



**Exhibit K**

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


Name of Faculty Member: **Engr. 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%)	45%	4.90	2.21
b. Students (50%)	45%	4.25	1.91
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%	4.25	0.43
5. Production	0		
TOTAL	100%		4.54

EQUIVALENT NUMERICAL RATING: 4.54  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**MARK ANTHONY S. ARCAYAN**  
Name of Faculty

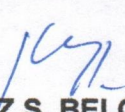
Reviewed by:

  
**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. 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 JULY 1 - DECEMBER 31, 2022.

**MARK ANTHONY S. ARCAYAN**

Instructor I

Date: 01/13/23

Approved:

**JUNDY R. CASTIL**

Department Head

Date: Jan 13, 2023

**JANNET C. BENCURE**

College Dean

Date: 1/13/23

MFO No.	Description of MFO's/FAPs	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 Successfully Passed the Board Exam)
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	24	62.65%	5	5	5	5.00	Esci 123, Esci 110, Esci 131, MEng 144-1 (22.70) from JAN-JUNE
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	23	5	5	5	5.00	(3) Esci 110 (3) Esci 131
		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		21	5	5	5	5.00	(7) Esci 122 (3) MEng 143 (11) from JAN-JUN



		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings		6	5	5	5	5.00	OPCR-IPCR Workshop
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught		12	5	5	5	5.00	(2) Esci 114 (1) Esci 123
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		26	5	5	5	5.00	(4) Esci 114 (3) Esci 131 (4) Esci 123 (2) MEng 144 (4) Esci 110 (9) from JAN-JUN
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		10	5	5	5	5.00	(5) Esci 114 (5) from JAN-JUN
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	87	96	5	5	4	4.67	BSME 2nd Year
		<b>A17</b> . 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	13	36	5	5	4	4.67	(2) ABE Students (10) ME Students
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		210	5	5	5	5.00	(2) ABE Students (85) CWTS
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	4	4.67	VSU Robotics
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1	5	5	4	4.67	VSU Robotics
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	2	8	5	5	5	5.00	(5) Esci 114 (3) from JAN-JUN
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	85	5	5	5	5.00	(14) Esci 114 (9) Esci 131 (2) Esci 123 (1) MEng 144
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	38	5	5	5	5.00	(6) Esci 114 (5) Esci 123 (3) MEng 144
		<b>A 23</b> : 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							



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	(1) Esci 114 (1) MEng 144
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								







	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	4	4	4	4.00	
		<b>A 45.</b> 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	4	4	4	4.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	4	4	4	4.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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		3	5	5	5	5.00	BSME Student Consultation ME Week Celebration CET Wide Sportfest Participation
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								<b>4.78</b>	

<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.78</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.78</b>

**Comments & Recommendations for Development Purpose:**

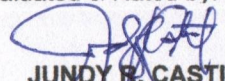
A very hardworking faculty. Continue practicing excellence in your daily engagement. You are advised to prepare for your graduate studies in a reputable institution.



ADJECTIVAL RATING


Outstanding

Evaluated & Rated by:

  
**JUNDY R. CASTIL**  
Department Head

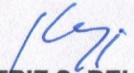
Date: Jan. 13, 2023

Recommending Approval

  
**JANNET C. BENCURE**  
College Dean, CET

Date: 1/13/23

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: 1/16/23





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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. 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	24	January 2022	December 2022	December 2022	Very impressive	Outstanding	Actual FTE is 62.55
2	Prepares gradesheet and submits on or before deadline	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	Submitted 23 grade sheets
3	Acts as academic adviser to students	87	January 2022	December 2022	December 2022	Very impressive	Outstanding	96 students advised as academic adviser
4	Advises and corrects research outline and thesis/SP manuscript	18	January 2022	December 2022	December 2022	Very impressive	Outstanding	36 students advised as SRC
5	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	8 IMs prepared
6	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	85 presentations prepared
7	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	January 2022	December 2022	December 2022	Very impressive	Outstanding	38 assessment tools prepared
8	Creates virtual classroom using either Moodle or Google Classroom	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	4 virtual classrooms created
9	Ensures that all the QMS core processes of the university are complied with in the	zero non-conformity	January 2022	December 2022	December 2022	Very impressive	Outstanding	Complied to all requirements

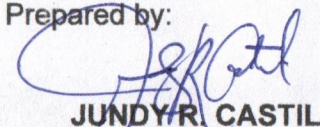


	performance of his/her functions as faculty member							
10	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	December 2022	Very impressive	Outstanding	Complied to all requirements
11	Provides customer friendly 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





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Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. 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 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 was 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.
- 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 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. Arcayan will be pursuing his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:

  
**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**MARK ANTHONY S. ARCAYAN**  
Name of Ratee