SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Jessie B. Corrales

Program Involvement	Percentage	Numerical Rating	Equivalent
(1)	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.28	
b. Students (50%)		2.28	
TOTAL for Instruc	tion 85%	4.56	3.87
3. Research			
4. Extension			
5. Support to Operations	10%	4.33	0.43
6. Administration	5%	5.00	0.25
TOTAL			4.56

EQUIVALENT NUMERICAL RATING:

4.56

Add: Additional Points, if any:

0

TOTAL NUMERICAL RATING:

4.56

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JESSIE B. CORRALES

Name of Faculty

EPIFANIA G. LORETO

Department Head

Recommending Approval

ROBERTO C. GUART

Dean, CE

Approved by:

BEATRIZ S/BELONIAS

VP for Academic Affairs



Date 09/30/2020



DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

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

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,Jessie B. Corrales, a faculty member of the DEPARTMENT OF CIVIL 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 - June 2020

Approved:

Epifania G. Loreto
Department Head

Date: 09/20/2020

Roberto C Guarte

College Dean

Date: 9/20/2000

						Rating				REMARKS (Indicators in percentage should be
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO	2. HIGHER EDUCATION SERVICE	ES								
OVPI U	JMFO 3. Higher Education Manag	ement Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	40.65	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	10	5	4	5	4.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	22	5	4	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	4	5	4.67	*
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	30	32	5	5	4	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:	Advises, and corrects research outline and thesis/SP manuscript	5	7	4	5	4	4.33	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	13	5	4	5	4.67	

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	1						for July - December accomplishment
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1						
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	4	4	4	4.00	
MFO 3 . RESEARCH SERVICES								41.00	
PI 1. Number of research outputs in	A27. Number of research outputs in the last	Conducts research for possible			+-	+-			
the last three (3) years utilized by the	three (3) years utilized by the industry or by	utilization by industry or other							
industry or by other beneficiaries *	other beneficiaries *	beneficiaries							
MFO 4. EXTENSION SERVICES									
	s A 36. Number of active partnerships with	Identifies and links with probable							
with LGUs, industries, NGOs,	LGUs, industries, NGOs, NGAs, SMEs,	partners for extension activities							
NGAs, SMEs, and other	and other stakeholders facilitated and	and maintains this active							
stakeholders as a result of	maintained	partnership							
extension activities									
MFO 5. SUPPORT TO OPER	ATIONS								
OVPI MFO 4. Program and Instit	utional 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*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	1	non-conformity complied	4	4	4	4.00	
	program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	4	4.67	
MFO 6. General Admin. & Su	pport Services (GASS)								
<u>Pl 2</u> . Zero percent complaint from clients served		Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
Total Over-all Rating							_	54.67	
Average Rating								4.56	
Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 5)	4.56
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.56
ADJECTIVAL RATING	Qutstanding

Comments & Recommendations for Development Purpose:
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Recommending Approval

Dean

Date: 9/20/2020

Approved by:

Vice President for Academic Affairs
Date: (0/4/2020)

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: JESSIE B. CORRALES

Γask	Task Description	Expected Output	Date	Expected	Actual Date	Quality of	Over-all	Remarks/
No.			Assigned	Date to Accomplish	accomplished/ submitted	Output*	assessment of output**	Recommen- dation
1	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	January 2, 2020	January 25, 2020	January 8, 2020	Impressive	Outstanding	Submitted syllabus for all courses assigned
2	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 13, 2020	June 24, 2020			Satisfactory	Prepared teaching manuals but did not submit hard copy
3.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 2, 2020	Within the semester	End of semester	Impressive	Very satisfactory	Prepared PPT but did not submit hard copy
4	Consultation with students	Consultation log book	Start of semester	End of 1 st semester	End of semester	impressive	Outstanding	
5	Submission of Grades	Grades submitted on time		2 weeks after final exam			Very Satisfactory	Submitted on time
6	Preparation for ISO certification	Documents needed for ISO	Jan. 13, 2020	February 19, 2020	February 17, 2020	impressive	outstanding	Submitted needed documents

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

Prepared by:

EPIFANIA G. LORETO Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Jessie B. Corrales</u>
Performance Rating: 4.56 (Outstanding)

Aim: Engr. Jessie B. Corrales as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step:

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

Result:

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2020 Target Date: December 2020

Next Step:

The faculty will continue to implement the newly approved BSCE curriculum.

Outcome:

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted

Final Step/Recommendation:

Engr. Corrales will be sent to his graduate studies in order for him to help in the full implementation of the BSCE curriculum. Similarly, he will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum

Prepared by:

Epifania G. Loreto

Unit Head

Conforme:

Jessie B. Corrales

Name of Ratee Faculty/Staff