SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. John Rick G. Baluran

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
Instruction a. Head/Dean (50%)		2.39	
b. Students (50%) TOTAL for Instruction	100%	2.28	4.67
TOTAL ISI III STUCTION	100%	4.67	4.67
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	0%	0.00	0.00
5. Production	0%	0.00	0.00
TOTAL			4.67

^{*}Instructor I - January 19, 2024 to June 30, 2024

EQUIVAL	ENT N	UMERICAL	RATING:
- 00 0 1 4 / 12			1011110.

4.67

Add: Additional Points, if any:

ADJECTIVAL RATING:

4.67

TOTAL NUMERICAL RATING:

Outstanding

Prepared by:

Reviewed by:

JOHN RICK G. BALURAN

Instructor I

EPIFANIA G. LORETO

Head, DCE

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs





"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOHN RICK G. BALURAN, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for January 19, 2024 - June 30, 2024

JOHN RICK G. BALURAN

Instructor 1

Date: July 19, 2024

Approved:

EPIFANIA G. LORETO

Department Head

Date: July 19,2024

MFO	Description of	Success/	Tasks Assigned				Rati		Rating			REMARKS
No.	MFO's/PAPs	Performance Indicators (PI)		Target	Actual Accomplish ment	Quality	Eficiency	Timeliness	Average	(Indicators in percentage should be supported with numerical values in numerators and denominators)		
UMFO	1. ADVANCED EDUCATION SE	RVICES										
OVPA	A MFO 2. Graduate Student Ma	nagement Services										
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE	Handles									
	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										

Advises and corrects research outline and As GAC Chairman thesis/SP/dissertation manuscript Advises and corrects research outline and AS GAC Member thesis/SP/dissertation manuscript Entertains students A4 . Number of students entertained for consultation seeking consultation with faculty purposes Converts the existing PI 9: Number of instructional A5. Number of on-line ready instructional materials materials developed * coursewares developed and into flexible learning submitted for review systems Prepares Instructional module/laboratory On-line ready courseware quide/workbook or a combination thereof Prepares Power Point presentation, video clips, Supplemental learning movie clips, reading resources assignments depending on course taught Prepares assessment tools such as long exam, Assessment tools quizzes, problems sets, Submits the course ware A 6 : Number of on-line course duly reviewed by TRP ware reviewed by TRP & for editing by MMDC edited by MMDC editor editor Creates virtual A 7 : Number of virtual classroom using either classroom created and Moddle or Google operational Classroom Designs experiential A 8. Other outputs learning activities and implementing the new normal PI 10 . Additional outputs: other outputs to due to covid 19 implement new normal

JMFO 2. HIGHER EDUCATION SERVI	CES								
OVPAA UMFO 3. Higher Education Ma	anagement Services								
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	28.30	5	5	5	5.00	ESci 124, ESci 110, CEng 138n, CEng 146n
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	ESci 124 (2), ESci 110(2), CEng 138n(2), CEng 146n(1)
	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	1	5	5	4	4.67	CIAP Document 102
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	4	4.67	ESci 124, ESci 110, CEng 138n, CEng 146n
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviserto students							
	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							

Entertains students A18. Number of students students under ESci 124. consulting on subject entertained for consultation ESci 110, CEng 138n, CEng 10 10 5 5 4.67 taught, thesis and grades purposes 146 A19 . Number of Student Advises student PI 9: Number of student organizations advised organizations organizations advised/ assisted * recognized by USOO A20 . Number of Student Assists student organizations in organizations assisted on student related activities implementing student related activities A 21: Number of instructional Prepares and submits for PI 10: Number of instructional materials ware developed and review by the Technical materials developed * Review Panel submitted: Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof Prepares Power Point presentation, video clips, movie clips, reading Flexible Instructional Materials assignments depending on course taught Prepares syllabus for Course Syllabus assigned course Prepares assessment tools such as long exam, ESci 124, ESci 110, CEng 4.67 18 18 5 5 Assessment tools quizzes, problems sets, 138n, CEng 146 A 23: Number of on-line Submits the course ware duly reviewed by TRP for course ware reviewed by TRP editing by MMDC editor & edited by MMDC editor A 24: Number of virtual Creates virtual classroom using either classroom created and Moddle or Google operational Classroom

A 25. Number of Additional PI 11. Additional outputs Prepares documents and Program /or program profile and accreditation/evaluation other materials required during program/institutional accreditation and/or evaluation Coordinates with Agency/firm/Industry linkages potential firms and maintains linkages with firms willing to accept OJT students from VSU A 26. Other outputs Designs experiential learning activities and implementing the new normal due to covid 19 other outputs to implement new normal UMFO 3 . RESEARCH SERVICES Conducts research for PI 1. Number of research outputs in A27. Number of research possible utilization by outputs in the last three (3) the last three (3) years utilized by years utilized by the industry or industry or other the industry or by other by other beneficiaries * beneficiaries beneficiaries * A 28. Number of research Conducts and completes PI 2. Number of research outputs research oroject within outputs completed within the completed within the year * vear * the year Writes publishable A 29. Percentage of research PI 3. Percentage of research outputs published in internationally- outputs published in materials out of research outputs and submits for internationally-refereed or referred or CHED recognized publication CHED recognized journal iournal within the year (2%) * within the year In refereed int'l journals In refereed nat'l/regional ioumals

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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	Implementes 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 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 Persons	Resource Persons					
Convenor/Organizer	Convenor/Organizer					
Consultancy	Consultant					
Evaluator	Evaluator					**************************************
Pl 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 (extn. conducted by faculty or student & faculty) *					

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		implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal				
UMFO	5. SUPPORT TO OPERATIONS						
	OVPAA MFO 4. Program and		Services				
	<u>PI 8</u> .Compliance to all requirements thru the established/adequate implementation, maintenance and	A 44. Compliance to all requirements of theQMS 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			
		and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools				
		On program accreditations		100% compliant			
		On institutional accreditations					
LIMEO	6. General Admin. & Support S	Services (GASS)					
0	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint			
	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 performfing functions resulting to best practice				

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	due to covid 19	Designs administration/managem ent related activities and other outputs to implement new normal		
Number of Performance	Indicators Filled-up		6	
Total Over-all Rating			28.67	
Average Rating			4.78	
Adjectival Rating			0	

Average Rating (Total Over-all rating divided by 4)	4.78
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.78
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purposes:

pursue graduate study.

Evaluated & Rated by:

EPIFANIA G. LORETO

Department Head

Date: July 19, 2024

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: July 231, 2004

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 31, 2024



DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565-0600 local 1020 Email: civilengineering@vsu.edu.ph Website: www.vsu.edu.ph

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U
✓	2 nd	A R
	3 rd	T
	4th	R

Name of Office: Department of Civil Engineering

Head of Office: Assoc. Prof. Epifania G. Loreto

Number of Personnel: 11 Faculty members and 3 Support Staff

Activity			CHANISM		
Monitoring	Me	eting	Memo	Others (Pls.	Remarks
Wildliftering	One-on-One	Group	Mellio	specify)	
I. Monitoring					
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs
Monitoring for the Submission of OBE Syllabus for 2 nd Semester AY 2023- 2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content
Monitoring for the Submission of TOS for the 1 st Sem AY 2023-2024 final exam and 2 nd Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period
Monitoring for the Submission of grade sheet for midterm and final exam, 2 nd Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2 nd Sem AY 2023-2024

Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED R08
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024 DCE Notice of Regular Meeting April 12, 2024 DCE Notice of Regular Meeting April 12, 2024	DCE Memo No. 22, s. 2024 DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
II. Coaching					
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024 DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

March 13, 2024			

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

Conducted by:

Noted by:

EPIFANIA G. LORETO Immediate Supervisor JANNET C. BENCURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final					TASK S	STATUS		
Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	Jan- Mar	Apr- Jun	Jul-Sep	Oct- Dec	REMARKS
MFO 2. Higher Education Services								
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC fo BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC fo BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%		
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%	The faculty provided interventions for the improvement of the students' performance	e
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%	CE Research Colloquit CET Month	um
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%	OBE Syllabi were revie submitted and approv the Department Instru Materials Review Com	ed by ctional
MFO 5. Support to Operations							
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*	Prepares documents needed for ISO certification	All faculty and staff	January- December 2024	100%	100%	Documents needed w accomplished	ere
MFO 6. General Administration and Support Services (GASS)							
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%	No complaints receive January to June 2024	

PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%	CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%	Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%	Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

EPIFANIA G. LORETO
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: <u>John Rick G. Baluran</u>

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 professional/basic courses/subjects (ESci 124n, ESci 110, CEng 138n, CEng 146n)	Assessment and students' grades per course taught	February 2024	May 2024	May 2024	impressive	Outstanding	All topics in the syllabus were discussed
2	Assist students through advising and consultation	Improved student performance	February 2024	May 2024	June 2024	impressive	Outstanding	Advised students, and advisee, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	February 2024		February 2024	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class
		TOS approved by the Dept. Review Committee and Department Head	April 2024		May 2024	impressive	Outstanding	The TOS for midterm and final were approved before exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to the registrar (midterm and Final grade)	April 2024	May 2024	June 2024	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams
5	Participate in all activities conducted by the department,	Attendance to Faculty On- boarding,	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department,

	college, and the university	CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup VSU Centennial Anniversary activities						college, and the university
6	Perform other functions assigned by the head, dean, and the university	Assist activities related to instructions	January 2024	June 2024	June 2024	impressive	Outstanding	Performed the responsibilities assigned

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: John Rick G. Baluran
Performance Rating: 4.67 (Outstanding)

Aim: Engr. John Rick G. Baluran is an effective and efficient implementer of the OBEdized four-year BSCE degree program and the department's RDE agenda.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

A review and re-orientation of the principles of Outcomes-Based Education, as well as the provisions of the Policies, Standards, and Guidelines, will be conducted for the offering and implementation of the revised BSCE curriculum as provided in CMO 92, s. 2017. Additionally, it is recommended for him to complete pursue master's degree and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

Result:

The faculty has successfully implemented the Outcomes-Based (OBE) Teaching and Learning (OBTL) which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of his subjects.

Outcome:

Successful implementation of the BSCE curriculum.

Final Step/Recommendation:

Engr. Baluran should pursue a master's degree, which is the minimum requirement set by the Civil Service Commission for the position of regular instructor at the state university.

Prepared by:

EPIFANIA G. LORETO

Unit Head

Conforme:

JOHN RICK G. BALURAN Name of Ratee Faculty/Staff





Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: BALURAN, JOHN RICK G. Department: Dept. of Civil Engineering

College: College of Engineering and Technology

	Course No. &			RATING	% Evaluation	
Descriptive Title		Lec	Num.	Adjec.	Rating	
ESci 124n	DYNAMICS OF RIGID BODIES/ENGINEERING MECHANICS 2	LEC	4.00	Very Satisfactory	80.0%	
ESci 124n	DYNAMICS OF RIGID BODIES/ENGINEERING MECHANICS 2	LEC	4.00	Very Satisfactory	80.0%	
CEng 113n	ENGINEERING DRAWINGS and PLANS	LAB	5.00	Outstanding	100.0%	
ESci 143	ENGINEERING MANAGEMENT	LEC	5.00	Outstanding	100.0%	
CEng 139	CONSTRUCTION MATERIALS AND TESTING	LEC	5.00	Outstanding	100.0%	
CEng 139	CONSTRUCTION MATERIALS AND TESTING	LAB	4.00	Very Satisfactory	80.0%	
CEng 139	CONSTRUCTION MATERIALS AND TESTING	LAB	5.00	Outstanding	100.0%	
ESci 143	ENGINEERING MANAGEMENT	LEC	5.00	Outstanding	100.0%	
CEng 139	CONSTRUCTION MATERIALS AND TESTING	LEC	4.00	Very Satisfactory	80.0%	
	Avera	ge Rating	4.56	Outstanding	91.11%	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 - 1.49 Poor (P) 1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory(S)

3.50 - 4.49 Very Satisfactory(VS)

4.50 - 5.00 Outstanding(O)

Prepared by

VANESSA W NAZAL TPES in-Charge Date: April 08, 2024

Received by:

BALURAN, JOHN RICK G. Name and Signature of Faculty Date: 5-23-24

Distribution of copies: ODIE, College, Department, Faculty

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024