

SUMMARY OF INDIVIDUAL RATINGS OF STAFF MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Staff Member: JAY N. JO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.60	2.30
b. Students (50%)	50%	4.00	2.00
TOTAL for Instruction			4.30
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.30

EQUIVALENT NUMERICAL RATING: 4.30  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.30

ADJECTIVAL RATING: Very Satisfactory  
Prepared by: Reviewed by:


  
JAY N. JO  
Name of Staff

  
CELSO GUMAOD  
Head, DME

Approved by:  
  
EDGARDO E. TULIN  
President

I, JAY N. JO, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2017.

JAY N. JO  
Ratee

  
**CELSO GUMAOD**  
Head

[illegible]

	MFO 2. Frontline Services																		
	PI 1. Efficient and customer-friendly frontline service										Consultation		Zero percent complaint from clients served	100%	100%	4	4	4	4.00
																Total Points			
Total Over-all Rating																		23.00	
Average Rating																		4.60	
Adjectival Rating																			

Received by:

Calibrated by:

Recommending Approval:

Approved:

  
TERESITA L. QUIÑANOLA  
PRPEO

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

  
REMBERTO A. PATINDOL  
Chairman, PMT

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

  
BEATRIZ S. BELONIAS  
Vice Pres. for Instruction

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

  
EDGARDO E. TULIN  
President

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Mechanical Engineering

Head of Office: Celso Gumaod

Name of Faculty/Staff: Jay N. Jo Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Attended the class to observe how his topic was discussed (Meng 102 – November 9, 2017)			
Coaching	Discussed student performance especially those who failed during Midterm (November 17, 2017				

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

Conducted by:



CELSO GUMAOD

Immediate Supervisor

Verified by:



ROBERTO C. GUARTE

Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte, 6521-A  
Teaching Performance Evaluation

Teacher: Jo, Jay N.

First Semester 2017 - 2018

No. of Raters: 13

Subject: 4 - Meng 103 - Thermodynamics 1

Class Type: Lecture

2-3MTW

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester			2	1	5	5	4.0
2 Always prepared and organized in class		1	1	2	5	4	4.0
3 Uses appropriate and updated instructional materials			1	3	5	4	4.0
4 Gives clear instructions/guidelines in accomplishing tasks			2	1	5	5	4.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable			2	1	8	2	4.0
6 Makes classroom activities interesting and lively				2	7	4	4.0
7 Encourages students to ask questions and welcomes comments and suggestions			1	2	5	5	4.0
8 Has mastery of the subject matter				2	5	6	4.0
9 Available for student consultation even outside class time				2	6	5	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	7	5	4.0
11 Gives relevant assignments, course requirements				1	3	9	5.0
12 Returns quizzes, exams, homework, assignments and exercises				2	3	8	5.0
13 Fair in giving grades			1	2	5	5	4.0
14 Wears clean and appropriate clothes/attire in class				1	3	9	5.0
15 Firm in implementing policies yet approachable and understanding				1	5	7	5.0
16 Commands respect of students			1	2	4	6	4.0
17 Exercises decency in speech and actions		1		4	4	4	4.0
<b>Median Rating</b>		<b>4.0</b>					<b>Very Satisfactory</b>
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

1. Other positive points of the teacher and his/her teaching	
1 Good teacher	7.69%
2 No comment	84.62%
3 Provides videos	7.69%
2. Suggestions for teaching improvement	
1 No comment	100.00%

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte, 6521-A  
Teaching Performance Evaluation

Teacher: Jo, Jay N.

First Semester 2017 - 2018

No. of Raters: 20

Subject: 4 - MEng 131 - Advanced Engineering Mathematics

Class Type: Lecture

11-12MTW

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester			3	4	8	5	4.0
2 Always prepared and organized in class			4	5	6	5	4.0
3 Uses appropriate and updated instructional materials			1	5	7	7	4.0
4 Gives clear instructions/guidelines in accomplishing tasks			4	8	4	4	3.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable			4	6	7	3	3.5
6 Makes classroom activities interesting and lively			1	7	5	7	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				7	6	7	4.0
8 Has mastery of the subject matter		1	1	6	10	2	4.0
9 Available for student consultation even outside class time				4	7	9	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				6	9	5	4.0
11 Gives relevant assignments, course requirements				4	10	6	4.0
12 Returns quizzes, exams, homework, assignments and exercises			1	8	5	6	4.0
13 Fair in giving grades			3	6	5	6	4.0
14 Wears clean and appropriate clothes/attire in class				3	4	13	5.0
15 Firm in implementing policies yet approachable and understanding			1	6	7	6	4.0
16 Commands respect of students			2	4	7	7	4.0
17 Exercises decency in speech and actions			2	8	5	5	3.5
<b>Median Rating</b>		<b>4.0</b>					<b>Very Satisfactory</b>
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					



<b>1. Other positive points of the teacher and his/her teaching</b>	
1 Discusses the lessons well	5.00%
2 Friendly	5.00%
3 No comment	80.00%
4 Professional	5.00%
5 Teach the students step by step	5.00%
6 Understanding	5.00%
<b>2. Suggestions for teaching improvement</b>	
1 Be more lively	5.00%
2 Be organized	10.00%
3 Be well-prepared	5.00%
4 Give clear instructions	5.00%
5 Give more examples	5.00%
6 More explanation of the topic	5.00%
7 No comment	75.00%



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte, 6521-A  
Teaching Performance Evaluation

Teacher: Jo, Jay N.
First Semester 2017 - 2018
No. of Raters: 20

Subject: 3 - Esci 134 - Fluid Mechanics
Class Type: Laboratory
7-10Sat

Work Performance	NA	1 <i>Poor</i>	2 <i>Below Satisfactory</i>	3 <i>Satisfactory</i>	4 <i>Very Satisfactory</i>	5 <i>Outstanding</i>	Median
1 Explains course objectives, requirement and grading system at the beginning of the semester				6	4	10	4.5
2 Always prepared and organized in class				7	9	4	4.0
3 Uses appropriate and updated instructional materials				3	7	10	4.5
4 Gives clear instructions/guidelines in accomplishing tasks			1	8	7	4	4.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable			2	11	4	3	3.0
6 Makes classroom activities interesting and lively			1	4	11	4	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				4	10	6	4.0
8 Has mastery of the subject matter				5	10	5	4.0
9 Available for student consultation even outside class time				3	9	8	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully			3	4	6	7	4.0
11 Gives relevant assignments, course requirements				7	9	4	4.0
12 Returns quizzes, exams, homework, assignments and exercises			2	10	5	3	3.0
13 Fair in giving grades			1	3	8	8	4.0
14 Wears clean and appropriate clothes/attire in class				2	5	13	5.0
15 Firm in implementing policies yet approachable and understanding			1	4	5	10	4.5
16 Commands respect of students			1	4	7	8	4.0
17 Exercises decency in speech and actions			1	5	8	6	4.0
Median Rating		4.0					Very Satisfactory
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

VISAYAS STATE UNIVERSITY  
**CERTIFIED TRUE COPY**  
BY DVPI

<b>1. Other positive points of the teacher and his/her teaching</b>	
1 Handsome	5.00%
2 Makes the class lively	5.00%
3 Nice & approachable	10.00%
4 No comment	80.00%
<b>2. Suggestions for teaching improvement</b>	
1 Give clear instructions	5.00%
2 Give more activities	5.00%
3 Give more examples	5.00%
4 More organized topics	5.00%
5 No comment	80.00%
6 Should explain the topic clearly	5.00%