



Exhibit K

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

Name of Faculty Member: **Engr. Ronard G. Paña**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.81	1.92
b. Students (50%)	40%	4.29	1.72
Total for Instruction	80%		3.64
2. Research			
a. Client/Dir. for Research (50%)	0	0	0
b. Dept. Head/Center Director (50%)	10%	5.00	0.50
Total for Research	10%		0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0	0	0
4. Administration	10%	5.00	0.50
5. Production	0		0
TOTAL	100%		4.64

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.64 4.83

0.0

4.64 4.83

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

RONARD G. PAÑA
Name of Faculty

JUNDY R. CASTIL
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



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STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. RONARD G. PAÑA, 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, 2022.

Approved:

RONARD G. PAÑA
Instructor I
Date: July 8, 2022

JUNDY R. CASTIL
Department Head
Date: July 8, 2022

JANNET C. BENCURE
College Dean
Date: July 11, 2022

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	A1. Percentage of first time takers that	Handles and teaches courses	61%	54.55%	5	5	5	5.00	Feb 2022: 6 out of 11
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches courses	42	26.4	5	5	5	5.00	MEng 152, ME198,
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.00	MEng 149, ESci 128n, MEng 199a
		A 11. 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	MEng 149
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	VSU On-boarding, TOS Preparation
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		4	5	5	5	5.00	MEng 198, MEng 152, MEng 149, ESci

		A14. Number of quizzes administered	Prepares and checks quizzes for lec		6	5	5	5	5.00	MEng 198, MEng
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		10	5	5	5	5.00	MEng 152, MEng 198, MEng 149, ESci
	PI 8: Number of	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	10	11	4	4	4	4.00	BSME students
		A17. Number of students advised on thesis/ field practice/special problem:			10	4	4	4	4.00	OJT and ME Project Study
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		4	4	4	4	4.00	OJT of the graduating class
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		4	4	4	4	4.00	OJT of the graduating class
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		5	5	5	5	5.00	
	PI 9: Number of student	A19. Number of Student organizations	<i>Advises student organizations</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>		1	5	5	5	5.00	ME Week-PSME VSU SU
	PI 10: Number of	A 21 : Number of on-line course ware	Prepares and submits for review by the							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	5	10	5	5	5	5.00	ESci 128n, MEng 198, MEng 152, MEng 149
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	10	5	5	5	5.00	ESci 128n, MEng 198, MEng 152, MEng 149
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	10	12	5	5	5	5.00	ESci 128n, MEng 198, MEng 152, MEng 149
		A 23 : Number of on-line course ware	Submits the course ware duly reviewed							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	9	5	5	5	5.00	ESci 128n, MEng 198, MEng 152,
	PI 11. Additional outputs	A 25. Number of Additional outputs								
		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	5	5	5	5.00	Proposal with Hexom Philippines, Inc.

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		A27. Number of batches of examinees taking the VSUCAT examinations proctored.	Proctor VSUCAT online examinations		14	5	5	5	5.00	VSUCAT 2022
		A28. Number of review sessions conducted.	Prepares review materials and conducts review classes for the ME graduating students.		2	5	5	5	5.00	
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	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-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							
		<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	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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	5	5	5.00	Proposal submitted to DOST PCIEERD
	PI 6. Additional outputs*	A 32. No. of research-related awards								
		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							

[illegible]

	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-conformity	zero non-conformity	5	5	5	5.00	
		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% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent	A 46. Customerly friendly frontline	Provides customer friendly frontline	Zero %	Zero % complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces improvements in							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								4.84	

Average Rating (Total Over-all rating divided by 4)	4.84
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.84
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 Excellent teacher and good administrator! You are truly an asset to the department and the college. You play a vital role in strengthening the department's RDEI engagement. Propose and conduct RDEI aligned to your field of specialization.

Evaluated & Rated by:

JUNDY R. CASTIL
 Department Head
 Date: July 6, 2022

Recommending Approval

JANNET C. BENCURE
 College Dean, CET
 Date: July 11, 2022

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: July 15, 2022



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Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Ronard G. Paña**

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	42	January 2022	December 2022	June 2022	Very impressive	Outstanding	Handled MEng 152, ME198, MEng 199b
2	Prepares gradesheet and submits on or before deadline	3	January 2022	December 2022	June 2022	Very impressive	Outstanding	MEng 149, ESci 128n, MEng 199a
3	Attend mandated training	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	VSU On-boarding, TOS Preparation
4	Acts as academic adviser to students	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	BSME students under old curriculum
5	Prepares Instructional module/laboratory guide/workbook or a combination thereof	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	MESci 128n, MEng 198, MEng 152, MEng 149
6	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 128n, MEng 198, MEng 152, MEng 149
7	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 128n, MEng 198, MEng 152, MEng 149
8	Creates virtual classroom using either Moodle or Google Classroom	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 128n, MEng 198, MEng 152, MEng 149
9	Ensures that all the QMS core processes of the university are complied with in the	zero non-conformity	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements

	performance of his/her functions as faculty member							
10	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
11	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	June 2022	Very impressive	Outstanding	No complaint received

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Ronard G. Paña**

Performance Rating: **Outstanding**

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

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: December 2022

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. Paña was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2021-2022.
- 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

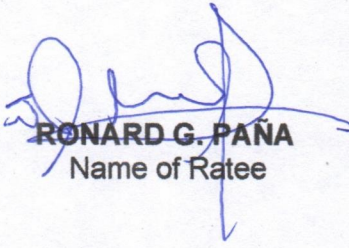
Final Steps / Recommendations:

- Engr. Paña 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:


JUNDY R. CASTIL
Unit Head

Conforme:


RONARD G. PAÑA
Name of Ratee