



Vice President, Academic Affairs
Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Engr. Jundy R. Castil**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	25%	4.75	1.19
b. Students (50%)	25%	4.20	1.05
Total for Instruction	50%		2.24
2. Research			
a. Client/Dir. for Research (50%)	0	0	0
b. Dept. Head/Center Director (50%)	5%	5.00	0.25
Total for Research	5%		0.25
3. Extension			
a. Client/Dir. for Extension (50%)	0	0	0
b. Dept Head/Center Director (50%)	5%	3.83	0.19
Total for Extension	5%		0.19
4. Administration	40%	4.76	1.90
5. Production	0	0	0
TOTAL	100%		4.58

EQUIVALENT NUMERICAL RATING: 4.58
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JUNDY R. CASTIL
Name of Faculty

JUNDY R. CASTIL
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. JUNDY R. CASTIL, a faculty member of the DEPARTMENT OF MECHANICAL 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 1 - JUNE 30, 2021.

JUNDY R. CASTIL
Instructor I
Date: *July 28, 2021*

Approved:

ROBERTO C. GUARTE
College Dean
Date: *July 28, 2021*

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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	Handles and teaches courses assigned	61%						Licensure Examination for Mechanical Engineers scheduled on February 2021 was cancelled due to the COVID 19 pandemic
	PI 2. Percentage of graduates (2 years prior) that are employed	A2. Percentage of graduates (2 years prior) that are employed	Conduct graduate tracer study and analyze data generated	85%	100%	5	5	5	5.00	results from BSME graduate tracer data (ASC & ACM)

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	4	5.4	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		3	5	5	4	4.67	MEng 124 - ME Laws, Contracts and Ethics MEng 195 - On the Job Training Meng 200 - ME Project
		A11. 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		26	5	5	4	4.67	INC: MEng 111e - 11 NG /Deferred Grade: Meng 122 - 2 MEng 124 - 3 MTec 115 - 10
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	PASUC-Akadasia
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		2	5	5	5	5.00	Midterm and Final Examination for MEng 124 - ME :Laws, Contracts and Ethics
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		14	5	5	4	4.67	Learning Task 1-14 for MEng 124
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		2	5	5	4	4.67	Manuscript for MEng 195 - On the Job
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	71	71	5	5	4	4.67	BSME Academic Advisory - Enrollment - Other academic related concerns
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	27	27	5	4	4	4.33	OJT Manuscript - 26 ME Project - 1
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	4	4	4.33	ME Project

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	4	4	4.33	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	4	4	4.33	JPSME
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	
	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	5	5	5	5.00	BSME - AACUP Level 1 Accreditation 1. As program coordinator 2. Incharge - Area I
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		1	5	5	5	5.00	On going communication with CoreTech System
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1	5	5	5	5.00	Examination guidelines for online major examination
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	PI 3. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year (2%) *	A 29. 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. 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>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	1	5	5	5	5.00	Submitted proposal as component leader entitled "Resource and Technical Assessment of the Establishment of a Waste-to-Energy Plant in the Visayas"
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	1	1	4	4	4	4.00	On the Job Training were conducted through webinars

PI 1.1. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted *	A 44. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted *	Facilitates, monitors and assists faculty for and on study leave	3	3	5	5	5	5.00	
PI 1.2. Number of faculty who finished advanced degree program on time	A 45. Number of faculty who finished advanced degree program on time	Monitors faculty on study leave to graduate as scheduled	1	1	5	5	5	5.00	Engr. Binueza was not able to graduate on time. He will
PI 2. Number of faculty granted with external scholarships	A 46. Number of faculty granted with external scholarships	Recommends and assists faculty to be granted with study leave with pay and external funding through DOST-ERDT or CHED	2	1	5	5	5	5.00	Engr. Impas - DOST ERDT
PI 3. Number of faculty granted with internal fellowship grants	A 47. Number of faculty granted with internal fellowship grants	Recommends and assists faculty to be granted with study leave with pay and internal funding	1	1	5	5	5	5.00	Engr. Bantay
PI 4. Number of faculty granted with sabbatical leave									
PI 5. Number of faculty sent for trainings, seminars, conferences	A 48. Number of faculty sent for trainings, seminars, conferences	Recommends faculty to trainings, seminars and/or conferences	8		4	4	4	4.00	Unable to recommend faculty members for training
OVPI MFO 2. Faculty Recruitment/Hiring Services									
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO									
OVPI MFO 3. Faculty Evaluation Services									
PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *									
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *									
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	A 49 Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Monitors faculty ratings results from TPES	100%	100%	5	5	5	5.00	

Average Rating (Total Over-all rating divided by 4)	4.63
Additional Points:	
Approved additional points (with copy of approval)	0
FINAL RATING	4.63
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: July 28, 2021

Recommending Approval

ROBERTO C. GUARTE

College Dean, CET

Date: July 28, 2021

Comments & Recommendations for Development Purpose:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/28/21



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Jundy R. Castil**

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	Conduct graduate tracer study and analyze data generated	85%	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Conducted BSME graduate tracer study
2	Handles and teaches courses assigned	4	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Handled MEng 124, MEng 195, MEng 200
3	Attend mandated trainings	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Attended PASUC-Akadasia
4	Acts as academic adviser to students	71	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Advises 3 rd year BSME students during enrollment and other academic concerns
5	Advises and corrects research outline and thesis/SP manuscript	29	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Advises students taking ME Project and OJT subjects
6	Advises student organizations recognized by USSO	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Advises JPSME student organization
7	Assists student organizations in implementing student related activities	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Assisted JPSME activities
8	Prepares instructional module/laboratory guide/workbook or a combination thereof	2	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared IMs for courses handled
9	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared IMs for courses handled
10	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared exams for courses handled

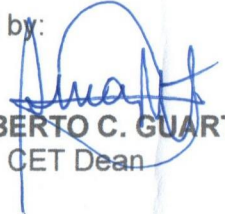
11	Creates virtual classroom using either MODDLE or Google Classroom	2	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Created virtual/online classrooms for courses handled
12	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	January 2021	June 2021	April 2021	Impressive	Very satisfactory	Prepared documents for the BSME AACUP Level I Accreditation
13	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Submitted proposal as component leader entitled "Resource and Technical Assessment of the Establishment of a Waste-to-Energy Plant in the Visayas State University"
14	Identifies and links with probable partners for extension activities and maintains this active partnership	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	On the Job Training were conducted through webinars
15	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	January 2021	June 2021	June 2021	Needs improvement	Satisfactory	Unable to submit extension proposal within the period
16	Facilitates, monitors and assists faculty for and on study leave	3	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Facilitated, monitored and assisted faculty on study leave
17	Recommends faculty to trainings, seminars and/or conferences	8	January 2021	June 2021	June 2021	Needs improvement	Satisfactory	Unable to recommend faculty members for training within the period
18	Monitors faculty ratings results from TPES	100%	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Monitored TPES results
19	Conduct in-house seminar/ training/ workshop/ review	1	January 2021	June 2021	June 2021	Needs improvement	Satisfactory	No in-house seminar/ training/ workshop/ review was conducted
20	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	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Complied to ISO and QMS requirements
21	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Submitted compliance to CHED RQAT
22	Submits PPMP to BAC using prescribed format	2	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Submitted PPMP to BAC
23	Provides customer friendly frontline services to clients	Zero % complaint	January 2021	June 2021	June 2021	Impressive	Very satisfactory	No complaint received

24	Coaches faculty and staff for performance and/or based on evaluation results by students	8	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Coached DME personnel
25	Conducts planning sessions, tracking and monitoring of targets to ensure attainment of department targets	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Conducted planning sessions
26	Conducts regular/special meetings	4	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Conducted 6 meetings

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ROBERTO C. GUARTE
 CET Dean



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College of Engineering and Technology

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: roberto.guarte@vsu.edu.ph

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**

Performance Rating: **Outstanding**

Aim: Engr. Castil as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Mechanical Engineering (BSME) as provided for in the new CMO 97, s. of 2017

Proposed Interventions to Improve Performance:

Note: **Engr. Jundy R. Castil** will be developed into an effective implementor of the new OBEdized four (4)-year BSME Program as he leads the Department of Mechanical Engineering

Date: January 2021

Target Date: June 2021

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSME as provided for in CMO 97, s. 2017, and the implementation of the new VSU BSME Curriculum.

Results:

- Mastery on the provisions of CMO 97, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2021

Target Date: December 2021

Next Step:

- Implementation of the newly approved BSME Curriculum
- Monitor the implementation of the new BSME Curriculum


Outcomes:

- Effective implementation of the offering of the new BSME Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSME degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSME Program

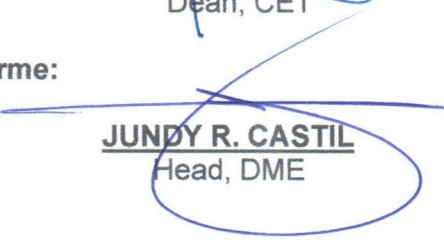
Final Steps/Recommendations:

- Implement the new BSME Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSME Program

Prepared by:


ROBERTO C. GUARTE
Dean, CET

Conforme:


JUNDY R. CASTIL
Head, DME