



Exhibit K

Summary of Individual Ratings of Faculty Members  
with Multiple Functions

Name of Faculty Member: Engr. Edgardo C. Ochavillo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.44	2.22
b. Students (50%)	50%	4.00	2.00
Total for Instruction			4.22
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.22

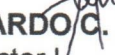
EQUIVALENT NUMERICAL RATING: 4.22

Add: Additional Points, if any: 0.00


TOTAL NUMERICAL RATING: 4.22

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
**EDGARDO C. OCHAVILLO**  
Instructor I


Reviewed by:

  
**JUNDY R. CASTIL**  
Dept. Head, DME

Recommending Approval:

  
**ROBERTO C. GUARTE**  
College Dean, GET

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Instruction



**VISAYAS**  
STATE UNIVERSITY



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"Exhibit B"

### Individual Performance Commitment and Review Form (IPCR)

I, Edgardo C. Ochavillo Jr., of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of August 5 to December 31, 2019.

  
**EDGARDO C. OCHAVILLO**  
Ratee

Approved:

  
**JUNDY R. CASTIL**  
Department Head

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UNIVERSITY	2. Higher Education Services								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	26.55	5	5	5	5.00	Taught 4 subjects with a total of 110 students
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	100%	4	4	4	4.00	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	100%	5	5	5	5.00	6/6 BSME students



	<b>PI 6:</b> Percentage increase in the number of undergraduate students who graduated within prescribed period	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	-	4	4	4	4.00	all students who applied for graduation graduated on time
	<b>PI 8:</b> Number of academe/industry linkages established	Actively participate on the activities rendered by the organization	1	1	4	4	4	4.00	PSME
	<b>PI 9:</b> Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Act as ME Project adviser	7	3	4	4	4	4.00	ME Project
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	Served as panelist during the oral defense of the project	7	7	5	5	5	5.00	ME Project
	<b>PI 11:</b> Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	5	5	5	5	4	4.67	Produced 5 OBTL Syllabus
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Develop audio visual materials such as power point presentations	3	5	4	5	4	4.33	Produced audio visual materials
<b>UMFO 5. Support to Operations</b>									
<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	<b>PI 4:</b> Number of seminars/ trainings/ conventions/ workshops outside the university	Attend to seminar, workshop and training needed for further development	1	1	4	5	5	4.67	PSME National Conference

PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	100%	5	5	5	5.00	
PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Actively participate and organize activities in relation to the field of expertise	1	0	3	3	3	3.00	
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>								
PI 2: Degree program compliant with CHED requirements	Actively support the implementation of the degree program	1	1	5	5	5	5.00	BSME
<b>OVPI MFO 6. General Administration and Support Services</b>								
PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
<b>Total Over-all Rating</b>							<b>57.67</b>	

Average Rating (Total Over-all rating divided by 4)		4.44
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.44
ADJECTIVAL RATING	Very Satisfactory	

**Comments & Recommendations for Development Purpose:** Finish the MSME degree to add on the line up of DME Faculty members with at least MS/ME degree as per CHED requirement.

Evaluated & Rated by:

**JUNDY R. CASTIL**

Department Head

Date: \_\_\_\_\_

Recommending Approval:

**ROBERTO C. GUARTE**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Vice President, Instruction

Date: \_\_\_\_\_

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



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Exhibit I

### Performance Monitoring Form

Name of Employee: **Engr. Edgardo C. Ochavillo**

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	Provide teaching services to engineering students	18	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
2	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
3	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
4	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	



5	Actively participate on the activities rendered by the organization	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
6	Act as ME Project adviser	7	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
7	Served as panelist during the oral defense of the project	7	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
8	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	5	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
9	Develop audio visual materials such as power point presentations	3	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
10	Attend to seminar, workshop and training needed for further development	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
11	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
12	Actively participate and organize activities in relation to the field of expertise	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory	
13	Actively support the implementation of the degree program	1	Aug. 5, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

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

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

Prepared by:

**JUNDY R. CASTIL**

Head, DME



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
/	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **Dept. of Mechanical Engineering**

Head of Office: **Engr. Jundy R. Castil**

Name of Faculty: **Engr. Edgardo C. Ochavillo** Signature:  Date: 01-23-20

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	Being a new faculty, Engr. Ochavillo is oriented to the policies and procedures of the university. An advantage that he possesses is his prior teaching experience. He is also encouraged to complete his masteral degree and pursue further studies as scheduled in the DME Faculty Development Plan.	Regular monthly meeting was agreed by the group to ensure policies are strictly followed, activities are monitored and requirements are complied.			
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

**JUNDY R. CASTIL**  
Immediate Supervisor

Verified by:

**ROBERTO C. GUARTE**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



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Exhibit L

### Employee Development Plan

Name of Employee: **Engr. Edgardo C. Ochavillo**

Performance Rating: **Very Satisfactory**

#### Aim:

To attend technical seminars conducted by accredited professional organizations in relation to continued professional development as practicing Mechanical Engineer.

**Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:**

**Date:** August 2019

**Target Date:** October 2019

#### First step:

Engr. Ochavillo is encouraged to search for available trainings and seminars conducted by accredited professional organizations in his field of expertise.

#### Result:

Engr. Ochavillo attended the Annual PSME National Conference scheduled every October which was endorsed by the department, and approved and financed by the university.

**Date:** August 2019

**Target Date:** December 2019

#### Next Step:

Engr. Ochavillo is tasked to continue the delivery of instruction, research and extension services as his main function as faculty member of the department.

#### Outcomes:

Engr. Ochavillo has improved his performance in instruction as shown in the ratings of the class observation conducted by the head.

#### Final Steps/Recommendation:

Ensure that his performance as a faculty member of the department will continue to improve.

Prepared by:

**JUNDY R. CASTILLO**  
Department Head

Conforme:

**EDGARDO C. OCHAVILLO**  
Instructor I