

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Rianel April A. Palo

Program Involvement (1)	Percentage (2)	Numerical Rating (3)	Equivalent (2x3)
1. Instruction			
a. Head/Dean (50%)		2.49	
b. Students (50%)		2.00	
TOTAL for Instruction	95% 90	4.49	4.27 4.04 9.
2. Research			
3. Extension	5%	5.00	0.25
4. Administration & Support to Operation	5%	4.92	0.25
5. Production			
TOTAL			4.76 4.54 9.

*Instructor I - January 1, 2023 to December 31, 2023

EQUIVALENT NUMERICAL RATING:

4.76 4.54

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.76 4.54 9.

ADJECTIVAL RATING:

Outstanding

Prepared by:


RIANEL APRIL A. PALO
Instructor I

Recommending Approval:


JANNET C. BENCURE
Head, DGE & Dean, CET

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

Visca, Baybay City, Leyte, Philippines
Telephone No.: (053) 565-0600 (loc 1027)
Email Address: dge@vsu.edu.ph
Website: <https://www.vsu.edu.ph>

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RIANEL APRIL A. PALO, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING, commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1, 2023 - December 31, 2023**.

Approved:

Rianel Palo
RIANEL APRIL A. PALO
Instructor I
Date: *01/18/2024*

Jannet C. Bencure
JANNET C. BENCURE
Head DGE & Dean CET
Date: *01/20/2024*

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							

		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							

	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	13.2 <i>13.2</i> 50.30	5	5	5	5.00	GEng114, EC133, GEng 146, GEng 145, GEng 127, GEng 113, ESci 122
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	14	5	5	5	5.00	GEng200a (1), GEng200b(1), GEng111 (2), ESci121n (1); GEng 114(2); EC 133 (1); GEng 145 (1); GEng 127 (2); GEng 113 (2); ESci 122 (1)
		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		5	5	5	5	5.00	GEng200b- Suhillo, Ordiz, Gayrama, Julve, Quitan
		A12. Number of trainings attended related to instruction	Attend mandated trainings	4	2	5	5	5	5.00	Training-Workshop on OBE CQI, Transform AEC Projects with GIS and BIM
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	25	49	5	5	5	5.00	GEng111(8), ESci 121n (4), EC133(4), GEng 114 (12), GEng146 (1); GEng 145 (6); GEng 127 (6); GEng 113 (6); ESci 122 (2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	42	5	5	5	5.00	GEng111(3), ESci121n(2), GEng114(6), EC133(5); GEng 145 (6); GEng 127 (10); GEng 113 (10)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	24	5	5	5	5.00	EC133 (11), GEng 114(6), GEng 145 (7)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							

		A17 . Number of students advised on thesis/ field practice/special problem:		10	22	5	5	5	5.00	Field Practice (11), Special Study Adviser (11)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	8	6	5	5	4	4.67	BJEspanido, DYcong, YBJulve, MAMibulos, LAlonso , CVIsrael
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	BLGay, PRABlen, MJAndo, MPuzon
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	50	5	5	5	5.00	Student advising, special study advising and students under my course
	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							
		Flexible instructional materials								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	46	5	5	5	5.00	GEng 111 (3), ESci 121n (2), GEng114 (6), EC133 (6); GEng 145 (6); GEng 127 (8); GEng 113 (10); ESci 122 (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	49	5	5	5	5.00	GEng114 (3), EC133(3); GEng111(8), ESci 121n (4), EC133(4), GEng 114 (12), GEng146 (1); GEng 145 (6); GEng 127 (6); GEng 113 (6); ESci 122 (2)

		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	2	5	5	5	5	5.00	Geng 114, EC133, GEng 127, GEng 113, ESci 122
	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							
		Number of trainings attended related to instruction	Attends training related to instruction		2	5	5	5	5.00	OBE CQI Training Workshop, Transform AEC Projects with GIS and BIM
		Number of trainings attended related to	Reviews curriculum for approval from VSU and		1	5	5	5	5.00	BSGE Curriculum
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 or project 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 scientific fora/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 (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific papers 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	10						
	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	Convenor/Organizer			1	5	5	5	5.00	GEC x GISC 2023 (Area Congress for Regions 6, 7, and 8)
	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	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							
		On program accreditations								
		On institutional accreditations								

		Additional Outputs								
		Number of Minutes of the Meetings prepared	As department secretary		12	5	5	4	4.67	DGE Monthly regular and special meetings
		Number of regular, special and committee meetings attended	As department secretary, faculty member		12	5	5	5	5.00	DGE regular monthly meetings (6), special meeting (1)
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	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	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								104.33	
	Average Rating								4.97	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			104.33
Additional Points:			
Approved Additional points (with copy of Approval)			
FINAL RATING			104.33
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

- Please secure / complete your graduate study.

Evaluated & Rated by:


JANNET C. BENCURE

DGE Head and CET Dean

Date: 01/20/2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/24/24

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Rianel April A. Palo**

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 professional/basic courses/subjects (GEng 114, EC 133, GEng 146, GEng 145, GEng 127, GEng 113, ESci 122)	Assessment and students' grade per course taught	August 2023	December 2023	December 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	August 2023	December 2023	December 2023	impressive	Outstanding	
3	Develop/revise syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	July 2023	August 2023	August 2023	impressive	Very Satisfactory	
		On-line course ware developed and submitted	August 2023	December 2023	December 2023	impressive	Outstanding	Has uploaded supplemental materials like lab exercise and videos in VSUEE
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	August 2023	December 2023	December 2023	impressive	Outstanding	Submitted grades online and hard copy


5	Participate in all activities conducted by the department, college and the university	<p>CET Strategic Planning and RDE Agenda Setting Workshop 2023</p> <p>Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE</p> <p>Celebration of CET Week 2023</p> <p>Training on UAV Operation</p> <p>Training-Workshop on OBE CQI</p> <p>Transform AEC Projects with GIS and BIM</p> <p>ISO 9001:2015 Awareness & Re-awareness Webinar</p>	January - December 2023	January - December 2023	January - December 2023	impressive	Outstanding	Participated in all activities conducted by the department, college and the university
6	Perform other functions assign by the head, dean and the university	Member, DGE Social, Cultural	January - Decesmber 2023	January - December 2023	January - December 2023	impressive	Outstanding	

		and Sports Committee						
		Department Secretary						
		Alternate Deputy Document and Records Controller						
		Member, Department Quality Assurance Committee						
		Member, Department Disaster Response Team						

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

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

Prepared by:


JANNET C. BENCURE
 Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rianel April A. Palo

Performance Rating: _____

Aim: Engr. Palo as an effective and efficient implementor of the new OBE'dized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided in the new CMO 89, s. of 2017 and the department's RDEI Agenda in his field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: December 2023

First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. Mentoring on making OBE instructional materials. Likewise, she should attend training, conferences, and conventions to strengthen her competencies and qualifications.

Next Step:

Re-orientation on Outcomes-Based Education principles, provisions of the new typical Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017. She should likewise be mentored and adopt the teaching strategies.

Outcome:

Finalize and submit instructional materials such as Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus under the minimum requirements provided by the CMO 89, s. 2017 and the university. The faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities are implemented through attending training, seminars, and conferences—Furthermore, Engr. Palo should finish her MS Degree in line with the new Faculty Development Plan of the department.

Final Step/Recommendation:

Recommend Engr. Palo to finish her MS degree.

Prepared by:


JANNET C. BENCURE

Head, Dept. of Geodetic Engineering

Conforme:


RIANEL APRIL A. PALO
Name of Ratee Faculty