



Exhibit K

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

Name of Faculty Member: **Engr. Patrick T. Durotan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	80% <i>40</i>	4.77	3.82 <i>1.91</i>
b. Students (50%)	0 <i>40</i>	4.67	0 <i>1.87</i>
Total for Instruction	80%		3.82 <i>3.78</i>
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		0
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		0
4. Administration	20%	4.75	0.95
5. Production	0		0
TOTAL	100%		4.77 <i>4.73</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.77 *4.73*

0.0

4.77 *4.73*

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

PATRICK T. DUROTAN
Name of Faculty

JUNDY R. CASTIL
Department Head

Recommending Approval:

JANNET C. BENCURE
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, MR. PATRICK T. DUROTAN, 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, 2022.

[Signature]
PATRICK T. DUROTAN
Instructor I
Date: July 8, 2022

Approved:

[Signature]
JUNDY R. CASTIL
Department Head
Date: July 8, 2022

[Signature]
JANNET C. BENCURE
College Dean
Date: July 11, 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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first	A1. Percentage of first time takers that	Handles and teaches courses	61%	54.55%	5	5	4	4.67	Feb 2022: 6 out of 11
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches courses	42	33.6	5	5	5	5.00	MTec 122
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2	5	5	5	5.00	ESci122n (Final Grade Sheet) MTec122 (Final Grade Sheet)
		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							

		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	CET-RDE Workshop and CET-TOS Workshop
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<u>A14</u> . Number of quizzes administered	Prepares and checks quizzes for lec		18	5	5	5	5.00	ESci122n (10 Lab
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<u>PI 8</u> : Number of	<u>A16</u> . Number of students advised:	Acts as academic adviser to students							
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	<u>PI 9</u> : Number of student	<u>A19</u> . Number of Student organizations	Advises student organizations							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of	<u>A 21</u> : Number of on-line course ware	Prepares and submits for review by the							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4	4	4	4.00	ESci122n MTec122
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00	ESci122n MTec122 (6 powerpoint presentations for
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	26	5	5	5	5.00	ESci122n MTec122 (7 exercises for ESci
		<u>A 23</u> : Number of on-line course ware	Submits the course ware duly reviewed							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ESci122n (VSU-EE and Google
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs								
		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 experiential learning activities and other outputs to implement new normal							
		A 27. Number of review sessions conducted	Prepares review materials and conducts review classes for the ME graduating students		10	4	4	4	4.00	5 Classes Conducted 5 Powerpoint materials produced
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 project 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 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 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								
		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							

[illegible]

	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	5	5	5.00	
		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	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent	A 46. Customerly friendly frontline	Provides customer friendly frontline	Zero %	Zero % complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces improvements in							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	4	4	4	4.00	Design, Fabrication and Implementation of mechanically foot-actuated alcohol dispenser
	Total Over-all Rating								4.76	

Average Rating (Total Over-all rating divided by 4)	4.76
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.76
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Continue to be humble. You are a model of a good public servant. Keep up the good works. Please finish your requirements for your MS degree.

Evaluated & Rated by:

JUNDY R. CASTIL
Department Head
Date: July 8, 2022

Recommending Approval

JANNEY C. BENCURE
College Dean, CET
Date: July 11, 2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: July



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Patrick T. Durotan**

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	42	January 2022	December 2022	June 2022	Very impressive	Outstanding	Handled MTec 122 ESci 122n
2	Prepares gradesheet and submits on or before deadline	4	January 2022	December 2022	June 2022	Very impressive	Outstanding	MTec 122 ESci 122n
3	Attend mandated trainings	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	CET-RDE Workshop and CET-TOS Workshop
4	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 124m, MEng 143
5	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci122n MTec122 (6 powerpoint presentations for ESci 122n) (7 powerpoint presentationsv for MTec 122) (1 pdf book for ESci 122n)
6	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci122n MTec122 (7 exercises for ESci 122n) (7 lab assessment for MTec 122 V066) (6 lab assessment for MTec 122 V067) (6 lab

								assessment for MTec 122 V068)
7	Creates virtual classroom using either Moodle or Google Classroom	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci122n (VSU-EE and Google classroom) MTec122 (VSU-EE and Google classroom)
8	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	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
9	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
10	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	June 2022	Very impressive	Outstanding	No complaint received

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Patrick T. Durotan**
Performance Rating: **Outstanding**

Aim: To finish his Master's Degree in Mechanical 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 2022

Target Date: December 2022

First Step:

- Constant updates of the status of completion of his MSME 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 training aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for second semester SY 2021-2022.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

Next Step:

- Reduce the teaching load of the faculty member to be able to have time to work and finish his MSME 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 training and seminars aligned to his field of specialization

Outcomes:

- Engr. Durotan as MSME 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 training and seminars aligned to his field of specialization

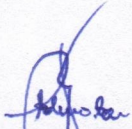
Final Steps / Recommendations:

- After finishing his MSME degree, Engr. Durotan 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 Mechanical Engineering.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:


PATRICK T. DUROTAN
Name of Ratee