

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

Name of Faculty Member: Engr. Martin Jan E. Mercurio

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.00	
TOTAL for Instruction	80%	4.40	3.52
2. Research	20%	4.70	0.94
3. Extension	0%	0.00	0.00
4. Support to Operation	0%	0.00	0.00
5. Administration	0%	0.00	0.00
TOTAL			4.46

*Instructor I- January-June 2018

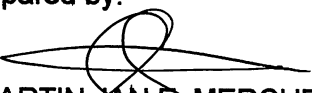
EQUIVALENT NUMERICAL RATING: 4.46

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: Very Satisfactory

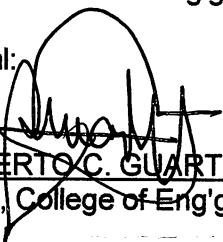
Prepared by:


MARTIN JAN E. MERCURIO
Name of Faculty

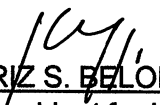
Reviewed by:


DIANA CHRISTA G. MILLOZA
Head, Dept. of Geodetic Eng'g

Recommending Approval:


ROBERTO C. GUARTE
Dean, College of Eng'g

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

PLANT INDUSTRY REPORT NO. 100

PLANT	INDUSTRY	STATUS	REMARKS
1001	1001	1001	1001
1002	1002	1002	1002
1003	1003	1003	1003
1004	1004	1004	1004
1005	1005	1005	1005
1006	1006	1006	1006
1007	1007	1007	1007
1008	1008	1008	1008
1009	1009	1009	1009
1010	1010	1010	1010

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100

PLANT INDUSTRY REPORT NO. 100



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Martin Jan E. Mercurio, of the Department of Geodetic Engineering commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period of January to June 2018.


MARTIN JAN E. MERCURIO
Ratee
Date:

Approved: 
DIANA CHRISTA G. MIDOZA
Department Head
Date:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets January to June 2018	Actual Accomplishment		Rating				Remarks
				% Accomplishment as of June 2018	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education Services										Not Applicable
MFO 2. Higher Education Services										
PI 1. Number of FTE coordinated and implemented	Teaching	Teaches three (3) BSGE subjects equivalent to 8 FTE	8	113.75%	9.1	5	5	5	5.0	GEng 142, GEng 152, GEng 155, GEng 156

[illegible]

New	Preparing/Organizing	Prepare one (1) new syllabi for new offering	1	300.00%	3	5	5	4	4.7	GENg 152, GEng 156, Geng 142
Revised	Reviewing/Revising	Reviews two (2) existing syllabi and revises one (1) syllabus per sem or two (2) in a year	2	150.00%	3	5	4	5	4.7	Geng 111, Geng 142, Geng 152
Instructional Manual										
New	Preparing/Organizing	Prepares and compiles one (1) IM for new offering	1	200.00%	2	5	5	4	4.7	GENg 152, GEng 142
Revised	Reviewing/Revising	Reviews one (1) existing instructional manual and revises two (2) chapters (1 chapters/IM)	1	200.00%	2	5	5	5	5.0	Geng 142, Geng 152
Lab Manual										
Revised	Reviewing/Revising	Reviews 1 existing manual and revises 2 exercises	1	200.00%	2	5	5	4	4.7	Geng 142, Geng 152
Powerpoint										
New (per course)	Preparing	Prepares 1 presentations	1	400.00%	4	5	5	5	5.0	GENg 142, GEng 152, GEng 155, GEng 156

Revised (per course)	Revising	Reviews three (3) existing presentation and revises 1 presentations	1	300.00%	3	5	5	5	5.0	GEng 142, GEng 152, GEng 156
PI 5. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conducts 20 quizzes/assignments, 8 long exams, 6 term exams , 2 practical exams, 20 laboratory exercises or a total of 56 student assessment	56	121.43%	68	5	5	4	4.7	Conducts 24 quizzes/assignments, 10 long exams, 8 term exams , 2 practical exams, 24 laboratory exercises or a total of 68 student assessment
	Assessment of students performance	Checks 20 quizzes/assignments, 8 long exams, 6 term exams , 2 practical exams, 20 laboratory exercises or a total of 56 student assessment	56	121.43%	68	5	5	4	4.7	Checked 24 quizzes/assignments, 10 long exams, 8 term exams , 2 practical exams, 24 laboratory exercises or a total of 68 student assessment
	Assessment of students performance	Computes and submits 3 midterm and 3 final grades	6	133.33%	8	5	5	4	4.7	GEng 142, GEng 152, GEng 155, GEng 156

MFO 5. Support to Operations
MFO 6. General Administration and Support Services (GASS)

PI 8. Zero percent complaint from clients served		No complaint received	0	100.00%	0	5	5	5	5.0	
Number of Performance Indicators Filled-up						19				
Total Overall Rating						90.3				
Average Rating						4.75				
Adjective Rating						O				

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points:		
Punctuality	x	
Approved Additional points (with copy of appro	X	
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDI NG

Comments & Recommendations for
Development Purpose:

Improve teaching performance w/ respect to the students' ratings & comments, & by pursuing graduate studies & attending trainings & seminars

Evaluated and Rated by:

DIANA CRISTINA G. MILLOZA

Head, Dept. of Geodetic Engineering

Date: 25 July, 2018

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Engineering

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average




"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Department of Geodetic Engineering

Head of Office: Diana Christa G. Milloza

Name of Faculty/Staff: Martin Jan E. Mercurio Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Class Observation : The department head conducted class observation of the faculty member once in every semester				The faculty member was informed of the class observation. Class Observation: GEng 152 May 10, 2018
Coaching	<p>The faculty concerned were given feedback by the head regarding the results of the student evaluations with recommendation from the APB;</p> <p>1. Lessen being moody</p> <p>The faculty member was able to identify situations where students considered him to be moody and has assured the department head to be more approachable and learn to adjust the students sometimes; separate personal from professional duties, responsibilities, feelings and emotions; and to be</p>		DGE Memo No. 12		The faculty member was given a copy of the excerpt of APB minutes regarding the student evaluations. He was also given a memo for a one-one coaching.

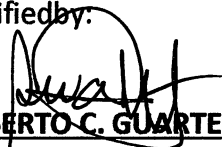
	<p>considerate sometimes, in case-to-case basis</p> <p>2. Don't give exams that has not yet been discussed</p> <p>The faculty admitted to have given some of the topics as reading assignment due to lack of time and that he will try his best next time to cover all the topics and conduct make-up/special classes if necessary</p> <p>3. Explain Lesson Clearly</p> <p>The faculty admitted his lack of expertise in the course he is teaching and has promised to improve his teaching performance especially when it comes to delivering all the required topics clearly. He also mentioned his interest to proceed to graduate studies to improve his performance</p>				
--	--	--	--	--	--

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

Conducted by:


DIANA CHRISTA G. MILLOZA
 Immediate Supervisor

Verified by:


ROBERTO C. GUARTE
 Next/Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Martin Jan E. Mercurio**

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	Teach four (4) professional courses/subjects (GEng 142, GEng152, GEng 155 and GEng 156)	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)	January 2018	May 2018	May 2018	impressive	Very satisfactory	Improve working attitude with respect to students' comments on TPES, Pursue graduate studies and attend trainings and seminars to improve teaching skills
2	Assist students through advising and consultation	Improved student performance	January 2018	May 2018	May 2018	impressive	Outstanding	Provide more interventions for the improvement of students' performance
3	Develop/revise instructional materials	IMs approved by the Dean and if possible by MMDC	January 2018	May 2018	May 2018	Needs improvement	Very satisfactory	For lecture and lab manuals, follow the format prescribed by MMDC.
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	January 2018	May 2018	May 2018	impressive	Outstanding	Maintain submission of grades on time

5	Conduct research project	Annual Report	June 2017	December 2018	-	Needs improvement	Satisfactory	Submit Annual Report on time, present and publish output
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	June 2018	June 2018	impressive	Very satisfactory	Always participate actively in all activities
7	Perform other functions assign by the head, dean and the university	Reports, other documents	January 2018	June 2018	June 2018	impressive	Outstanding	Performs functions duly assigned to him

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

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

Prepared by:


DIANA CHRISTA G. MIRLOZA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Martin Jan E. Mercurio**

Performance Rating: _____

Aim: To earn a master's degree in Geodesy compliant to VSU Rules and Regulations and to the DOST-ERDT Requirements and be a lead person for the implementation of the department's RDE Agenda in his field of specialization.

Proposed Interventions to Improve Performance:

Date: November 2017

Target Date: August 2018

First Step:

The faculty member should initiate in the application for admission for a possible master's degree in Geodesy as specified in the faculty development plan of the department either in the Philippines or abroad. When admitted, the faculty should likewise look for a possible funding agencies/scholarship to support his studies. He will then be recommended by the department personnel committee to pursue his master's degree in a leave with pay status to the President through Academic Personnel Board of the University.

Result:

The faculty member was able to get a scholarship through DOST-ERDT and was able to get a financial support from the university as faculty on-study leave with pay.

Date: August 2018

Target Date: May 2020

Next Step:

The faculty member should enroll as full-time student in his master's degree so he can graduate on time. Furthermore, his research study should be inline of his interest and to the department's RDE Agenda. He should likewise attend trainings, conferences and conventions to strengthen his competencies and qualifications.

Outcome:

The faculty was accepted as full time graduate student in UP Diliman pursuing MS Geomatics Engineering with specialization in Applied Geodesy.

Final Step/Recommendation:

The faculty member after earning the degree should immediately apply for reinstatement to the university and assume higher office when needed, duties and responsibilities especially in instruction, research and extension.

Prepared by:


Diana Christa G. Millaiza
Unit Head

Conforme:


Martin Jan E. Mercurio
Name of Ratee Faculty/Staff