

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Marcelo T. Abrera, Jr.


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.47 ^{4.6} 4.7	
b. Students (50%)		2.38	
TOTAL for Instruction	85%	4.85	4.12
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	5%	5.00	0.25
TOTAL			4.87


EQUIVALENT NUMERICAL RATING: 4.87
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


MARCELO T. ABRERA, JR.
 Name of Faculty


GLADYS G. DOYDORA
 OIC Department Head

Recommending Approval:


JANNET C. BENCURE
 Dean, CET

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marcelo T. Abrera, Jr., a faculty member of the DEPARTMENT OF CIVIL 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 July -December 2021

MARCELO T. ABRERA, JR.
 Instructor I
 Date: January 28, 2022

Approved:

GLADYS G. DOYDORA
 Department Head
 Date: January 28, 2022

JANNET C. BENCURE
 College Dean
 Date: 01/28/2022


Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

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 2. HIGHER EDUCATION SERVICES										
OVPAAM 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>	36	52.05	5	4	5	4.67	as of 1st Sem, AY: 2021-2022
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	5	5.00	
		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	0	59	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	8	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	40	46	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	6	5	5	4	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	40	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
		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	2	4	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	12	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Middle or Google Classroom	2	2	5	5	5	5.00	

	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	1	1	5	5	5	5.00
		A 26. Other outputs implementing the new	Designs experiential learning activities	1	1	5	4	5	4.67
UMFO 5. SUPPORT TO OPERATIONS									
OVPA 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-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	1	1	5	5	5	5.00
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		100%	5	5	5	5.00
Number of Performance Indicators Filled-up						18			
Total Over-all Rating						89.00			
Average Rating						4.944			
Adjectival Rating						Outstanding			
Average Rating (Total Over-all rating divided by 5)				4.944					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING				4.944					
ADJECTIVAL RATING				Outstanding					
Comments & Recommendations for Development Purpose: Recommended to give priority the completion of MS Study									

Evaluated & Rated by:


GLADYS G. DOYDORA

Department Head

Date: January 28, 2022

Recommending Approval


JANNET C. BENCURE

Dean, College of Engineering and Technology

Date: 01/28/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/14/22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MARCELO T. ABRERA JR.**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	July 2021	August 2021	August 11, 2021	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	July 2021	August 2021	In progress	Impressive	Very satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	July 2021	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation of TOS	TOS with exam	September 2021	Within the semester	Within the semester	Impressive	Satisfactory	Prepared TOS for Final examination
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for AACCUP	Documents for AACCUP	February, 2021	October 2021	November 5, 2021	impressive	Satisfactory	Submitted all documents needed

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

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

Prepared by:


GLADYS G. DOYDORA
 OIC Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Marcelo T. Abrera Jr.**

Performance Rating: **4.944 (Outstanding)**

Aim: Engr. Marcelo T. Abrera, Jr. as an effective and efficient implementor of the new OBE'dized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

First Step:

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2021 Target Date: December 2021

Next Step:

The faculty will continue to implement the newly approved BSCE curriculum.

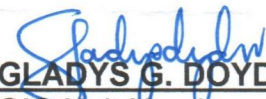
Outcome:

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted.


Final Step/Recommendation:

Engr. Abrera upon completion of his master's degree can help in the full implementation of the BSCE curriculum. He can also help in the attainment of the program outcomes by helping in the conduct of regular Continuous Quality improvement.

Prepared by:


GLADYS G. DOYDORA
OIC Unit Head

Conforme:


MARCELO T. ABRERA, JR.
Name of Ratee Faculty/Staff