



Exhibit K

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

Name of Faculty Member: **Engr. Andrew C. Merafuentes**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.84	2.18
b. Students (50%)	45%	4.50	2.03
Total for Instruction	90%		
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	10%	5.00	0.50
5. Production	0		0
TOTAL	100%		4.70

EQUIVALENT NUMERICAL RATING: 4.70
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ANDREW C. MERAFUENTES
Name of Faculty

Reviewed by:

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**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. ANDREW C. MERA Fuentes, 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 JULY 1 - DECEMBER 31, 2022.

ANDREW C. MERA Fuentes

Instructor I

Date: 01/09/23

Approved:

JUNDY R. CASTIL

Department Head

Date: Jan 9, 2023

JANNET C. BENCURE

College Dean

Date: 10 Jan. 2023

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 time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	Handles and teaches courses assigned	61%	63.64%	5	5	4	4.67	7 out of 11 first time takers passed
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	24	23.25	5	5	4	4.67	57.05 from JAN-DEC
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	7	5	5	5	5.00	(3) ESci 134a (2) MEng 137 (2) Meng 142
		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		39	5	5	5	5.00	(16) ESci 134a (18) MEng 137 (5) MEng 142

	A12 . Number of trainings attended related to instruction	Attend mandated trainings		1	4	5	5	4.67	CET TOS Workshop
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught		9	5	5	4	4.67	(3) MEng 131n (3) MEng 112 (3) MEng 132
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		9	5	5	4	4.67	(3) MEng 131n (3) MEng 112 (3) MEng 132
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		4	5	5	5	5.00	(4) MEng 132
PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	90	54	5	5	4	4.67	144 from JAN-DEC
	A17 . 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	18	10	5	5	4	4.67	30 from JAN-DEC
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		123	5	5	5	5.00	(93) CWTS (30) BSME
PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	PSME VSUSU
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	PSME VSUSU
PI 10 : Number of instructional materials	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	3	3	5	5	5	5.00	MEng 112 MEng 131n MEng 132
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	18	5	5	5	5.00	(6) MEng 112 (6) MEng 131n (6) MEng 132
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	(5) MEng 112 (5) MEng 131n (5) MEng 132
	A 23 : Number of on-line course ware	Submits the course ware duly reviewed							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3	5	5	5	5.00	MEng 112 MEng 131n

	PI 11. Additional outputs	A 25. 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							
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 scienfic 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 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 introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best practice		3	5	5	5	5.00	BSME Student Consultation ME Week
		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								4.87	

Average Rating (Total Over-all rating divided by 4)	4.87
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Keep up the good works. You are a very hard working faculty member. You need this characteristics in your future endeavors in this profession. Do your best in your applications for your graduate studies. Continue practicing excellence in your works.

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: Jan 9, 2023

Recommending Approval

JANNET C. BENCURE

College Dean, CET

Date: 10 Jan. 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 11/6/23



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Andrew C. Merafuentes**

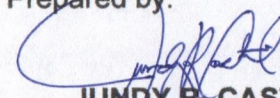
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Handles and teaches courses assigned	24	January 2022	December 2022	December 2022	Very impressive	Outstanding	57.05 Actual FTE
2	Prepares gradesheet and submits on or before deadline	5	January 2022	December 2022	December 2022	Very impressive	Outstanding	7 gradesheets submitted
3	Acts as academic adviser to students	90	January 2022	December 2022	December 2022	Very impressive	Outstanding	Advised 144 students
4	Advises and corrects research outline and thesis/SP manuscript	18	January 2022	December 2022	December 2022	Very impressive	Outstanding	30 students for manuscript consultation
5	Advises student organizations recognized by USOO	1	January 2022	December 2022	December 2022	Very impressive	Outstanding	PSME VSU-SU adviser
6	Assists student organizations in implementing student related activities	1	January 2022	December 2022	December 2022	Very impressive	Outstanding	Mechanical Engineering Week and House Cup 2022
7	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	January 2022	December 2022	December 2022	Very impressive	Outstanding	ESci 134a, MEng 137, MEng 142, MEng 112, MEng 131n, MEng 132
8	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	January 2022	December 2022	December 2022	Very impressive	Outstanding	ESci 134a, MEng 137, MEng 142, MEng 112, MEng 131n, MEng 132

9	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	January 2022	December 2022	December 2022	Very impressive	Outstanding	ESci 134a, MEng 137, MEng 142, MEng 112, MEng 131n, MEng 132
10	Creates virtual classroom using either Moodle or Google Classroom	3	January 2022	December 2022	December 2022	Very impressive	Outstanding	ESci 134a, MEng 137, MEng 142, MEng 112, MEng 131n
11	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	December 2022	Very impressive	Outstanding	Complied to all requirements
12	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	December 2022	Very impressive	Outstanding	Complied to all requirements
13	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	December 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. Andrew C. Merafuentes**

Performance Rating: **Outstanding**

Aim: To be an effective implementer of the new OBEdized 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:

- 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 is able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the Second Semester SY 2021-2022 and First Semester SY 2022-2023.
- Perform his duties and responsibilities as faculty of the Department of Mechanical Engineering.

Next Step:

- Continue monitoring his accomplishments and performance to his committed outputs as reflected in his IPCR
- Participate department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- Recommend the faculty member to attend relevant training and seminars aligned to his field of specialization

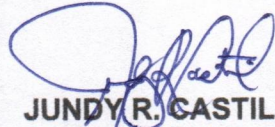
Outcomes:

- 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:

- Engr. Merafuentes will be pursuing his Master of Science in Mechanical Engineering degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:


JUNDY R. CASTIL
Unit Head

Conforme:


ANDREW C. MERAFUENTES
Name of Ratee