

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Jessie B. Corrales

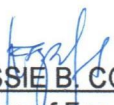
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.28	
b. Students (50%)		2.28	
TOTAL for Instruction	85%	4.56	3.87
3. Research			
4. Extension			
5. Support to Operations	10%	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. GUARTE  
 Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs





**VISAYAS**  
STATE UNIVERSITY



# DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES

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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

Jessie B. Corrales

Instructor I

Date: 09/30/2020

Approved:

Epifania G. Loreto

Department Head

Date: 09/30/2020

Roberto C. Guarte

College Dean

Date: 9/30/2020

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 2. HIGHER EDUCATION SERVICES										
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>	18	40.65	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	9	10	5	4	5	4.67	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	4	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	22	5	4	4	4.33	
		<b>A15.</b> 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	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	32	5	5	4	4.67	
		<b>A17.</b> 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	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	13	5	4	5	4.67	







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	Outstanding

Evaluated & Rated by:

*E. Loreto*  
EPIFANIA G. LORETO

Department Head

Date: 09/20/2020

Recommending Approval

*R. Cuarte*  
ROBERTO C. GUARTE

Dean

Date: 9/20/2020

Comments & Recommendations for Development Purpose:

*He must pursue Master's Degree*

Approved by:

*B. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/6/2020



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **JESSIE B. CORRALES**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
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 <sup>st</sup> 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:

*E. G. Loreto*  
**EPIFANIA G. LORETO**  
 Unit Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Jessie B. Corrales  
Performance Rating: 4.56 (Outstanding)

**Aim:** Engr. Jessie B. Corrales as an effective and efficient implementor of the new OBE-dized 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