SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Martin Jan E. Mercurio

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		2.10	
TOTAL for Instruction	85%	4.56	3.87
2. Research	5%	4.67	0.23
3. Extension	5%	5.00	0.25
4. Administration & Support to Operation	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL			4.61

*Instructor I - January 1, 2023 to June 30, 2023

EQUIVALENT NUMERICAL RATING: 4.61
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding

Prepared by:

MARTIN JAN E. MERCURIO
Instructor I

Recommending Approval:

JANNET C. BENCURE
Head, DGE & Dean, CET

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DEPARTMENT OF GEODETIC ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1027
Email: dge@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARTIN JAN E. MERCURIO, a faculty member of the <u>DEPARTMENT OF GEODETIC ENGINEERING</u> 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 to June 2023.**

Approved:

MARTIN JAN E. MERCURIO
Instructor I
Date:

JANNET C. BENCURE
DGE Head & CET Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							

		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 Moddle 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	30	27.25	5	5	5	5.00	GEng 136, GEng 126n, GEng 146, ESci 110
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	7	5	5	5	5.00	1st Semester Courses, AY 2022-2023
		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		8	5	5	5	5.00	GEng 126n: Buscagan; Cubrado, Lumacad; Bagay; Handayan; Acain; Algarme; & Casaverde
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	CQI Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	8	5	5	5	5.00	GEng 125 (1), GEng 111 (1), GEng 139 (1), GEng 136 (2), ESci 110 (3)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	8	5	5	5	5.00	GEng 136 (4), GEng 126n (4)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		5	5	5	4	4.67	GEng 136

PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	40	46	5	5	5	5.00	Enrollment matters for the 2nd Semester, AY 2022-2023
	A17. Number of students advised on thesis/ field practice/special problem:			6	5	5	5	5.00	Pepito, Tiongco, Ordiz, Balmoria, Quitan, Lima
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Tiongco, Recilla, Napoles
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Lumagod, Giva, Lima,Aniban, Quitan
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	20	5	4	4	4.33	Recilla, Pepito, Quitan, Lima, Ordiz, Balmoria, Tiongco, Quirong, Giva, Napoles; and other courses
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USSO*							
	A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	2	1	5	5	5	5.00	GEP-VSUSC [GEP Week]
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*		9	5	5	5	5.00	GEng 136 Laboratory Exercises (7), GEng 126n Modular notes (2)

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*		10	5	5	5	5.00	GEng 136 Lecture Presentations (6), GEng 126n Lecture Presentations (4)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	9	11	5	5	4	4.67	GEng 136 (6), GEng 126n (2), ESci 110 (3)
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	GEng 136, GEng 126n
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		1	5	5	5	5.00	CHED COPC Update Visit (June 2023)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		1	5	4	5	4.67	ISRES

		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	1	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	0					
	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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1	0					

	PI	A (Activity)	Description							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	5	4	4.67	Screenhouse-based High Throughput Phenotyping (HTP) for the Development of Climate-resilient Rootcrops, Study Leader
	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	10	0					

	PI	A	Description							
	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	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 Persons	Resource Persons			2	5	5	5	5.00	47th GEPI 08 Annual Regional Convention & Development of Univeristy Policy on Landslide Risk Mitigation for Dormitory Residents in Visayas State University
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								

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 (extn. 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 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**								
	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								
	On program accreditations				1	5	5	5	5.00	COPC CHED Monitoring
	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							
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							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Conducted site visit and relocation survey at VSU Villaba Campus		60%	5	5	5	5.00	Suggested results to the legal office
		Conducted as -built survey on Brgy. Pangasugan Gymnasium		100%	5	5	5	5.00	Submitted results to the legal office
Total Over-all Rating								118.00	
Average Rating								4.92	
Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.92	
Additional Points:				
Approved Additional points (with copy of Approval)				
FINAL RATING			4.92	
ADJECTIVAL RATING			OUTSTANDING	

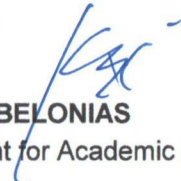Comments and Recommendations for Development Purposes:

Keep up the good work!
Conduct / engage yourself w/
the research / extension activities

Evaluated & Rated by:

JANNET C. BENCURE
DGE Head and CET Dean
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Martin Jan E. Mercurio**

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 (GEng 136, GEng 126n, ESci 110)	Assessment and students' grades per course taught	February 2023	June 2023	July 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	February 2023	June 2023	July 2023	impressive	Outstanding	
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 2023	March 2023	March 2023	impressive	Very Satisfactory	
		On-line course ware developed and submitted	February 2023	June 2023	July 2023	impressive	Outstanding	Has uploaded supplemental materials like lab exercise and videos in VSUEE
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	February 2023	June 2023	July 2023	impressive	Outstanding	Submitted grades online and hard copy

| 5 | Participate in all activities conducted by the department, college and the university | CET Strategic Planning and RDE Agenda Setting Workshop 2023

Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE

Celebration of CET Week 2023

Training on UAV Operation | January-June 2023 | January-June 2023 | January-June 2023 | impressive | Outstanding | Participated in all activities conducted by the department, college, and the university |
|---|---|---|---|---|---|---|---|---|
| 6 | Perform other functions assign by the head, dean and the university | Chair, Department Personnel Committee

Chair, Department Curriculum Committee

Member, Department Research, Development, and Extension | January-December 2023 | January-December 2023 | January-December 2023 | impressive | Outstanding | |

		(RDE) Committee						
		Coordinator, Quality Assurance Coordinator						
		Member, Web & Publication Committee						
		Disaster Risk Response Committee						
		Chairperson, CET RDEI Committee						
		Chairperson, VSU Technical Working Group: Mapping & Surveying Materials & Equipment						

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JANNET C. BENCURE
Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Martin Jan E. Mercurio**
Performance Rating: _____

Aim: Engr. Mercurio as an effective and efficient implementor of the new OBEdized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017 and the department's RDE Agenda in her field of specialization.

Proposed Interventions to Improve Performance:
Date: January 2023   Target Date: June 2023

First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering 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.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise attend training, conferences, and conventions to strengthen his competencies and qualifications.

Outcome:

Finalize and submit instructional materials such as, student learning guide, OBE syllabus in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all his subjects. The department's instruction, research, and extension activities will be implemented through attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:

The faculty member is encouraged to conduct extension project/study.

Prepared by:

JANNET C. BENCURE
Head, Dept. of Geodetic Engineering

Conforme:

MARTIN JAN E. MERCURIO
Name of Ratee Faculty