

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.37	
b. Students (50%)		2.13	
TOTAL for Instruction	90%	4.49	4.04
2. Research	0%	0.00	0.00
3. Extension	5%	4.67	0.23
4. Administration & Support to Operation	5%	4.64	0.23
5. Production	0%	0.00	0.00
TOTAL			4.51

\*Instructor I - January 1, 2022 to June 30, 2022


EQUIVALENT NUMERICAL RATING: 4.51

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding

Prepared by:

  
CELESTIAL A. MANIGO  
Instructor I


Reviewed by:

  
FLORENTINO F. MORALES, JR.  
Head, DGE

Recommending Approval:

  
JANNET C. BENCURE  
Dean, CET

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC  
ENGINEERING**

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

"Exhibit B"

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

I, CELESTIAL A. MANIGO, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING 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 1, 2022 to June 30, 2022**.

*[Signature]*  
**CELESTIAL A. MANIGO**

Instructor I

Date: *July 25, 2022*

Approved:

*[Signature]*  
**FLORENTINO F. MORALES, JR.**

Department Head

Date: *July 25, 2022*

*[Signature]*  
**JANNET C. BENCURE**

College Dean

Date: *July 25, 2022*

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							
		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										

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>	70	60.8	5	5	5	5.00	ESci 121n, GEng 134
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	4	4.67	GEng137 (3), GEng143n (1), GEng145n (1), GEng200a-OJT (1), ESci121n (3),
		<b>A 11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	CET TOS Preparation workshop, DGE VSUEE and OBS Workshop
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	5	5	5	4	4.67	ESci 121n (3), Geng 134n (2)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	3	5	5	4	4.67	ESci 121n (1), Geng 134n (2)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	5	5	5	4	4.67	ESci 121n (3), Geng 134n (2)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	51	51	5	5	4	4.67	Academic advisees
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		8	3	5	5	5	5.00	OJT (1), Special Study (2)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	2	5	5	4	4.67	Cablitas, Mebulos
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	51	30	5	5	5	5.00	consultation forms, emails, messenger
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assited during the CET week
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	4	4.67	Geng 134n, ESci121n
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	14	5	5	5	5.00	Esci 121n (10), GEng134 (4)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	8	5	5	4	4.67	Esci 121n (5), Geng 134n (3)
		Flexible Instructional Materials	Prepares instructional materials for courses		2	5	5	4	4.67	Esci 121n, GEng134
		<b>A 23</b> : 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							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	5	5	5.00	Esci 121n, GEng134

	<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	2	5	5	4	4.67	Institutional AACUP (Research) and BSGE Level 3 AACUP Documents
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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>		1						
		<i>In refereed nat'l/regional journals</i>		1						



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<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	1	1	5	4	5	4.67	LGU- Baybay

	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		152	5	5	5	5.00	CDRA-Training (LGU CDRMO, Planning Office)
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	4	4.67	Baybay City's Water-invoked Hazard-prone Household Identification, Mitigation and Emergency Response Project
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							CDRA-Training for CPDO and CDRRM staff
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries		6	5	5	5	5.00	Brgy. Ambacan, Bunga, Mailhi, Canipa, Pangasugan, Kantagnos (Drone Survey and GCP Survey)
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		1						
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							



	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		Survey and Mapping Activities			5	5	5	5	5.00	Brgy. Ambacan, Bunga, Mailhi, Canipa, Pangasugan, Kantagnos (Drone Survey and RTK Survey After Tropical Storm Agaton)
			Landslide Post-Disaster Assessment of Baybay City,		1	5	5	5	5.00	Pangasugan- Drone Survey of the Displaced River Channel-After Tropical Storm Agaton
			Flood Assessment of Brgy Pangasugan							
<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		zero non-conformity	5	5	5	5.00	2nd ISO Surveillance Audit
		<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		100% compliant	5	5	5	5.00	
		On program accreditations			2	5	4	5	4.67	Area 5 and Area 7 for BSGE Level 3 AACUP

		On institutional accreditations			2	5	4	5	4.67	Evaluation Survey on the faculty and staff satisfaction of purchased instruments.
	Additional Output	Instrument Training	Prepares the instruments and trained the personnel		1	5	4	5	4.67	Instrument training for Planning Office personnel
		Number of departmental or college activities involved as Working Committee	Assits in the preparation of the activities		3	5	4	5	4.67	CET Strategic Planning and RDEI Agenda Setting, CET Week and DGE Publication Writeshop
		Number of committee meetings attended	Attends committee meeting of the department and college		4	5	4	5	4.67	ManCom meetings and CET-SSSAC
		Number of examinees proctored for VSU-CAT	proctored examinees for the VSU-CAT		1	5	4	5	4.67	Engineering courses
		Number of Minutes prepared	Prepares minutes for departmental and college-based committees		7	5	4	4	4.33	DGE meetings, committee meetings, ManCom meetings
<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		Zero % complaint	5	4	5	4.67	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							



		Number of Maps generated for Student's Thesis (Graduate and Undergraduate)			6	5	5	4	4.67	Master's thesis request for map layout
	<b>Total Over-all Rating</b>								162.67	
	<b>Average Rating</b>								4.78	
	<b>Adjectival Rating</b>								0	

<b>Average Rating (Total Over-all rating divided by 4)</b>			0
<b>Additional Points:</b>			
Approved Additional points (with copy of approval)			
<b>FINAL RATING</b>			0
<b>ADJECTIVAL RATING</b>			OUTSTANDING

**Comments and Recommendations for Development Purposes:**

- Pursue MS study
- Conduct research

Evaluated & Rated by:

**FLORENTINO F. MORALES, JR.**

Head, DGE

Date: *July 25, 2022*

Recommending Approval

**JANNET C. BENCURE**

Dean, CET

Date: *July 25, 2022*

Approved by:

**BEATRIZ S. BELONIAS**

VP Academic Affairs

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **Engr. Celestial A. Manigo**

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 GEng 134n, ESci 121n)	Assessment and students' grades per course taught	February 2022	June 2022	July 22, 2022	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	February 2022	June 2022	July 22, 2022	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 2022	March 2022	March 2022	impressive	Very Satisfactory	
		on-line course ware developed and submitted	February 2022	June 2022	July 2022	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 2022	June 2022	July 2022	impressive	Outstanding	Submitted grades online and hard copy
5	Participate in all activities conducted by the	CET Strategic Planning and	January-June 2022	June 2022	June 2022	impressive	Outstanding	Participated in all activities conducted




	department, college and the university	RDE Agenda Setting Workshop 2022 Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE Celebration of CET Week 2022 DGE Teambuilding 2022 CET Team Building 2022 Training on UAV Operation						by the department, college and the university
6	Perform other functions assign by the head, dean and the university	College Secretary	March 2022	December 2022		impressive	Outstanding	

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

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

Prepared by:

  
**FLORENTINO F. MORALES, JR.**  
 Head

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **Celestial A. Manigo**

Performance Rating: \_\_\_\_\_

**Aim:** Engr. Celestial A. Manigo 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 RDEI Agenda in her field of specialization.

**Proposed Interventions to Improve Performance:**

Date: January

Target Date: June 2022

**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. She should likewise attend training, conferences, and conventions to strengthen her competencies and qualifications.

**Next Step:**

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual training, conferences, and conventions to strengthen her competencies and qualifications.

**Outcome:**

Finalize and submit the Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities will be implemented by attending virtual classes, training, seminars, and conferences.

**Final Step/Recommendation:**


Engr. Manigo is also highly recommended to pursue her master's degree next year.

Prepared by:

  
**Florentino F. Morales, Jr.**

Head, Dept. of Geodetic Engineering

Conforme:

  
**Celestial A. Manigo**  
Name of Ratee Faculty