



Exhibit K

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

Name of Faculty Member: **Engr. Philip Caesar L. Ebit**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	100%	4.51	4.51
b. Students (50%)	0		
Total for Instruction	100%		4.51
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	0		
5. Production	0		
TOTAL			4.51

EQUIVALENT NUMERICAL RATING: 4.51
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: **Outstanding**

Prepared by:

PHILIP CAESAR L. EBIT
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. PHILIP CAESAR L. EBIT, 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.

PHILIP CAESAR L. EBIT

Instructor I

Date: October 20, 2020

Approved:

JUNDY R. CASTIL

Department Head

Date: October 20, 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 Accomplish ment	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. Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5. Number of on-line ready coursewares developed and submitted for review</u>	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. Other outputs implementing the new normal due to covid 19</u>	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. Actual Faculty's FTE</u>	Handles and teaches courses assigned	18	29.25	5	5	5	5.00	24 hrs per week
		<u>A10. Number of grade sheets submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), Esci 129

		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	10						
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	MOODLE Online Classroom Training
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	3	5	4	4	3.00	ESci 112 (2 sections) ESci 129 MEng 125n(2 sections)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	16	5	4	4	4.00	MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), ESci 129
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	60	5	5	4	4.67	MEng 125n (2 section)
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	15	90	5	5	5	5.00	BSME 2 Students
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	9	5	5	5	5.00	ME Project (3 groups)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	19	21	5	5	5	5.00	ME Project (7 groups)
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	60	5	4	4	4.00	ME Project Class, MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), ESci 129
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	2	5	5	5	5.00	JPSME, VSU Robotics
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	3	5	5	5	5.00	BSME Week, Acquintance Party, Programming Tutorials
	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							
		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 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	1	1	5	4	4	4.00	ISO Accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	0	4	4	4	4.00	Assisted in the coordination of agency/firm for the OJT
		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							
	PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/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 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	zero non-conformity	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								76.67	

Average Rating (Total Over-all rating divided by 4)	4.51
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.51
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose: Finish requirements for MEME degree at USC to further strengthen qualifications and implementation of Department's RDE.

Evaluated & Rated by:

JUNDY R. CASTIL
Department Head

Date: October 30, 2020

Recommending Approval

ROBERTO C. GUARTE
Dean, GET

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. Philip Caesar L. Ebit**

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	18	Jan. 6, 2020	June 30, 2020	May 29, 2020	very impressive	outstanding	24 hrs per week
2	Prepares gradesheet and submits on or before deadline	7	Jan. 6, 2020	June 30, 2020	June 22, 2020	impressive	very satisfactory	MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), ESci 129
3	Attend mandated trainings	1	Jan. 6, 2020	June 30, 2020	June 2, 2020	impressive	very satisfactory	MOODLE Online Classroom Training
4	Administers and checks long examination for subjects taught	5	Jan. 6, 2020	June 30, 2020	June 2, 2020	needs improvement	satisfactory	ESci 112 (2 sections) ESci 129 MEng 125n(2 sections)
5	Prepares and checks quizzes for lec and lab	10	Jan. 6, 2020	June 30, 2020	June 10, 2020	very impressive	outstanding	MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), ESci 129
6	Checks lab reports and term papers submitted as required	10	Jan. 6, 2020	June 30, 2020	June 10, 2020	very impressive	outstanding	MEng 125n (2 section)
7	Acts as academic adviser to students	15	Jan. 6, 2020	June 30, 2020	June 10, 2020	very impressive	outstanding	BSME 2 Students

8	Advises, and corrects research outline and thesis/SP manuscript as SRC Chairman	6	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	ME Project (3 groups)
9	Advises and corrects research outline and thesis/SP manuscript as SRC Member	19	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	ME Project (7 groups)
10	Entertains students consulting on subject taught, thesis and grades	15	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	ME Project Class, MEng 125n (2 section), MEng 198 (2 sections), ESci 112 (2 sections), ESci 129
11	Advises student organizations recognized by USOO	1	Jan. 6, 2020	June 30, 2020	January 18, 2020	impressive	very satisfactory	JPSME, VSU Robotics
12	Assists student organizations in implementing student related activities	1	Jan. 6, 2020	June 30, 2020	January 20, 2020	impressive	very satisfactory	BSME Week, Acquaintance Party, Programming Tutorials
13	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	Jan. 6, 2020	June 30, 2020	February 2, 2020	impressive	very satisfactory	ISO Certification
14	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	on-going
15	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	on-going
16	Provides customer friendly frontline services to clients	Zero % complaint	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	on-going

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



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 G"

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 nd	
	3 rd	
	4th	

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Engr. Philip Caesar L. Ebit **Signature:**  **Date:** October 30, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the submission of OBTL Syllabus for courses assigned	Reminded the faculty member on the submission of OBTL Syllabus	Included in the Departmental Meeting		<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular Meeting dated March 3, 2020	The faculty has submitted OBTL Syllabus of subjects assigned for the 2 nd semester of SY 2019-2020.
Monitoring on the attendance to trainings as aligned in the Faculty Development Plan	Reminded the faculty member to attend trainings and seminar to strengthen their field of specialization	<ul style="list-style-type: none">• Included in the Departmental Meeting• Issued a Department Memo	<ul style="list-style-type: none">• DME Mem No. 04, series of 2020, dated March 5, 2020 – Participation to Workshop for RFID Attendance	<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular	<ul style="list-style-type: none">• The department was able to conduct a workshop for RFID attendance system dated March 5, 2020 with Engr. Ebit

	n		<p>System</p> <ul style="list-style-type: none"> • DME Memo No. 05, series of 2020, dated March 6, 2020 – Attendance to the College-wide Seminar 	<p>Meeting dated March 3, 2020</p>	<p>as the resource speaker</p> <ul style="list-style-type: none"> • Faculty members were able to attend the College wide Seminar on March 6, 2020 as part of the weeklong celebration of CET Week 2020
Monitoring on the submission of Midterm TOS and Questionnaire	Reminded the faculty member on the submission of Midterm TOS and questionnaire before the schedule of Midterm Examination	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 06, series of 2020, dated March 10, 2020 – Submission of Midterm TOS and Questionnaire • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	<p>Notice and Minutes of DME Regular Meeting dated February 6, 2020</p>	<ul style="list-style-type: none"> • The faculty member was able to submit his Midterm TOS and Questionnaire of his subjects handled for the 2nd semester of SY 2019-2020, before the schedule of examination
Monitoring on the performance as academic adviser	Reminded the faculty member on the schedule of academic advising and update the performance and status of their academic advisees	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 07, series of 2020, dated March 10, 2020 – Last Day for Dropping Subjects with no grade of 5.0 	<p>Notice and Minutes of DME Regular Meeting dated February 6, 2020</p>	<ul style="list-style-type: none"> • The faculty was able to remind his academic advisees on the last day of dropping of subjects with no grade of 5.0 • Academic consultation were done during the online

					registration for the 1 st semester of SY 2020 - 2021
Monitoring on the performance as member of Student Research Committee (SRC) of ME Project/OJT Manuscript	Update with the faculty member with the status of completion of their ME Project advisees		DME Memo No. 11, series of 2020, dated June 30, 2020 – Completion of ME Project Requirement		All groups with the faculty member as adviser or member of the SRC were able to submit the approved manuscript as one of the course requirement
Monitoring on the performance as JPSME adviser	Constantly update with the faculty member on the organization's plans and activities	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 03, series of 2020, dated February 24, 2020 – Participation to JPSME Week 2020 	Notice and Minutes of DME Regular Meeting dated February 6, 2020	The JPSME has successfully conducted the JPSME week last February. Other activities scheduled were cancelled because of the class suspensions due to the COVID19 Pandemic
Monitoring on the performance on the preparation of documents and other materials required during ISO Certification	Reminded the faculty member to facilitate the preparation of necessary documents and implementation of activities related to the ISO certification	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 01, series of 2020, dated January 29, 2020 - Reminders for the ISO Certification • DME Memo No. 02, series of 2020, dated February 11, 2020 – Preparation for the ISO 9001:2015 Second Stage External Audit • DME Memo 	<ul style="list-style-type: none"> • Notice and Minutes of DME Regular Meeting dated February 6, 2020 • Notice and Minutes of DME Emergency Meeting dated February 14, 2020 	DME was able to prepare necessary documents and other materials and conduct activities related to the ISO Certification which was done last February 19-20, 2020

			No. 08, series of 2020, dated March 11, 2020 – Implementation of 5S		
Monitoring on the submission of grades before deadline	Reminded the faculty member to submit grades on courses handled for the 2 nd semester SY 2019-2020	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	Notice and Minutes of DME Regular Meeting dated March 3, 2020	The faculty member was able to submit grades of all his courses handled on the 2 nd semester of SY 2019-2020
Monitoring on the Status of Implementation of the Faculty Development Plan	Constantly update with the faculty member on the status of his application for his graduate study	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	As per update, the faculty member already got the data for analysis but is unable to work on thesis due to heavy teaching load. He planned to complete the thesis by Midyear 2020
Monitoring on the Strict Implementation of Work Arrangements and Health and Safety Protocols related to COVID19 Pandemic	Reminded the faculty member on the strict implementation of work arrangements and to follow health and safety protocols related to COVID19 Pandemic	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements • DME Memo No. 10, series of 2020, dated 	Notice and Minutes of DME Emergency Meeting dated March 16, 2020	<ul style="list-style-type: none"> • The faculty member was able to submit outputs as agreed in the weekly work arrangements • Health and safety protocols were implemented in the Department

			March 29, 2020 – Submission of Output for the month of May and Requirements for Processing of the Faculty Clearance		
Coaching					
Class observation and discussion of results of student's evaluation during the previous semester	<ul style="list-style-type: none"> • Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination • Discuss with the faculty member on the result of teaching performance evaluation for the 1st semester of SY 2019-2020 	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> • Conduct of class observation for the 2nd semester of SY 2019-2020 as scheduled after the Midterm Examination was not done because of the class suspension due to the COVID19 Pandemic • Result of the student evaluation was discussed with the faculty member

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

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Noted by:

ROBERTO C. GUARTE
Next Higher Supervisor



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 L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Philip Caesar L. Ebit**

Performance Rating: **Outstanding**

Aim: To finish his Master's Degree in Electrical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBE'dized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

- Constant updates of the status of completion of his MSEE thesis and make plans for possible interventions and assistance.
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Engr. Ebit has gathered data for analysis but was unable to focus on his thesis due to high teaching load assigned.
- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester of SY 2019-2020.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Organized a department based seminar for RFID Attendance which is very helpful to the faculty in checking the attendance of students per courses.
- Attended online Moodle training in preparation for the development of instructional materials for the new normal mode of instruction.

Date: July 2020

Target Date: December 2020

Next Step:

- Reduce the teaching load of the faculty member to be able to have time to work and finish his MSEE thesis
- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Organize a department based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- To continue to recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization

Outcomes:

- Engr. Ebit as MSEE degree holder to strengthen the Department Faculty Qualifications and the RDE Implementation
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant trainings and seminars aligned to his field of specialization

Final Steps / Recommendations:

- After finishing his MSEE degree, Engr. Ebit will be encourage to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Electrical Engineering.

Prepared by:


JUNDY R. CASTIL
Unit Head

Conforme:


PHILIP CAESAR L. EBIT
Name of Ratee