sem, AY 2022-2023 (2-CEng 198, 3-ESci 118, 1-CEng 200b, 1-CEnS 151, 1-CEnS 152)
		<b>A11.</b> 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	1	3	5	5	5	5.00	CEng 198 (Centino, E.M., Pascual, JM. O., Telemoros, GJ. L.
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	4	4.67	(TAPHEP Seminar, March 17, 2023)
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	4	4	4.33	CEng 144n, CEnS 155, CEnS 154
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	8	5	5	4	4.67	CEng 144n, CEnS 155, CEnS 154
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	20	5	5	4	4.67	CEng 200 and CEng 144n
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	50	5	5	4	4.67	BSCE
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	6	2	5	4	4	4.33	CE Project: Group 1 (Inguito, J.R. Omega, MF P., Sambayon, M.S., Tumamak, F. E.C.) Group 8 (Ando, M.L., Ansale, R.G.Becher, R.M. Lumagbas, G.M.L)
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	6	2	5	4	4	4.33	CE Project: Group 7 (Napoles, J., Del Pilar, M.D.L., Cernio, J.P., Aparri, R.) Group 11 (Sugetarios, J.A, Go, M.D. Palca, N.J.A., Montenegro, L.Y.)
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	4	5	4	4.33	Academic advisee, CE Projects and OJT advisees
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	Assisted PICE-VSUCC in organizing Regional Junior Civil Engineer's Convergence being the Head Coordinator



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of instructional materials were developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Flexible Instructional Materials</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	4	4	4.33	Term Exam for CEng 144n, CEnS 155, CEnS 154, 7 problem sets for CEng 144n, 3 quizzes for CEnS 155, 1 quiz for CEnS 154
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	4	4.67	CEng 144n, CEnS 154, CEnS 155
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	5	5	4.67	Guided learning exercises using online resources
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>		1							None within the evaluation period
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%							None within the evaluation period
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>											

<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
<i>Research Mentoring</i>	<i>Research Mentor</i>								
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
<i>Resource Persons</i>	<i>Resource Persons</i>								
<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
<i>Consultancy</i>	<i>Consultant</i>								
<i>Evaluator</i>	<i>Evaluator</i>								
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%						None within the evaluation period



	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPAAs MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	zero non-conformity	5	5	4	4.67	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations		100% compliant	100% compliant	5	5	4	4.67	
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	



	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	<b>Number of Performance Indicators Filled-up</b>					<b>18</b>			
	<b>Total Over-all Rating</b>					<b>83.67</b>			
	<b>Average Rating</b>					<b>4.65</b>			
	<b>Adjectival Rating</b>					<b>O</b>			

<b>Average Rating (Total Over-all rating divided by 4)</b>			<b>4.65</b>
<b>Additional Points:</b>			
<b>Approved Additional points (with copy of</b>			
<b>FINAL RATING</b>			<b>4.65</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>	

**Comments and Recommendations for Development Purposes:**

*Engr. Cortes may conduct research and extension.*

Evaluated & Rated by:

*E. Loreto*  
**EPIFANIA G. LORETO**  
 Department Head  
 Date: *7/14/2023*

Recommending Approval:

*J. Bencure*  
**JANNET C. BENCURE**  
 Dean, CET  
 Date: *7/14/2023*

Approved by:

*B. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *7/24/2023*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Andy Phil D. Cortes**

Performance Rating: **4.73 (Outstanding)**

**Aim:** Engr. Andy Phil D. Cortes as an effective and efficient implementor of the new OBE-dized four (4) year BSCE degree program and the department's RDE Agenda.

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

**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.

**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. Cortes will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum.

Prepared by:

  
**EPIFANIA G. LORETO**  
Unit Head

Conforme:

  
APDC23-01  
**ANDY PHIL D. CORTES**  
Name of Ratee Faculty/Staff