

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (100%)		4.67	
TOTAL for Instruction	85%	4.67	3.97
3. Research			
4. Extension			
5. Support to Operations	10%	4.50	0.45
6. Administration	5%	5.00	0.25
TOTAL			4.67


EQUIVALENT NUMERICAL RATING: 4.67  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: Outstanding

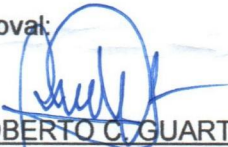
Prepared by:

Reviewed by:


  
BEATRIZ NICOLLE A. OPPUS  
 Name of Faculty

  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
 Dean, CET ♀

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit B

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

I, Beatriz Nicolle A. Oppus, 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 2020

Approved:

Beatriz Nicolle A. Oppus

Instructor I

Date 3/18/2021

Epifania G. Loreto

Department Head

Date: 3/18/2021

Roberto C. Guarte

College Dean

Date: 3/19/2021

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										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	38.85	5	4	5	4.67	
		<b>A10.</b> <i>Number of grade sheets submitted within prescribed period</i>	Prepares gradesheet and submits on or before deadline							
		<b>A13.</b> <i>Number of long examinations administered and checked</i>	Administers and checks long examination for subjects taught	6	3	5	5	4	4.67	
		<b>A14.</b> <i>Number of quizzes administered and checked</i>	Prepares and checks quizzes for lec and lab	20	18	4	5	5	4.67	
		<b>A15.</b> <i>Number of lab reports and term papers checked and graded</i>	Checks lab reports and term papers submitted as required	5	5	4	5	5	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>	31	31	5	4	4	4.33	
		<b>A17.</b> <i>Number of students advised on thesis/ field practice/special problem:</i>	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	4	4.67	
		<b>A18.</b> <i>Number of students entertained for consultation purposes</i>	Entertains students consulting on subject taught, thesis and grades	10	31	5	4	5	4.67	
	<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	3	5	5	5	5.00	
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	4	4.67	




	<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	5	4	4.67	
									46.67	
<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>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>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	1	non-conformity complied	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	1	100% compliant	5	5	4	4.67	
<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	1	Zero % complaint	5	5	5	5.00	
	<b>Total Over-all Rating</b>								60.67	
	<b>Average Rating</b>								4.67	
	<b>Adjectival Rating</b>								Outstanding	

<b>Average Rating (Total Over-all rating divided by 5)</b>	4.67
<b>Additional Points:</b>	
<b>Approved Additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	4.67
<b>ADJECTIVAL RATING</b>	Outstanding

Comments & Recommendations for Development Purpose:


Evaluated & Rated by:

  
EPIFANIA G. LORETO

Department Head

Date: 3/18/2021

Recommending Approval:

  
ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 3/19/2021

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 3/23/21

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **BEATRIZ NICOLLE A. OPPUS**

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 and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	July 7, 2020	November 16, 2020	December 13, 2020	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 7, 2020	September 2020	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	September, 2020	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation and submission of TOS	TOS with exam	Nov. 12, 2020	Nov. 23, 2020	November 23, 2020	Impressive	Very Satisfactory	Submitted on time
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 COPC	Documents for COPC	August 24, 2020	December 2020	October 2020	Impressive	Outstanding	Submitted on time

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

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

Prepared by:

**EPIFANIA G. LORETO**

Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Beatriz Nicolle A. Oppus  
Performance Rating: 4.67 (Outstanding)

**Aim:** Engr. Beatriz Nicolle A. Oppus as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: July 2020      Target Date: December 2020

**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 2020      Target Date: December 2020

**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. Oppus will be sent to his graduate studies in order for her to help the full implementation of the BSCE curriculum. Similarly, she will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum.

Prepared by:

  
Epifania G. Loreto  
Unit Head

Conforme:

  
Beatriz Nicolle A. Oppus  
Name of Ratee Faculty/Staff