



Exhibit K

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


Name of Faculty Member: **Mr. Mark Anthony S. Arcayan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	70%	4.84	3.39
b. Students (50%)	0		
Total for Instruction	70%		
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	30%	4.89	1.47
5. Production	0		
TOTAL	100%		4.86

EQUIVALENT NUMERICAL RATING: 4.86
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: **Outstanding**

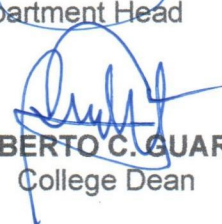
Prepared by:


MARK ANTHONY S. ARCAYAN
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



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DEPARTMENT OF
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MR. MARK ANTHONY S. ARCAYAN, 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 OCTOBER 5 - DECEMBER 31, 2020.

MARK ANTHONY S. ARCAYAN

Instructor I

Date: 05/04/21

Approved:

JUNDY R. CASTIL

Department Head

Date:

ROBERTO C. GUARTE

College Dean

Date:

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 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. <i>Number of students advised on thesis/special problem/dissertation</i>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	A5. <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<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.							
		<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							

		<u>A 7 : Number of virtual classroom created and operational</u>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	PI 10 : Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	18	45	5	5	5	5.00	Handling MTec 121 (4 sections), ESci 110 (3 sections), ESci 114 (2 sections)
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>							
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		A12 . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	1	4	5	5	4.67	MOODLE Training
		A13 . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>							
		A14 . Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>							
		A15 . Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>							
	PI 8 : Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>							

		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		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							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		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							
		Supplemental learning res	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 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	A 39. 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							
	PI 5. Number of technical/expert services	A 40. 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	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								

	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI 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	4	5	5	4.67	
		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	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
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	Zero % complaint	Zero % complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. 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							
		A 48. 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								24.33	

Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Prepare and review for the coming ME board examination.

Evaluated & Rated by:

JUNDY R. CASTIL
Department Head
Date:

Recommending Approval

ROBERTO C. GUARTE
College Dean, CET
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Mr. Mark Anthony S. Arcayan**

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	October 5, 2020	December 31, 2020	December 31, 2020	impressive	Very satisfactory	Handling MTec 121 (4 sections), ESci 110 (3 sections), ESci 114 (2 sections)
2	Attend mandated trainings	1	October 5, 2020	December 31, 2020	December 31, 2020	impressive	Very satisfactory	MOODLE Training
3	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	October 5, 2020	December 31, 2020	December 31, 2020	impressive	Very satisfactory	Completed
4	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	October 5, 2020	December 31, 2020	December 31, 2020	impressive	Very satisfactory	Compliant
5	Provides customer friendly frontline services to clients	Zero % complaint	October 5, 2020	December 31, 2020	December 31, 2020	impressive	Very satisfactory	No complaint

* 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

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

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Mr. Mark Anthony S. Arcayan Signature: [Signature] Date: 05/04/21

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the Implementation of the Faculty Development Plan	N/A	The Faculty Development Plan was presented during the meeting showing the updates and status of each faculty	N/A	<ul style="list-style-type: none">• Notice of Meeting dated December 3, 2020	The faculty had given his input, current status and plans.
Monitoring of the conduct of online and offline classes	The faculty was reminded to encourage their students to join online classroom to maximize their learning	Discussed during the departmental meeting	N/A	<ul style="list-style-type: none">• Notice of Meeting dated October 29, 2020	Some students on offline were able to transfer to online learning as per advise by the faculty
Monitoring on the submission of OBTL Syllabus	The faculty was reminded to submit the syllabus of all courses handled	Discussed during the departmental meeting	DME Memo No. 15, s. 2020 dated November 3, 2020	<ul style="list-style-type: none">• Notice of Meeting dated November 10, 2020• Notice of Meeting dated Dec. 3, 2020	The faculty submitted syllabus of courses assigned for the 1 st Semester of AY 2020-2021.

Monitoring on the attendance to TOS Preparation webinar and submission of midterm TOS with questionnaire	The faculty was reminded on the submission of TOS before the schedule of midterm examination	Discussed during the departmental meeting	<ul style="list-style-type: none"> • DME Memo No. 18, s. 2020 dated Dec. 7, 2020 	<ul style="list-style-type: none"> • Notice of Meeting dated November 10, 2020 • Notice of Meeting dated December 3, 2020 	The faculty submitted TOS and questionnaire of his subjects handled for the 1st semester of AY 2020-2021.
Monitoring on the evaluation of virtual classroom	The faculty was reminded to check their virtual classrooms for the conduct of evaluation	Discussed during the departmental meeting	<ul style="list-style-type: none"> • DME Memo No. 17, s. 2020 dated November 24, 2020 	<ul style="list-style-type: none"> • Notice of Meeting dated November 10, 2020 • Notice of Meeting dated December 3, 2020 	The faculty was subjected to evaluation of his virtual classroom

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

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: **Mr. Mark Anthoy S. Arcayan**

Performance Rating: **Outstanding**

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 OBE'dized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: October 2020

Target Date: December 2020

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 trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the first semester of SY 2020-2021.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Attended online Moodle training in preparation for the development of instructional materials for the new normal mode of instruction.

Next Step:

- 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:

- 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:

- Mr. Arcayan will be taking the mechanical engineering licensure examination as per the Faculty Development Program.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:


MARK ANTHONY S. ARCAYAN
Name of Ratee