SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Juztine Jane L. Rebuyas

Program Involvement (1)	**Percentage Weight of Involvement**	**Numerical Rating** (Rating x %)	**Equivalent Numerical Rating**
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	2.35	
b. Students (50%)	50%	2.50	
TOTAL for Instruction	100%	4.85	4.85
2. Research			0.00
3. Extension			0.00
4. Support to Operation			
5. Administration			0.00
TOTAL			4.85

*Instructor I- July-December 2018

EQUIVALENT NUMERICAL RATING: 4.85
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

JUZTINE JANE L. REBUYAS
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

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, Juztine Jane L. Rebuyas, 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 July to December 2018.

JUZTINE JANE L. REBUYAS
Ratee
Date:

Approved:
DIANA CHRISTA G. MILLOZA
Department Head
Date:

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

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets July to December 2018	Actual Accomplishment		Rating				Remarks
				% Accomplishment as of December 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 five (5) BSGE subjects	5	561.00%	28.05	5	5	4	4.7	ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161
PI 2. Number of Academe/Industry linkage established										

PI 3. Student Advising and Consultation Services Coordinated:										
Number of hours spent on student manuscript outline/special problem consultation	Advising, Consultation, Checking and Editing	Spends five (5) hours per sem	5	140.00%	7	5	5	4	4.7	Keanu Jay Galgo, Klaryse Astillo, Vince Hove Valenzona, Mara Grace Ampoloquio, Jan Ross Cormanes, Francisco Elan
Number of hours spent on student consultation other than manuscript outline/special problem consultation	Consultation/tutorial	Spends four (4) hours per week or 72 hours per sem	72	104.17%	75	5	5	5	5.0	student of ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161
Number of organizations advised	Advising									
Number of student-related activties assisted	Supervising, Monitoring									
Number of Approved Manuscript submitted within the prescribed period										
PI 4. Number of instructional materials developed/revised and utilized:										
Syllabi										
New	Preparing/Organizing	Prepare one (1) new syllabi for new offering	1	200.00%	2	5	5	4	4.7	ESci 112n, GEng 145
Revised	Reviewing/Revising	Revise two (2) syllabus	2	100.00%	2	5	5	4	4.7	GEng 161, GEng 135

Instructional Manual										
New	Preparing/Organizing									
Revised	Reviewing/Revising									
Lab Manual										
Revised	Reviewing/Revising									
Powerpoint										
New (per course)	Preparing	Prepares 1 presentations	1	200.00%	2	5	5	4	4.7	ESci 122n, GEng 135
Revised (per course)	Revising	Reviews two (1) existing presentation and revises 1 presentations	1	100.00%	1	5	5	4	4.7	ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161
PI 5. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conducts ten (10) laboratory exercises, two (1) practical exam, nine (9) quizzes, six (6) long exams, three (3) term exams	29	162.07%	47	5	5	5	5.0	ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161
	Assessment of students performance	Checks ten (10) laboratory exercises, two (1) practical exam, nine (9) quizzes, six (6) long exams, three (3) term exams	29	162.07%	47	5	5	4	4.7	ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161

	Assessment of students performance	Computes and submits 5 final grades	5	100.00%	5	5	5	3	4.3	Midterm and Final Gradesheets on the following subjects; ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161
MFO 3. Research Services										
MFO 4. Extension Services										
MFO 5. Support to Operations										
MFO 6. General Administration and Support Services (GASS)										
Number of Performance Indicators Filled-up							**10**			
Total Overall Rating							**47.0**			
Average Rating							**4.70**			
Adjective Rating							**O**			

Average Rating (Total Over-all rating divided by 4)				**47.00**
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				**4.70**
ADJECTIVAL RATING				

Comments & Recommendations for Development Purpose:

- Attend trainings & seminars
- Conduct research & extension projects

Evaluated and Rated by:

DIANA CHRISTA G. MILLOZA
Head, Dept. of Geodetic Engineering
Date: 28 January, 2019

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 I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Juztine Jane L. Rebuyas**

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 five (5) professional/basic courses/subjects (ESci 112n, GEng 145, GEng 157, GEng 135, GEng 161)	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)	August 2018	December 2018	Early of December 2018	impressive	Outstanding	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	August 2018	December 2018	December 2018	impressive	Outstanding	Provide more interventions for the improvement of students' performance
3	Develop/revise syllabus and instructional materials	Syllabus and IMs approved by the Dean and IMs approved by MMDC	August 2018	December 2018	December 2018	Needs improvement	Very satisfactory	Should develop lecture and lab manuals, following the format prescribed by MMDC.
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	August 2018	December 2018		Needs improvement	Very satisfactory	Maintain submission of grades on time

5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2018			impressive	Very satisfactory	Always participate actively in all activities
6	Perform other functions assign by the head, dean and the university	OJT Coordinator	August 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. MHILOZA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Juztine Jane L. Rebuyas**
Performance Rating: 4.85 (O)

Aim: To finish her master's degree in Geomatics Engineering 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 her field of specialization.

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: August 2019

First Step:

The faculty member should finish her master's degree to focus on her responsibilities as instructor in the department.

Result:

The faculty is currently conducting her research study which is in line with her interest and to the department's RDE Agenda. She has reinstated back to VSU on June 2018 while still conducting her research study. She is expected to finish her Master's degree on August 2019

Date: August 2019 Target Date: December 2019

Next Step:

The faculty member after earning the degree, will assume her duties and responsibilities in the department especially in instruction, research and extension.

Outcome:

The department will have a stronger manpower to support the offering of BS Geodetic Engineering program, and in the implementation of research and extension activities of the department.

Final Step/Recommendation:

The faculty member should attend trainings. seminars and workshops to strengthen her competencies and qualifications. Also, it is highly recommended that, the faculty member proposes possible research and extension projects which is in line with her field of interest and to the university's RDE Agenda.

Prepared by:

Diana Christa G. Milloza
Unit Head

Conforme:

Juztine Jane L. Rebuyas
Name of Ratee Faculty/Staff