

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

Name of Faculty Member: Engr. Rianel April A. Palo

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		1.75	
TOTAL for Instruction	80%	4.21	3.37
2. Research	0%	0.00	0.00
3. Extension	5%	5.00	0.25
4. Administration & Support to Operation	15%	4.89	0.73
5. Production	0%	0.00	0.00
TOTAL			4.35

*Instructor I - July 1, 2022-December 31, 2022


EQUIVALENT NUMERICAL RATING: 4.35

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.35

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


RIANEL APRIL A. PALO
Instructor I


Reviewed by:


MARTIN JAN E. MERCURIO
Head, DGE

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RIANEL APRIL A. PALO**, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **July 1, 2022-December 31, 2022**.

Approved:

RIANEL APRIL A. PALO
Instructor I
Date: *12 January 2023*

MARTIN JAN E. MERCURIO
Department Head
Date: *12 January 2023*

JANNET C. BENCURE
College Dean
Date: *13 January 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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		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</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	70	34.11	5	5	5	5.00	March 21-June 30: FTE= 47.7 (ESci 121n, GEng 111, GEng 121n) July 1-Dec 31: FTE= 34.11 (ESci 113, GEng 111, ESci 121n, GEng 135n, GEng 200b)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	1	5	5	4	4.67	March 21- June 30: ESci 121n (2), GEng 121n (2) July 31-Dec 31: ESci 113 (1)
		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		3	5	5	5	5.00	July 31-Dec 31: ESci 113 (3)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	March 21-June 30: CET TOS preparation workshop, DGE VSUEE and OBS workshop July 1-Dec31: Drone and Field Mapping Training, CET TOS preparation, OBE syllabus-workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	14	5	5	5	5.00	March 21-June 30: ESci 121n (2), GEng 121n (1) July 1-Dec 31: ESci 113 (4), GEng 111 (6), ESci 121n (3), GEng 135n (1)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	15	5	5	5	5.00	March 21- June 30: GEng 121n (2) July 1- Dec 31: ESci 121n (3), GEng 111 (8), ESci 121n (4)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	8	24	5	5	5	5.00	March 21-June 30: ESci 121n (2), GEng 121n (2) July 1- Dec 31: GEng 111 (6), ESci 121n (6), GEng 135n (12)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>		36	5	5	5	5.00	July 1- Dec31: BSGE 1 students

		A17. Number of students advised on thesis/ field practice/special problem:		1	6	5	5	4	4.67	March 21- June 30:GEng 200- Mendoza July 1- Dec31: GEng 200a (6)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	4	4.67	March 21- June 30:GEng 200- Mendoza
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	4	5	4.67	July 1-Dec31: GEng 200 (1)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	35	5	5	5	5.00	March 21-June 30: 15 students (Majority of my students under my course) July 1-Dec31: 35 students (majority are BSGE students)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		5	5	5	5	5.00	July1-Dec31: GIS Month 2022 (PataGISan)
	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	3	4	5	4	5	4.67	March 21-June 30: GEng122n July 1-Dec31: GEng 111, ESci 121n, GEng 135n
		Flexible instructional materials		3	3	5	5	5	5.00	March 21-June 30: ESci 121n, GEng 121n July 1-Dec 31: ESci 113
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	25	5	5	5	5.00	March 21-June 30: ESci 121n (8), GEng 121n (5) July 1-Dec31: GEng 135n (6), GEng 111 (11), GEng 200b (2), ESci 121n (8)

		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	11	5	5	5	5.00	March 21-June 30: ESci 121n (2), GEng 121n (5) July 1-Dec 31: ESci 113 (3), ESci121n (3), GEng 111 (2), GEng 200b (3)
		A 23 : Number of on-line course were 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 Moddle or Google Classroom	4	5	5	5	5	5.00	March 31-June 30: ESci 121n, GEng 121n July 1-Dec31: ESci 113, GEng 111, ESci 121n, GEng 135n, GEng 200b
	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	2	1	5	5	5	5.00	March 21-June 30: BSGE Program Accreditation- Area I, Area III July 1-Dec 30: AACUP Level III Accreditation (Narrative Report)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	March 21-June 30: GEng 122n- Group Project July 1-Dec31: Geng 135n- Group Research Project
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 project within the year							
	PI 3. Percentage of research outputs published in internationally-referred 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 fora/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							
	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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		17	5	5	5	5.00	July 1- Dec31: GIS Training, KoboCollect Training
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							

	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	5	2	5	5	5	5.00	March 21-June 30: Drone Survey and Mapping of Landslide affected areas in Baybay (Brgys. Mailhi, Kantagnos, Bunga, Pangasugan, Canipa) July 1-Dec31: GIS Training, KoboCollect Training
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
		Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		Survey and Mapping Activities	Landslide Post Disaster Assessment of Baybay City							March 21-June 30: Canipa, Bunga, Kantagnos, Mailhi Drone and RTK Survey- After Tropical Storm Agaton July 1-Dec31: Not applicable

			Flood Assessment of Barangay Pangasugan							March 21- June 30: Pangasugan Drone Survey of the Displaced River Chanel- After Tropical Storm Agaton July 1-Dec31: Not applicable
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI 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		Zero non-comformity	5	5	5	5.00	March 21- June 30: Second ISO Surveillance Audit July 1- Dec31: Fourth Internal Quality Audit
		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		100% complaint					
		On program accreditations		2						March 21-June 30: DGE Extension Needs- Area I (VMGO Survey Questionnaire), Area III (Compliance Report Matrix) July 1-Dec31: Not applicable
		On institutional accreditations								
		Additional Outputs								

		Number of Minutes of the Meetings and Proceedings prepared	As department secretary		5	5	5	4	4.67	March 21-June 30: Monthly Regular Meetings(3), Special Meeting (1), Curriculum Committee Meeting(1) July 1-Dec31: Regular Meetings (4); Special Meeting (1)
		Attended dDRC monthly meeting								March 21-June 30: Appointed as DGE alternate dDRC July 1-Dec31: Not applicable
		Organizes Writeshop for Publication of Research Outputs								March 21-June 30: RDEI Committee-Member July 1-Dec31: Not applicable
		Detailed Topographic Map in the proposed site locations of VSU Centennial Landmark and Digital Learning Spaces Center for World-Class Education								March 21-June 30: Requested by Planning and Infrastructure Project Development and Monitoring of VSU July 1-Dec31: Not applicable
		Number of regular, special and committee meetings attended	As a department secretary, committee member, faculty member		5	5	5	5	5.00	March 21-June 30: DGE Regular monthly meetings (3), special meetings (2), Personnel Committee meeting (1), Curriculum committee meeting (2) July 1-Dec31: Regular meetings (4), Special Meeting (1)
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	0	Zero % complaint					

	PI 3: Additional Outputs	A 47. 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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/manag ement related activities and other outputs to implement new normal							
	Total Over-all Rating								123.00	
	Average Rating								4.92	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.92
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.92
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

Encouraged to publish paper on the Studies involved.

Evaluated & Rated by:

MARTIN JAN E. MERCURIO

Head, DGE

Date: 12 January 2023

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: 13 January 2023

Approved by:

BEATRIZ S. BELONIAS

VP Academic Affairs

Date: 17 January 2023

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Rianel April A. Palo**

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	Teach professional/basic courses/subjects (ESci 113, GEng 111 and GEng 135n, ESci 121n)	Assessment and students' grades per course taught	July 2022 for Summer 2021-2022 September 2022 1 st Sem AY 2022-2023	August 2022 (summer) January 2023 (1 st Sem AY 2022-23)	August 2022 (Summer) November 2022 (midterm topics for 1 st Sem AY 2022-2023)	impressive	Outstanding	Assessed and submitted grade sheet in summer 2021-2022 Midterm topics were accomplished on November 2022 for 1 st Sem AY 2022-23
2	Assist students through advising and consultation	Improved student performance	July 2022	December 2022	December 2022	impressive	Outstanding	Advised students, and advisees, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	August 2022	2 nd week of September 2022	2 nd week of September 2022	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class

		TOS approved by the Dept. Review Committee and verified by the Dean and IMD Head	November 2022	2 nd week of November 2022	2 nd week of November 2022	impressive	Outstanding	The TOS of GEng 111, ESci 121n, and GEng 135n for the midterm exam were approved before the conduct of midterm exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	September 2022	December 2022	December 2022	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams for midterm. Midterm exam submitted thru online (cumulus)
5	Participate in all activities conducted by the department, college, and the university	Attendance at the BSGE Orientation and Acquaintance Party Attendance at the 1 st Annual GIS Month 2022 Celebration Attendance at CET College-Wide Faculty and Staff Sportsfest 2022 Attendance at University-wide Christmas Party	July-December 2022	December 2022	December 2022	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university

		Attendance at University-wide Intramural						
6	Perform other functions assign by the head, dean and the university	Department Secretary	July 2022	December 2022	December 2022	impressive	Outstanding	Attended and recorded regular meetings of the department and prepared minutes of the meetings of the department

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

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

Prepared by:



MARTIN JAN E. MERCURIO
Head