



Exhibit K

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

Name of Faculty Member: **Mr. Mark Anthony S. Arcayan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.61	1.84
b. Students (50%)	40%	4.62	1.85
Total for Instruction	80%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	20%	4.33	0.87
5. Production	0		
TOTAL	100%		4.56

EQUIVALENT NUMERICAL RATING: 4.56
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MARK ANTHONY S. ARCAYAN
Name of Faculty

Reviewed by:

JUNDY R. CASTIL
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



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**DEPARTMENT OF
MECHANICAL
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MR. MARK ANTHONY S. ARCAYAN, 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, 2021.

MARK ANTHONY S. ARCAYAN
Instructor I
Date: July 28, 2021

Approved:

JUNDY R. CASTIL
Department Head
Date: July 28, 2021

ROBERTO C. GUARTE
College Dean
Date: July 28, 2021

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										
	<u>PI 1.</u> Percentage of first time licensure exam takers that pass the licensure exams	<u>A1.</u> Percentage of first time takers that passed the licensure exams	<i>Handles and teaches courses assigned</i>	61%						Licensure Examination for Mechanical Engineers scheduled on February 2021 was cancelled due to the COVID 19 pandemic.
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	22.8	5	4	4	4.33	A093 ESci 122n - Computer-Aided Drafting A094 ESci 122n - Computer-Aided Drafting A100 ESci 122n - Computer-Aided Drafting

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		3	5	5	4	4.67	ESci 110m - Pre-Calculus for
	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		13	5	5	4	4.67	INC: Esci 110m - 4 ESci 114 - 4 MTEC 121 - 5
	A12. Number of trainings attended related to instruction	Attend mandated trainings							
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		8	5	5	4	4.67	ESci 110m - 3 ESci 114 - 4
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		18	5	5	4	4.67	ESci 110m - 11 MTEC 121 - 7
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		11	5	5	4	4.67	Lap Reports: ESci 114 - 4
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students							
	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	26	26	5	5	5	5.00	On-the-Job Training
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	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	1	1	5	4	4	4.33	MTEC 121 - Workshop Theory and Practice
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	74	5	4	4	4.33	Lecture Videos: Esci 110m - 31 ESci 114 - 29 MTEC 121 - 5
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	4	4	4.33	ESci 110m ESci 114 MTEc 121
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	AACUP Accreditation Level 1
		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 year *	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 (2%) *	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 fora/conferences	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 (research conducted by faculty or student w/ faculty)								

		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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership								
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer								
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects								
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services								
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
		Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	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	4	4	4.33	
		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	4	4	4.33	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 12. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	4	4	4.33	
	PI 13: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		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								63.67	

Average Rating (Total Over-all rating divided by 4)	4.55
Additional Points:	
Approved additional points (with copy of approval)	0
FINAL RATING	4.55
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Encouraged to search for trainings and seminars aligned to area of interest.

Evaluated & Rated by:

JUNDY R. CASTIL
Department Head
Date: July 28, 2021

Recommending Approval

ROBERTO C. GUARTE
College Dean, CET
Date: July 28, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/28/21



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Mr. Mark Anthony S. Arcayan**

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	18	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Handled ESci 122n (3 sections)
2	Advises and corrects research outline and thesis/SP manuscript	26	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Advises OJT students
3	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared IMs for MTec 121
4	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared videos for MTec 121
5	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Prepared exams for MTec 121
6	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	January 2021	June 2021	April 2021	Impressive	Very satisfactory	Prepared documents for AACCUP Accreditation Level 1 BSME Program
7	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 2021	June 2021	June 2021	Impressive	Very satisfactory	Complied to ISO requirements
8	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2021	June 2021	June 2021	Impressive	Very satisfactory	Complied to ISO requirements
9	Provides customer friendly frontline services to clients	Zero complaint	January 2021	June 2021	June 2021	Impressive	Very satisfactory	No complaints received

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



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"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

x	1 st	Q U A R T E R
x	2 nd	
	3 rd	
	4 th	

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Mr. Mark Anthony S. Arcayan **Signature:**  **Date:** July 20, 2021

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
I. Monitoring					
Submission of Final Grade for 1 st Semester SY 2020-2021	N.A.	Meeting was conducted on March 2, 2021	DME Memo No. 5, s. 2021	N.A.	Faculty was able to submit final grades for 1 st semester SY 2020-2021
Preparation for AACUP Level I Accreditation for the BSME Program	N.A.	Meetings were conducted on January 6, 2021, January 12, 2021, February 9, 2021, April 9, 2021	DME Memo No. 6 & 7, s. 2021	N.A.	Series of meetings and internal online accreditation were conducted before the external online accreditation held on April 2021.
Target setting for 2021	N.A.	Meetings were conducted on January 6, 2021, February 9, 2021	N.A.	N.A.	Submitted targets for 2021 through OPCR-IPCR
Submission of TOS for final examination for 1 st Semester SY 2020-2021	N.A.	Meeting was conducted on February 9, 2021	N.A.	N.A.	Faculty was able to submit TOS for 1 st semester SY 2020-2021
Submission of Syllabi for 2 nd Semester SY 2020-2021	N.A.	Meetings were conducted on February 9, 2021, March 2, 2021	N.A.	N.A.	Faculty was able to submit syllabi for 2 nd semester SY 2020-2021
Completion of INCs for 1 st Semester SY 2020-2021 prerequisite for courses taken	N.A.	Meetings were conducted on May 10, 2021, June 9, 2021	N.A.	N.A.	Faculty submitted completion of student's INCs

this 2 nd Semester SY 2020-2021					
Submission of TOS for midterm examination for 2 nd Semester SY 2020-2021	N.A.	Meeting was conducted on May 10, 2021	N.A.	N.A.	Faculty was able to submit TOS for 2 nd semester SY 2020-2021
Submission of Midterm Grade for 2 nd Semester SY 2020-2021	N.A.	Meeting was conducted on May 10, 2021		N.A.	Faculty was encouraged to submit midterm grades for 2 nd semester SY 2020- 2021
Coaching					
Class observation and discussion of results of student's evaluation during the previous semester	<ul style="list-style-type: none"> • Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination • Discussed with the faculty member on the result of teaching performance evaluation for the 1st semester of SY 2020-2021 	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting	<ul style="list-style-type: none"> • Conduct of class observation for the 1st semester of SY 2020-2021 as scheduled after the Midterm Examination was not done • Result of the student evaluation was discussed with the faculty member

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

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Noted by:

ROBERTO C. GUARTE
Next Higher Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mr. Mark Anthoy S. Arcayan**

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 2021

Target Date: December 2021

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 trainings 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 the second semester SY 2020-2021 and first semester SY 2021-2022.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

Next Step:

- 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 trainings 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 trainings and seminars aligned to his field of specialization

Final Steps / Recommendations:

- Mr. Arcayan will be taking the mechanical engineering licensure examination as per the Faculty Development Program.

Prepared by:


JUNDY R. CASTIL
Unit Head

Conforme:


MARK ANTHONY S. ARCAYAN
Name of Ratee