



**Exhibit K**

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

Name of Faculty Member: **Engr. Michael G. Mendoza Jr.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
e. Head/Dean (50%)	100%	4.12	4.12
f. Students (50%)	0		
Total for Instruction	100%		4.12
2. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	0		
5. Production	0		
TOTAL			4.12

EQUIVALENT NUMERICAL RATING: 4.12  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.12

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

**MICHAEL G. MENDOZA JR.**  
Name of Faculty

Reviewed by:

**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

**ROBERTO C. GUARTE**  
College Dean

Approved:

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



**VISAYAS**  
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**"Exhibit B"**

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

I, ENGR. MICHAEL G. MENDOZA, JR., 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, 2020.

  
**MICHAEL G. MENDOZA, JR.**

Instructor I

Date: *October 10, 2020*

Approved:

  
**JUNDY R. CASTIL**

Department Head

Date: *October 10, 2020*

  
**ROBERTO C. GUARTE**

College Dean

Date: *11/09/2020*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> 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							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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							
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	27	5	4	4	4.33	27 hours per week

		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	4	4	4	4.00	MEng 113, MEng 125 (2 sections), MEng 200 (2 sections), ESci 146, Ceng 142, Mtec 122
		<b>A11.</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	10	5	4	4	4	4.00	ESci 144 - 1 student, MEng 113 - 4 students
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	4	4	4	4.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	8	4	4	4	4.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	8	4	4	4	4.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	10	10	4	4	4	4.00	
		<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	7	7	4	4	4	4.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	13	13	4	4	4	4.00	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	5	4	4	4.33	
	<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>							
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	4	4	4	4.00	



	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<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 Moddle 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	1	1	5	4	4	4.33	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	5	4	4	4.33	
		<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								
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<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 fora/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage 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>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	<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	zero non-conformity	5	4	4	4.33	
		<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	100% compliant	5	4	4	4.33	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	4	4	4	4.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> 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								70.00
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<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.12</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.12</b>
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>

**Comments & Recommendations for Development Purpose:** Finish requirements for MEME degree at EVSU-Tacloban to further strengthen qualifications and implementation of Department's RDE.

Evaluated & Rated by:

**JUNDY R. CASTIL**

Department Head

Date: *October 10, 2020*

Recommending Approval

**ROBERTO C. GUARTE**

Dean, CET

Date: *11/09/2020*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *11/16/2020*



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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Michael G. Mendoza Jr.**

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	18	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	27 hours a week
2	Prepares gradesheet and submits on or before deadline	8	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	MEng 113, MEng 125 (2 sections), MEng 200 (2 sections), ESci 146, Ceng 142, Mtec 122
3	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	10	Jan. 6, 2020	June 30, 2020	June 30, 2020	needs improvement	satisfactory	Esci 144 - 1 student, MEng 113 - 4 students
4	Attend mandated trainings	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	attended virtual training
5	Administers and checks long examination for subjects taught	4	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	MEng 113, MEng 125 (2 sections), ESci 146, Ceng 142
6	Prepares and checks quizzes for lec and lab	15	Jan. 6, 2020	June 30, 2020	June 30, 2020	needs improvement	satisfactory	MEng 113, MEng 125 (2 sections), ESci 146, Ceng 142



7	Checks lab reports and term papers submitted as required	15	Jan. 2020	6, June 30, 2020	June 30, 2020	needs improvement	satisfactory	MEng 113, MEng 125 (2 sections), ESci 146, Ceng 142
8	Acts as academic adviser to students	10	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	BSME-1st year
9	Advises, and corrects research outline and thesis/SP manuscript as SRC Chairman	7	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	ME Project
10	Advises and corrects research outline and thesis/SP manuscript as SRC Member	13	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	ME Project
11	Entertains students consulting on subject taught, thesis and grades	20	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	MEng 113, MEng 125 (2 sections), MEng 200 (2 sections), ESci 146, Ceng 142, Mtec 122
12	Assists student organizations in implementing student related activities	1	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	JPSME
13	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	ISO Certification
14	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	needs improvement	satisfactory	OJT was suspended due to COVID-19
15	Designs experiential learning activities and other outputs to implement new normal	3	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	preparation of instructional materials
16	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	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going
17	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going
18	Provides customer friendly frontline services to clients	Zero % complaint	Jan. 2020	6, June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going

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

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

Prepared by:

**JUNDY R. CASTIL**  
Unit Head





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**"Exhibit G"**

**PERFORMANCE MONITORING & COACHING JOURNAL**

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

**Name of Office:** Department of Mechanical Engineering

**Head of Office:** Engr. Jundy R. Castil

**Name of Faculty/Staff:** Engr. Michael G. Mendoza Jr. **Signature:**  **Date:** October 10, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the submission of OBTL Syllabus for courses assigned	Reminded the faculty member on the submission of OBTL Syllabus	Included in the Departmental Meeting		<ul style="list-style-type: none"><li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li><li>• Notice and Minutes of DME Regular Meeting dated March 3, 2020</li></ul>	The faculty has submitted OBTL Syllabus of subjects assigned for the 2 <sup>nd</sup> semester of SY 2019-2020.
Monitoring on the attendance to trainings as aligned in the Faculty Development Plan	Reminded the faculty member to attend trainings and seminar to strengthen their field of specialization	<ul style="list-style-type: none"><li>• Included in the Departmental Meeting</li><li>• Issued a Department</li></ul>	<ul style="list-style-type: none"><li>• DME Mem No. 04, series of 2020, dated March 5, 2020 – Participation to Workshop for RFID Attendance System</li><li>• DME Memo No.</li></ul>	<ul style="list-style-type: none"><li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li><li>• Notice and Minutes of</li></ul>	<ul style="list-style-type: none"><li>• The department was able to conduct a workshop for RFID attendance system dated March 5, 2020 with Engr. Ebit</li></ul>

			2020, dated March 6, 2020 – Attendance to the College-wide Seminar	Regular Meeting dated March 3, 2020	resource speaker • Faculty members were able to attend the College wide Seminar on March 6, 2020 as part of the weeklong celebration of CET Week 2020
Monitoring on the submission of Midterm TOS and Questionnaire	Reminded the faculty member on the submission of Midterm TOS and questionnaire before the schedule of Midterm Examination	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 06, series of 2020, dated March 10, 2020 – Submission of Midterm TOS and Questionnaire</li> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements</li> </ul>	Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> <li>• The faculty member was able to submit his Midterm TOS and Questionnaire of his subjects handled for the 2<sup>nd</sup> semester of SY 2019-2020, before the schedule of examination</li> </ul>
Monitoring on the performance as member of Student Research Committee (SRC) of ME Project	Update with the faculty member with the status of completion of their ME Project advisees		DME Memo No. 11, series of 2020, dated June 30, 2020 – Completion of ME Project Requirement		All groups with the faculty member as adviser or member of the SRC were able to submit the approved manuscript for ME Project
Monitoring on the performance on the preparation of documents and other materials required during ISO Certification	Reminded the faculty member to facilitate the preparation of necessary documents and implementation of activities related to the ISO certification	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 01, series of 2020, dated January 29, 2020 - Reminders for the ISO Certification</li> <li>• DME Memo No. 02, series of 2020, dated February 11, 2020 – Preparation for the ISO</li> </ul>	<ul style="list-style-type: none"> <li>• Notice and Minutes of DME Regular Meeting dated February 6, 2020</li> <li>• Notice and Minutes of DME Emergency Meeting dated February</li> </ul>	DME was able to prepare necessary documents and other materials and conduct activities related to the ISO Certification which was done last February 19-20, 2020



			9001:2015 Second Stage External Audit • DME Memo No. 08, series of 2020, dated March 11, 2020 – Implementation of 5S	14, 2020	
Monitoring on the submission of grades before deadline	Reminded the faculty member to submit grades on courses handled for the 2 <sup>nd</sup> semester SY 2019-2020	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements</li> </ul>	Notice and Minutes of DME Regular Meeting dated March 3, 2020	The faculty member was able to submit grades of all his courses handled on the 2 <sup>nd</sup> semester of SY 2019-2020
Monitoring on the Status of Implementation of the Faculty Development Plan	Constantly update with the faculty member on the status of his application for his graduate study	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	As per update, the faculty member is on process of completing his graduate study at EVSU Tacloban and NCII in Automotive at Ormoc City.

Monitoring on the Strict Implementation of Work Arrangements and Health and Safety Protocols related to COVID19 Pandemic	Reminded the faculty member on the strict implementation of work arrangements and to follow health and safety protocols related to COVID19 Pandemic	<ul style="list-style-type: none"> <li>• Included in the Departmental Meeting</li> <li>• Issued a Department Memo</li> </ul>	<ul style="list-style-type: none"> <li>• DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements</li> <li>• DME Memo No. 10, series of 2020, dated March 29, 2020 – Submission of Output for the month of May and Requirements for Processing of the Faculty Clearance</li> </ul>	Notice and Minutes of DME Emergency Meeting dated March 16, 2020	<ul style="list-style-type: none"> <li>• The faculty member was able to submit outputs as agreed in the weekly work arrangements</li> <li>• Health and safety protocols were implemented in the Department</li> </ul>
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#### Coaching

Class observation and discussion of results of student's evaluation during the previous semester	<ul style="list-style-type: none"> <li>• Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination</li> <li>• Discuss with the faculty member on the result of teaching performance evaluation for the 1<sup>st</sup> semester of SY 2019-2020</li> </ul>	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> <li>• Conduct of class observation for the 2<sup>nd</sup> semester of SY 2019-2020 as scheduled after the Midterm Examination was not done because of the class suspension due to the COVID19 Pandemic</li> <li>• Result of the student evaluation was discussed with the faculty member</li> </ul>
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Conducted by:

**JUNDY R. CASTIL**  
Immediate Supervisor

Noted by:

**ROBERTO C. GUARTE**  
Next Higher Supervisor





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Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Michael G. Mendoza Jr.**

Performance Rating: **Very Satisfactory**

**Aim:** To finish his Master's Degree in Mechanical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and 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 2020

**Target Date:** June 2020

#### First Step:

- Constant updates of the status of completion of his MSME thesis and make plans for possible interventions and assistance.
- 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 trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

#### Results:

- Engr. Mendoza is on process on completing his graduate study at EVSU Tacloban and NC II in Automotive at Ormoc City.
- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester of SY 2019-2020.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Attended a department based seminar for RFID Attendance which is very helpful to the faculty in checking the attendance of students per courses.
- Attended online Moodle training in preparation for the development of instructional materials for the new normal mode of instruction.

**Date:** July 2020

**Target Date:** December 2020

**Next Step:**

- Reduce the teaching load of the faculty member to be able to have time to work and finish his requirements for his MSME Degree
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Organize 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 trainings and seminars aligned to his field of specialization

**Outcomes:**

- Engr. Mendoza as MEME degree holder to strengthen the Department Faculty Qualifications and the RDE Implementation
- 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 trainings and seminars aligned to his field of specialization

**Final Steps / Recommendations:**

- After finishing his MSME degree, Engr. Mendoza will be encourage 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:

  
**MICHAEL G. MENDOZA JR.**  
Name of Ratee