DEPARTMENT OF MECHANICAL ENGINEERING
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VISAYAS STATE UNIVERSITY

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

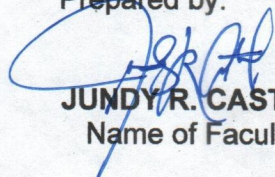Name of Faculty Member: **Engr. Jundy R. Castil**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.85	1.94
b. Students (50%)	40%	3.69	1.48
Total for Instruction	80%		3.42
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	5%	5.00	0.25
Total for Research	5%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	5%	5.00	0.25
Total for Extension	5%		
4. Administration	10%	4.67	0.47
5. Production	0		
TOTAL	100%		4.39

EQUIVALENT NUMERICAL RATING: 4.39
Add: Additional Points, if any: 0.0
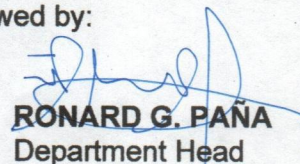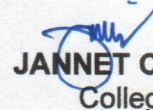TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:
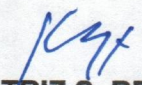
JUNDY R. CASTIL
Name of Faculty

Reviewed by:

RONARD G. PAÑA
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

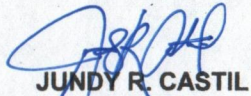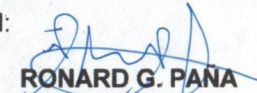Approved:

BEATRIZ S. BELONIAS
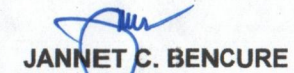Vice President, Academic Affairs

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 accomplishments in accordance with the indicated measures for the period JANUARY 1 - SEPTEMBER 30, 2023.

Approved:

JUNDY R. CASTIL
Instructor I
Date: Dec. 15, 2023

RONARD G. PAÑA
Department Head
Date: Jan. 15, 2024

JANNET C. BENCURE
College Dean
Date: Jan. 18, 2024

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	Eficiency	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%	74.80%	5	5	5	5.00	Feb. 2023 - 27 of 31 (87.10%) Aug. 2023 - 5 of 8 (62.50%)
	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*							
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	**A3.** Provide support to RQAT compliance for BSME Program	*Follow the CMO for BSME program*	100%	100%	5	5	4	4.67	Prepare documents and retrieve files from created drive Assisted the head in accomoating CHED personnels
	PI 4. Percentage of undergraduate programs with accreditations	**A4.** Percentage of undergraduate programs with accreditations	*AACCUP Level I*	100%	100%	5	5	5	5.00	Effective until April 2024
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	10	18.45	4	4	4	4.00	2nd Sem AY 2022-2023 - 18.45 1st Sem AY 2023-2024 - on-study leave

Indicator	Task							Details
A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	10		5	5	5	5.00	2nd Sem AY 2022-2023 Midterm - 5 Finalterm - 5 1st Sem AY 2023-2024 - on study leave
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	38		5	5	5	5.00	2nd Sem AY 2022-2023 Meng 141 - 38 1st Sem AY 2023-2024 - on study leave
A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	1	5	5	5	5.00	OBE CQI Training Workshop
A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	8		5	5	5	5.00	2nd Sem AY 2022-2023 MEng 141 - 1 MEng 148 - 2 MEng 156 - 4 MEng 158 1 1st Sem AY 2023-2024 - on study leave
A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	30		5	5	5	5.00	2nd Sem AY 2022-2023 MEng 141 - 4 MEng 148 - 10 MEng 156 - 2 MEng 158 - 14 1st Sem AY 2023-2024 - on study leave
A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	8		5	5	5	5.00	2nd Sem AY 2022-2023 MEng 141 - 1 MEng 148 - 2 MEng 156 - 4 MEng 158 - 1 1st Sem AY 2023-2024 - on study leave

PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	20	41	5	5	5	5.00	Online Enrollment for 2nd Semester SY 2022-2023
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	3	5	5	4	4.67	2nd Sem AY 2022-2023 - 3 1st Sem AY 2023-2024 - on study leave
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	3	5	5	4	4.67	2nd Sem AY 2022-2023 - 3 1st Sem AY 2023-2024 - on study leave
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	41	5	5	5	5.00	Courses handled and academic advisory
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							
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							
	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.	4	46	5	5	5	5.00	Quizzes, Chapter Test, Laboraotory Reports, Design
	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							

	PI	Activity	Description			Q	E	T	Avg	Remarks
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	4	5	5	5	5.00	2nd Sem AY 2022-2023 MEng 141 MEng 148 MEng 156 MEng 158 1st Sem AY 2023-2024 - on study leave
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Initiated and acts as personnel in charge for possible collaboration with LGU Carigara
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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		1	5	5	5	5.00	Energy Audit of Academic Buildings of Visayas State University
	PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								

PI 4. Number of research outputs presented in regional/national/ int'l	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
	In int'l fora/conferences									
	In nat'l/regional fora/conferences									
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
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	15	34	5	5	5	5.00		Conducted training on students on standard energy audit as part of the research activities
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	Implementes duly approved extension projects								

PI	Activity	Description							Remarks
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	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor		1	1	5	5	5	5.00	2nd Sem AY 2022-2023 ME Project Adviser 1st Sem AY 2023-2024 - on study leave
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	1	5	5	5	5.00	Resource Speaker - OJT Hardhatting
	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 (extn. 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							

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

PI 1.Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted			1	1	5	5	5	5.00	On study leave to pursue Doctor of Engineering at Tokyo University of Agriculture and Technology under Japanese Government MEXT Scholarship effective October 1 2023 to September 30 2026
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							
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							
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	1	1	5	5	5	5.00	On study leave to pursue Doctor of Engineering at Tokyo University of Agriculture and Technology under Japanese Government MEXT Scholarship effective October 1 2023 to September 30 2026
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							
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							

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 *	TPES Evaluation for courses handled	80%	75.00%	4	4	4	4.00	2nd Sem SY 2022-2023 Outstanding - 1 Very Satisfactory 5 Satisfactory - 2
PI 6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	**A 50** : Number of in-house seminars/trainings/ workshops/reviews conducted *	Conduct in-house seminar/ training/ workshop/ review	1	1	5	5	5	5.00	Attended OBE CQI Training Conducted training on standard energy audit through the MEng 141 class
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 51**. Compliance to all requirements of theQMS 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	100%	100%	4	4	4	4.00	Compliant to ISO requirements
	A 52. 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								
	On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	**A 53**. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submits PPMP to BAC using prescribed format	1							Appointment as head ended effective February 1, 2023
PI 2. Zero percent complaint from clients served	**A 54**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5.00	No complaint received
PI 3. Number of coaching sessions among faculty & staff**	**A 55**. Number of coaching sessions among faculty & staff**	Coaches faculty and staff for performance and/or based on evaluation results by students	10							Appointment as head ended effective February 1, 2023
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of	**A 56**. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts planning sessions, tracking and monitoring of targets to ensure attainment of department targets	2							Appointment as head ended effective February 1, 2023
PI 5. Number of monthly/special faculty & staff meetings conducted**	**A 57**. Number of monthly/special faculty & staff meetings conducted**	Conducts regular/special meetings	8							Appointment as head ended effective February 1, 2023
Total Over-all Rating								131.00	

Average Rating (Total Over-all rating divided by 4)	4.85
Additional Points:	
Approved additional points (with copy of approval)	0.00
FINAL RATING	4.85
ADJECTIVAL RATING	**Outstanding**

Comments & Recommendations for Development Purpose:
-Proceed with his PhD studies
-Publish scholarly articles

Evaluated & Rated by:

RONARD G. PAÑA
Department Head
Date: Jan. 15, 2024

Recommending Approval

JANNET C. BENCURE
College Dean, CET
Date: Jan. 18, 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: Jan. 22, 2024

DEPARTMENT OF MECHANICAL ENGINEERING
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VISAYAS STATE UNIVERSITY

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	Handles and teaches courses assigned	10	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Exceeds target
2	Attend mandated training	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Attended CQI training
3	Acts as academic adviser to students	20	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Consultation of BSME students
4	Advises, and corrects research outline and thesis/SP manuscript	15	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	SRC to students taking ME Project
5	Entertains students consulting on subject taught, thesis and grades	35	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Consultation of BSME students
6	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Exceeds target preparation of assessment tools
7	Creates virtual classroom using either Moddle or Google Classroom	4	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Created virtual classrooms
8	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Linkage to LGU Carigara
9	Conducts training among beneficiaries of technologies for transfer	15	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Exceeds target
10	Provides the technical and expert services requested by beneficiaries	2	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Provides technical services as research mentor and resource person
11	Secure admission and acceptance for PhD	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Accepted at TUAT, Japan

12	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	Complaint to ISO requirements
13	Provides customer friendly frontline services to clients	100%	Jan 2023	Dec 2023	Dec 2023	Impressive	Very Satisfactory	No complaint received

* Either very impressive, impressive, needs improvement, poor, very poor
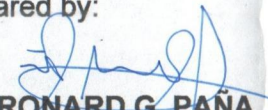** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

RONARD G. PAÑA
Department Head

DEPARTMENT OF MECHANICAL ENGINEERING
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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**
Performance Rating: **Very Satisfactory**

Aim: To be an effective implementer of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2023   **Target Date:** December 2023
First Step:

- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and training aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Engr. Castil was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2022-2023.
- Has performed his duties and responsibilities as faculty member of the Department of Mechanical Engineering.

Next Step:

- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Attend a department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- To continue to recommend the faculty member to attend relevant training and seminars aligned to his field of specialization

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant training and seminars aligned to his field of specialization
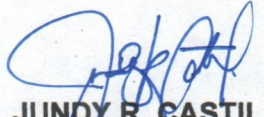
Final Steps / Recommendations:

- Engr. Castil will be encouraged to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Mechanical Engineering.

Prepared by:

RONARD G. PAÑA
Unit Head

Conforme:

JUNDY R. CASTIL
Name of Ratee