



**Exhibit K**

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

Name of Faculty Member: **Engr. Andrew C. Merafuentes**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.79	1.92
b. Students (50%)	40%	4.11	1.64
Total for Instruction	80%		3.56
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	20%	5.00	1.00
5. Production	0		
TOTAL	100%		4.56

EQUIVALENT NUMERICAL RATING: 4.56  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**ANDREW C. MERAFUENTES**  
Name of Faculty

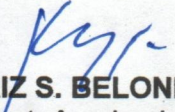
Reviewed by:

  
**RONARD G. PANA**  
Department Head

Recommending Approval:

  
**JANNET C. BENCURE**  
College Dean

Approved:

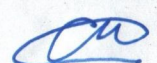
  
**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs



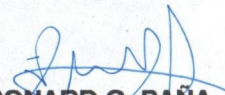
"Exhibit B"

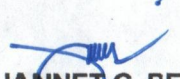
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. ANDREW C. MERA FUENTES, 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 JULY 1 - AUGUST 13, 2023.

  
**ANDREW C. MERA FUENTES**  
 Instructor I  
 Date: Jan. 12, 2024

Approved:

  
**RONARD G. PAÑA**  
 Department Head  
 Date: Jan. 12, 2024

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

MFO No.	Description of MFO's/PAP's	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 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	5	5.00	Assigned area: Learning Facilities
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations	AACCUP Level I	100%	100%	5	5	4	4.67	effective until April 2024
	PI 5. Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned		23.40	5	4	5	4.67	2nd Sem AY 2022-2023 - 23.40 1st Sem AY 2023-2024 - on-study leave



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		10	5	5	5	5.00	MEng 131, MEng 132, MEng 112, MEng 143, MEng 142, ESci 113
		<b>A 11.</b> 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		15	5	5	4	4.67	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings		11	5	5	5	5.00	9th PSME Visayas Regional Conference
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught		15	5	5	4	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		35	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		25	5	4	5	4.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	85	85	5	5	5	5.00	3rd year BSME students
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	4	5	4.67	ME Project
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	8	10	4	5	5	4.67	ME Project
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	98	100	5	5	5	5.00	BSME students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOC		1	5	4	5	4.67	PSME VSU SU
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		2	5	4	5	4.67	PSME VSU SU Ambassadors
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line courseware 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		1	5	4	5	4.67	MEng 143



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		15	5	5	4	4.67	MEng 131, MEng 142, ESci 113, MEng 143
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		20	5	4	5	4.67	MEng 131, MEng 142, ESci 113, MEng 143
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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							



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							



[illegible]



Average Rating (Total Over-all rating divided by 4)	4.81
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

- Attend trainings, conferences, and fora.
- Finish his MS studies.

Evaluated & Rated by:

**RONARD G. PAÑA**

Department Head

Date: Jan 18, 2024

Recommending Approval

**JANNET C. BENCURE**

College Dean, CET

Date: Jan 18, 2024

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 1/22/24





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF MECHANICAL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Andrew C. Merafuentes**

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	Acts as academic adviser to students	85	Jan. 2023	Dec. 2023	Dec. 2023	very impressive	Outstanding	2 <sup>nd</sup> sem AY 2022-2023
2	Advises, and corrects research outline and thesis/SP manuscript	15	Jan. 2023	Dec. 2023	Dec. 2023	very impressive	Outstanding	ME Project
3	Entertains students consulting on subject taught, thesis and grades	98	Jan. 2023	Dec. 2023	Dec. 2023	very impressive	Outstanding	BSME students
4	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	very impressive	Outstanding	Complaint to ISO requirements
5	Provides customer friendly frontline services to clients	100%	Jan. 2023	Dec. 2023	Dec. 2023	very impressive	Outstanding	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





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Andrew C. Merafuentes**  
Performance Rating: **Outstanding**

**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 2024

**Target Date:** December 2024

#### **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:**

- He is able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2022-2023.
- Perform his duties and responsibilities as faculty of the Department of Mechanical Engineering.

#### **Next Step:**

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

#### **Outcomes:**

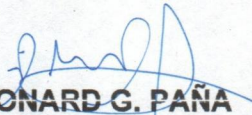
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant training and seminars aligned to his field of specialization




**Final Steps / Recommendations:**

- Engr. Merafuentes will be encouraged to finish his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:

  
**RONARD G. PAÑA**  
Unit Head

Conforme:

  
**ANDREW C. MERAFUENTES**  
Name of Ratee