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

EQUIVAL	.ENT	NUMERICAL	RATING:
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4.46

Add: Additional Points, if any:

ADJECTIVAL RATING:

4.46

TOTAL NUMERICAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

MAND MERCURIO

Name of Faculty

Head, Dept. of Geodetic Eng'g

Recommending Approval:

Approved:

Vice President for Instruction

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Visayas State University College of Engineering **Department of Geodetic Engineering**

Visca, Baybay City, 6521-A, Leyte, Philippines

"Exhibit B"

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. MILLOZA

Department Head

Date:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory

2 - Fair

1 - Poor

				Actual	Accomplishment		Ra	ting		
MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets January to June 2018	% Accomplis hment as of June 2018	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
MFO 1. Advanced Education	Services									Not Applicable
MFO 2. Higher Education Ser	vices									
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

PI 2. Number of Academe/Industry linkage established PI 3. Student Advising and Consultation Services Coordinated: Number of hours spent on Advising, Spends six (6) Paul Richar Correos, Consultation. student manuscript lhours Añora, Rodney P., Checking and Editing outline/special problem 133.33% 5 5 4.7 Labrador, Christian Dave, 6 8 4 consultation other BSCE ang BSGE students Consultation/tutorial/ Spends two (2) Number of hours spent on hours per week or student consultation other advising than manuscript 32 hours 109.38% 35 5 5 4 4.7 BSGE and BSCE students 32 outline/special problem consultation advising one (1) Number of organizations Advising 100.00% 5 4 5 4.7 **VSU-GEPSC** 1 1 organization advised Number of student-related Supervising, supervising one activties assisted Monitoring (1) 5 5 4.7 **VSU-GEPSC** 100.00% 4 1 two (2) approved Number of Approved approving of Manuscripts: Añora, manuscripts/ Manuscript submitted within manuscripts/ special 150.00% 5 5 4.7 Labrador; Special Studies: 3 2 special studies the prescribed period studies Correos PI 4. Number of instructional materials developed/revised land utilized: Syllabi

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

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

MFO 3. Research Services										
PI 1. Number of research										
proposals prepared and										
submitted										
PI 2. Amount of research										
proposal prepared and										
submitted for VSU funding										
('000)										
PI 3. Amount of research										
proposal prepared and										
submitted for External Funding			Ì							
('000)						ļ				
PI 4. Number of Research										
Outputs presented in for										
a/conferences										
National										
Regional										
Local										
Institutional										
PI 5. Number of Research	Research project	finished at least								on going study
Projects Conducted and/or		one (1) study		İ						
Completed on Schedule			1	100.00%	1	5	4	5	4.7	
PI 6. Amount of research	Research project	released an								on going study
money generated from VSU		amount of Php	4.5	440.000/	63	5	4	5	4.7	
('000)		45,000.00	45	140.00%	ე ნა	3	4		4.1	
MFO 4. Extension Services										

. .

MFO 5. Support to Operations										
MFO 6. General Administration	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							-	0.3		
Average Rating	Average Rating 4.75									
Adjective Rating								0		

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

Evaluated and Rated by:

DIANA CHRISTA G. MILLOZA

Head, Dept. of Geodetic Engineering

Date: 25 July, 2018

1 - Quality

2 - Efficiency

3 - Timeliness

Recommending Approval.

4 - Average

ROBERTO C. GUARTE

Date!

Dean, College of Engineering

Comments & Recommendations for

Development Purpose:
Improve teaching performance we respect
to the students ratings & comments, &
thy pursuing graduate studies + orthending trainings & seminars

Approved by:

Vice President for Instruction

Date: _____



DEPARTMENT OF GEODETIC ENGINEERING

College of Engineering Visca, Baybay City, Leyte 6521 Website: www.vsu.edu.ph

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
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	4th	E R

Name of Office: Department of Geodetic Engineering

Head of Office: Diana Christa G. Milloza

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

Date:

		MECHANISM				
Activity	Meeting	1711101171		Others (Pls.	Remarks	
Monitoring	One-on-One	Group	Memo	specify)		
Monitoring	Class Observation : The				The faculty	
	department head				member was	
	conducted class				informed of	
	observation of the faculty				the class	
	member once in every semester				observation.	
	Settlestel				Class	
					Observation:	
					GEng 152 May	
					10, 2018	
Coaching	The faculty concerned		DGE		The faculty	
Codeming	were given feedback by		Memo	-	member was	
	the head regarding the		No. 12		given a copy of	
	results of the student				the excerpt of	
	evaluations with				APB minutes	
	recommendation from				regarding the	
	the APB;				student	
					evaluations.	
	1. Lessen being moody				He was also	
					given a memo	
	The faculty member was				for a one-one	
	able to identify situations				coaching.	
	where students					
	considered him to be					
	moody and has assured					
	the department head to					
	be more approachable				/	
	and learn to adjust the					
	students sometimes;				1	
	separate personal from					
	professional duties,					
	responsibilities, feelings					
	and emotions; and to be					

	lameta aamatimaa			
1	derate sometimes,		·	
in case	e-to-case basis			
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has no	ot yet been			
discus	ssed			
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1	as reading			
1 .	ment due to lack of			
1 -	and that he will try			
1	est next time to			
	all the topics and			
1	•			
1	uct make-up/special			
classe	es if necessary			
3. Exp	olain Lesson Clearly			
1 1	aculty admitted his			
lack o	f expertise in the			
course	e he is teaching and			
has pi	romised to improve			
his tea	aching performance			
	ially when it comes			
1	ivering all the			
	red topics clearly.			
1	so mentioned his			
1	est to proceed to			
1 1	ate studies to			
1 -				
Impro	ve his performance			

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

Verifiedby:

Next/Higher Supervisor

Conducted by:

DIANA CHRISTA G. MILLOZA

Immediate Supervisor

OVPI cc:

> **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 accomplish ed	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 improvem ent	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 improvem ent	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:

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	<u> Martin Jan E. Mercurio</u>	
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. Milleza
Unit Head

Conforme:

Martin Jan E Mercurio
Name of Ratee Faculty/Staff