



Exhibit K

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

Name of Faculty Member: **Engr. Jundy R. Castil**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
k. Head/Dean (50%)	50%	4.91	2.46
l. Students (50%)	0		
Total for Instruction	50%		2.46
2. Research			
k. Client/Dir. for Research (50%)			
l. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
k. Client/Dir. for Extension (50%)			
l. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	50%	4.33	2.17
5. Production	0		
TOTAL			4.62

EQUIVALENT NUMERICAL RATING: 4.62
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.62

ADJECTIVAL RATING: **Outstanding**

Prepared by:

JUNDY R. CASTIL
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
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. JUNDY R. CASTIL, 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.

Approved:

JUNDY R. CASTIL

Instructor I

Date: October 30, 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 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. 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								
	PI 9: 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 Moddle or Google Classroom								
	PI 10 . 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								
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	4	29.9	5	5	5	5.00	26 hrs per week	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	5	5	5	5	5.00	MEng 122 (2 sections), MEng 124 (2 sections), Mtec 115	

		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	4	4	4.33	Online Training on Developing a Moddle Online Classroom
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	6	5	5	5	5.00	Chapter Test on Meng 122 (Industrial Processes and Plant Inspection)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	9	5	5	5	5.00	Quizzes on Meng 124 (ME Laws, Contrats and Ethics) and Meng 122
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	7	5	5	5	5.00	Assignments on MENG 122 and Industrial Processes Journal
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviserto students</i>	25	87	5	5	5	5.00	All 2nd Year Students (SY 2019-2020)
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	9	9	4	4	4	4.00	ME Project
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	15	15	4	4	4	4.00	ME Project
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	87	5	5	4	4.67	Academic Advisories
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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	<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>								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		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								
	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 experimental 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 or 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								
		<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 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	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								
	<i>Research Mentoring</i>	<i>Research Mentor</i>									
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>									
	<i>Resource Persons</i>	<i>Resource Persons</i>									
	<i>Convenor/ Organizer</i>	<i>Convenor/Organizer</i>									
	<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	ero non-conformi	5	4	4	4.33	
		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	4	4	4.33	
		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	4	4	4.33	
	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								60.00	

Average Rating (Total Over-all rating divided by 4)	4.62
Additional Points:	0
Approved additional points (with copy of approval)	
FINAL RATING	4.62
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 He is doing an excellent job as head of the department head and as a faculty. I recommend him to attend Executive Training

Evaluated & Rated by:

ROBERTO C. GUARTE

Dean, CET

Date: 11/09/2020

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



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Jundy R. Castil**

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	4	January 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Handled MEng 122 (2 sections) and MEng 124 (2 sections) and MTec 115 (1 section) for a total of 26 hours per week
2	Prepares gradesheet and submits on or before deadline	6	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	A total of 5 grade sheets were submitted before the deadline
3	Attend mandated trainings	1	Jan. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Attended online training on developing online classroom using Moodle platform
4	Administers and checks long examination for subjects taught	3	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Conducted and checked 6 Chapter Test in MEng 122 (Industrial

								Processes and Plant Inspection)
5	Prepares and checks quizzes for lec and lab	5	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Prepared and checked a total of 9 quizzes
6	Checks lab reports and term papers submitted as required	5	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Checks 6 laboratory assignments and 1 Industrial Plant Tour in MEng 122
7	Acts as academic adviser to students	25	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Academic adviser to 87 2 nd year students
8	Advises, and corrects research outline and thesis/SP manuscript as SRC Chairman	9	Jan. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Acts as Adviser to 3 groups with a total of 9 students taking ME project
9	Advises and corrects research outline and thesis/SP manuscript as SRC Member	15	Jan. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Acts as SRC member to a total of 15 students taking ME project
10	Entertains students consulting on subject taught, thesis and grades	10	Jan. 6, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Academic adviser to 87 2 nd year students
12	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. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	All the QMS core processes of the university are complied
13	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	Jan. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Completed
14	Provides customer friendly frontline services to clients	Zero % complaint	Jan. 6, 2020	June 30, 2020	June 30, 2020	Impressive	Very Satisfactory	Zero % complaint

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

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

Prepared by:



ROBERTO C. GUARTE
CET Dean

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	QUAR TER
X	2 nd	
	3 rd	
	4th	

Name of Office: College of Engineering and Technology

Head of Office: Dr. Roberto C. Guarte


Name of Faculty/Staff: Engr. Jundy R. Castil

Signature: _____ **Date:** October 20, 2020


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. MONITORING					
Monitoring of the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Monitoring of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Monitoring of Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Monitored using logbook
Monitoring of Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 05, 08 s. 2020	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Monitoring of the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	CET Memos 08, 16, 17 s. 2020	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	CET Memos 02, 05, 16, 17 s. 2020	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR
II. COACHING					
Coaching on the submission of Outcomes-Based Syllabus by Department	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects

Coaching of Faculty members performance with OBE principles	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Coaching on the Attendance of Faculty and Staff members	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 02, 04, 05, 11, 17 s. 2020	Notices of Meeting	Monitored using logbook
Coaching on Classroom observations by the Department Heads	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	CET Memos 05, 08 s. 2020	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Coaching on the conduct of exit survey of graduating students	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	CET Memos 08, 16, 17 s. 2020	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	CET Memos 02, 05, 16, 17 s. 2020	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR

Conducted by:


ROBERTO C. GUARITE
 Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: roberto.guarte@vsu.edu.ph

Website: www.vsu.edu.ph

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**

Performance Rating:

Aim: Engr. Castil as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Mechanical Engineering (BSME) as provided for in the new CMO 97, s. of 2017

Proposed Interventions to Improve Performance:

Note: Engr. Jundy R. Castil will be developed into an effective implementor of the new OBEdized four (4)-year BSME Program as he leads the Department of Mechanical Engineering

Date: January 2020

Target Date: June 2020

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSME as provided for in CMO 97, s. 2017, and the implementation of the new VSU BSME Curriculum.

Results:

- Mastery on the provisions of CMO 97, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2020

Target Date: December 2020

Next Step:

- Implementation of the newly approved BSME Curriculum
- Monitor the implementation of the new BSME Curriculum


Outcomes:

- Effective implementation of the offering of the new BSME Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSME degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSME Program

Final Steps/Recommendations:

- Implement the new BSME Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSME Program

Prepared by:


ROBERTO C. GUARTE
Dean, CET

Conforme:


JUNDY R. CASTIL
Head, DME