

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Rex R. Doñoz

| Program Involvement<br>(1)                  | Percentage<br>Weight of<br>Involvement | Numerical<br>Rating<br>(Rating x %) | Equivalent<br>Numerical<br>Rating |
|---|--|-------------------------------------|-----------------------------------|
| (1)   | (2)                                    | (3)                                 | (2x3)                             |
| 1. Instruction                              |  |                                     |                                   |
| a. Head/Dean (100%)                         |  | 4.76                                |                                   |
| b. Students (0%)                            |  | 0.00                                |                                   |
| TOTAL for Instruction                       | 90%                                    | 4.76                                | 4.28                              |
| 2. Research                                 | 0%                                     | 0.00                                | 0.00                              |
| 3. Extension                                | 0%                                     | 0.00                                | 0.00                              |
| 4. Administration & Support to<br>Operation | 10%                                    | 5.00                                | 0.50                              |
| 5. Production                               | 0%                                     | 0.00                                | 0.00                              |
| TOTAL                                       |  |                                     | 4.78                              |

\*Instructor I- January-June 2020


EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding


Prepared by:

  
REX R. DOÑOZ  
Name of Faculty

Reviewed by:

  
JANNET C. BENCURE  
OIC Head, Dept. of Geodetic Eng'g

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean, CET

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC  
ENGINEERING**

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, REX R. DOÑOZ, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January-June 2020**.

**REX R. DOÑOZ**

Instructor

Date: *06 October 2020*

Approved:

**JANNET C BENCURE**

OIC Head

Date: *06 October 2020*

**ROBERTO C. GUARTE**

College Dean

| MFO No.  | Description of MFO's/PAPs                             | Success/ Performance Indicators (PI)                                   | Tasks Assigned  | Target | Actual Accomplishment | Rating  |            |            |         | REMARKS<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|--|---|--|---|--------|-----------------------|---------|------------|------------|---------|--|
|  |   |  |   |        |                       | Quality | Efficiency | Timeliness | Average |  |
| UMFO 1. ADVANCED EDUCATION SERVICES              |   |  |   |        |                       |         |            |            |         |  |
| OVPI MFO 2. Graduate Student Management Services |   |  |   |        |                       |         |            |            |         |  |
|  | PI 4: Total FTE coordinated, implemented & monitored* | A1. Actual Faculty's FTE   | Handles subjects/courses assigned   |        |                       |         |            |            |         |  |
|  | PI 8: Number of graduate students advised *           | A2. Number of students advised   | Acts as academic adviser to graduate students                               |        |                       |         |            |            |         |  |
|  |   | A3 . Number of students advised on thesis/special problem/dissertation |   |        |                       |         |            |            |         |  |
|  |   | As GAC Chairman  | Advises and corrects research outline and thesis/SP/dissertation manuscript |        |                       |         |            |            |         |  |
|  |   | AS GAC Member  | Advises and corrects research outline and thesis/SP/dissertation manuscript |        |                       |         |            |            |         |  |
|  |   | A4 . Number of students entertained for consultation purposes          | Entertains students seeking consultation with faculty                       |        |                       |         |            |            |         |  |

|   |   |   |  |    |       |   |   |   |      |   |
|---|---|---|--|----|-------|---|---|---|------|---|
|   | PI 9: Number of instructional materials developed *       | A5. Number of on-line ready coursewares developed and submitted for review  | Converts the existing instructional materials into flexible learning systems   |    |       |   |   |   |      |   |
|   |   | 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.  |    |       |   |   |   |      |   |
|   |   | A 6 : 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  |    |       |   |   |   |      |   |
|   |   | A 7 : Number of virtual classroom created and operational                   | Creates virtual classroom using either Moodle or Google Classroom  |    |       |   |   |   |      |   |
|   | PI 10 . Additional outputs:                               | A 8. Other outputs implementing the new normal due to covid 19              | Designs experiential learning activities and other outputs to implement new normal                                       |    |       |   |   |   |      |   |
| UMFO 2. HIGHER EDUCATION SERVICES                 |   |   |  |    |       |   |   |   |      |   |
| OVPI UMFO 3. Higher Education Management Services |   |   |  |    |       |   |   |   |      |   |
|   | PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE  | Handles and teaches courses assigned   | 18 | 34.85 | 5 | 5 | 5 | 5.00 | ESci 121n, GEng 112 (2 sections), GEng 125, GEng 200  |
|   |   | A10. Number of grade sheets submitted within prescribed period              | Prepares gradesheet and submits on or before deadline  | 6  | 5     | 5 | 5 | 4 | 4.67 | ESci 121n, GEng 112 (2 sections), GEng 125, GEng 200  |
|   |   | 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 |    |       |   |   |   |      |   |
|   |   | A12. Number of trainings attended related to instruction                    | Attend mandated trainings  | 1  | 4     | 5 | 5 | 5 | 5.00 | Training on 1) Moodle (VSU E-Learning), 2) Class Onboarding, 3) Online Enrollment, 4) VSU LUDIP |



|  |  |  |  |    |    |   |   |   |      |  |
|--|--|--|--|----|----|---|---|---|------|--|
|  |  | <b>A13.</b> Number of long examinations administered and checked                   | Administers and checks long examination for subjects taught  | 10 | 8  | 5 | 5 | 4 | 4.67 | Only half of the 2nd Sem (AY 2019-2020) was spent due to COVID-19 pandemic. Classes were suspended since March 16, 2020. |
|  |  | <b>A14.</b> Number of quizzes administered and checked                             | Prepares and checks quizzes for lec and lab  | 20 | 18 | 5 | 5 | 4 | 4.67 |  |
|  |  | <b>A15.</b> Number of lab reports and term papers checked and graded               | Checks lab reports and term papers submitted as required   | 10 | 15 | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:  | <i>Acts as academic adviser to students</i>  | 1  | 2  | 5 | 5 | 5 | 5.00 | (1) Linihan, Shereally Bless, (2) Elan, Francisco  |
|  |  | <b>A17.</b> Number of students advised on thesis/ field practice/special problem:  |  |    |    |   |   |   |      |  |
|  |  | <i>As SRC Chairman</i>   | Advises, and corrects research outline and thesis/SP manuscript  | 1  | 3  | 5 | 5 | 4 | 4.67 | <b>OJT Adviser:</b> (1) Napoles, Earl Terence, (2) Oppus, Kristel Anne, (3) Colubio, Elbert                              |
|  |  | <i>As SRC Member</i>   | Advises and corrects research outline and thesis/SP manuscript   |    |    |   |   |   |      |  |
|  |  | <b>A18.</b> Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades  | 15 | 20 | 5 | 5 | 4 | 4.67 | OJT advisees, Course Students, Student Organization Officers   |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19.</b> Number of Student organizations advised                                | <i>Advises student organizations recognized by USOO</i>  | 2  | 2  | 5 | 5 | 5 | 5.00 | VSU DOST-SS, GEP-VSUSC   |
|  |  | <b>A20.</b> Number of Student organizations assisted on student related activities | <i>Assists student organizations in implementing student related activities</i>                                    | 1  | 1  | 5 | 5 | 5 | 5.00 | GEP-VSUSC participation of CET Week  |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A 21 :</b> Number of on-line course ware developed and submitted :              | Prepares and submits for review by the Technical Review Panel  | 1  | 2  | 5 | 5 | 4 | 4.67 | ESci 139, GEng 125   |
|  |  | <i>On-line ready courseware</i>  | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>                            | 1  | 2  | 5 | 5 | 4 | 4.67 | ESci 139   |
|  |  | Supplemental learning resources  | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 5  | 10 | 5 | 5 | 4 | 4.67 | Only half of the 2nd Sem (AY 2019-2020) was spent due to COVID-19 pandemic. Classes were suspended since                 |

|                                   |   |  |  |   |    |   |   |   |      |  |
|-----------------------------------|---|--|--|---|----|---|---|---|------|--|
|                                   |   | Supplemental learning resources  | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>                   | 5 | 10 | 5 | 5 | 4 | 4.67 | Only half of the 2nd Sem (AY 2019-2020) was spent due to COVID-19 pandemic. Classes were suspended since March 16, 2020. |
|                                   |   | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 8 | 16 | 5 | 5 | 4 | 4.67 |  |
|                                   |   | <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  | 1 | 2  | 5 | 5 | 4 | 4.67 | ESci 139, GEng 125   |
|                                   |   | <b>A 24 :</b> Number of virtual classroom created and operational  | Creates virtual classroom using either Moodle or Google Classroom  | 4 | 4  | 5 | 5 | 4 | 4.67 | ESci 121n, GEng 112 (2 sections), GEng 125, GEng 200   |
|                                   | <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 year *   | <b>A 28.</b> Number of research outputs completed within the year *  | Conducts and completes research project within the year  |   |    |   |   |   |      |  |
|                                   | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | <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   |   |    |   |   |   |      |  |



[illegible]

|                                      |   |  |   |  |                     |   |   |   |      |  |
|--------------------------------------|---|--|---|--|---------------------|---|---|---|------|--|
|                                      | <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  |  |                     |   |   |   |      |  |
|                                      | <b>PI 5.</b> Number of technical/expert services  | <b>A 40.</b> Number of technical/expert services as/in:  | Provides the technical and expert services requested by beneficiaries   |  |                     |   |   |   |      |  |
|                                      | Research Mentoring  | Research Mentor  |   |  |                     |   |   |   |      |  |
|                                      | Peer reviewers/Panelists  | Peer reviewers/Panelists   |   |  |                     |   |   |   |      |  |
|                                      | Resource Persons  | Resource Persons   |   |  |                     |   |   |   |      |  |
|                                      | Convenor/Organizer  | Convenor/Organizer   |   |  |                     |   |   |   |      |  |
|                                      | Consultancy   | Consultant   |   |  |                     |   |   |   |      |  |
|                                      | Evaluator   | Evaluator  |   |  |                     |   |   |   |      |  |
|                                      | <b>PI 8.</b> Percent of extension proposals approved *  | <b>A 41.</b> Percent of extension proposals approved *   | Prepares extension project proposals, submits and follow up its approval for immediate implementation                                 |  |                     |   |   |   |      |  |
|                                      | <b>PI 11.</b> Additional outputs *  | <b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *  |   |  |                     |   |   |   |      |  |
|                                      |   | <b>A 43.</b> Other outputs implementing the new normal due to covid 19   | Designs extension related activities and other outputs to implement new normal  |  |                     |   |   |   |      |  |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b> |   |  |   |  |                     |   |   |   |      |  |
|                                      | <b>OVPI MFO 4. Program and Institutional Accreditation Services</b>   |  |   |  |                     |   |   |   |      |  |
|                                      | <b>PI 8.</b> 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* | <b>A 44.</b> 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 | 5 | 5 | 5 | 5.00 |  |
|                                      |   | <b>A 45.</b> 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      | 5 | 5 | 5 | 5.00 |  |





## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Rex R. Doñoz**


| 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        | Teach three (3) professional courses/subjects ESci 121n, GEng 112 (2 sections), GEng 125, GEng 200 | Students' grade per course taught and Student Performance Evaluation From (CQI Form 6) | January 2020  | May 2020                    | May 2020                 | impressive         | Outstanding                     | Pursue graduate studies and attend trainings and seminars to improve teaching skills |
| 2        | Assist students through advising and consultation  | Improved student performance   | January 2020  | May 2020                    | May 2020                 | impressive         | Very satisfactory               | Provide more interventions for the improvement of students' performance              |
| 3        | Develop/revise syllabus and instructional materials  | Syllabus and IMs approved by the Dean and IMs approved by MMDC                         | January 2020  | May 2020                    | May 2020                 | Needs improvement  | Very satisfactory               | Should develop lecture and lab manuals, following the format prescribed by MMDC      |
|          |  | on-line course ware developed and submitted  | May 2020      |                             | June 2020                | impressive         | Very satisfactory               | Should submit Instructional module on time   |
| 4        | Assess students and submit grades to measure students' performance                                 | CQI Form #6, Grades submitted to the registrar   | January 2020  | May 2020                    | June 2020                | Needs improvement  | Very satisfactory               | Should submit grades and CQI Form #6 on time   |

|   |  |   |              |               |  |                   |                   |   |
|---|--|---|--------------|---------------|--|-------------------|-------------------|---|
| 5 | Participate in all activities conducted by the department, college, and the university | Attendance, certificates if applicable      | January 2020 | December 2020 |  | Needs improvement | Very satisfactory | Should participate actively in all activities |
| 6 | Perform other functions assigned by the head, dean, and the university                 | Chairman, 5S Committee, Alumni Communicator | January 2020 | December 2020 |  | impressive        | Outstanding       | Performs functions duly assigned to him       |

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

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

Prepared by:

 jcb20-07  
**JANNET C. BENCURE**  
 OIC Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rex R. Doñoz

Performance Rating: \_\_\_\_\_

**Aim:** Engr. Rex R. Doñoz as an effective and efficient implementor of the new OBE'dized four (4) year BSGE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

**First Step:**

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. 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 Manual and Learning (OBTL) Syllabus for the new normal scheme teaching in accordance to the minimum requirements provided by the CMO 89, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects. Also, the knowledge learned from the trainings, seminars and conferences attended will be applied in terms of instruction, research and extension activities of the department.

Date: July 2020 Target Date: December 2020

**Next Step:**

Application for graduate study to any CHED-recognized university. Engr. Doñoz should initiate in the application for admission for a possible master's degree in Remote Sensing and/or Photogrammetry as specified in the faculty development plan of the department either in the Philippines or abroad. When admitted, he should likewise look for a possible funding agencies/scholarship to support his studies.

**Outcome:**

Accepted as full-time graduate student with scholarship.

**Final Step/Recommendation:**

Engr. Doñoz after being admitted to MS degree program will be recommended by the department personnel committee to pursue his master's degree in a leave with pay status to the President through Academic Personnel Board of the University.

Prepared by:

 jcb20-06  
**Jannet C. Bencure**

OIC Head, Dept. of Geodetic Engineering

Conforme:

 rrd20-01  
**Rex R. Doñoz**

Name of Ratee Faculty