

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Hanzel N. Mejia


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.24	
b. Students (50%)		2.26	
TOTAL for Instruction	75%	4.50	3.37
3. Research	5%	5.00	0.25
4. Extension	5%	4.83	0.24
5. Support to Operations	10%	4.00	0.40
6. Administration	5%	5.00	0.25
TOTAL			4.51

EQUIVALENT NUMERICAL RATING: 4.51  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


  
HANZEL N. MEJIA  
 Name of Faculty

  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
 Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs



# VISAYAS

STATE UNIVERSITY



## DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES


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### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Hanzel N. Mejia, a faculty member of the DEPARTMENT OF CIVIL 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 - June 2020

  
**Hanzel N. Mejia**  
 Instructor I  
 Date: 09/20/2020

Approved:  
  
**Epifania G. Loreto**  
 Department Head  
 Date: 09/20/2020

  
**Roberto C. Guarate**  
 College Dean  
 Date: 9/20/2020

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 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	12	25.9	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	4	4	4.33	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	8	5	4	4	4.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	4	4	4	4.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	48	5	4	4	4.33	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	35	4	4	4	4.00	
		A17. Number of students advised on thesis/ field practice/special problem:		5	9	4	5	4	4.33	



		<u>A18</u> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	7	20	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<u>A19</u> : Number of Student organizations advised	Advises student organizations recognized by USSO	1	2	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<u>A 21</u> : 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	4	5	4	4.33	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	4	4.67	
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	4	5	4.67	
	<b>PI 11.</b> Additional outputs	<u>A 25.</u> 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	4	4.67	
									62.67	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	1	5	5	5	5.00	
<b>UMFO 4. EXTENSION SERVICES</b>										

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	Implementes duly approved extension projects	1	1	5	5	4	4.67	
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	1	1	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
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	1	zero non-conformity	4	4	4	4.00	
	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	1	100% compliant	4	4	4	4.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	Zero % complaint	5	5	5	5.00	
<b>Total Over-all Rating</b>								90.33	
<b>Average Rating</b>								4.52	
<b>Adjectival Rating</b>								Outstanding	

Average Rating (Total Over-all rating divided by 5)	4.52
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.52
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:  
*He must have industry-immersion.*

Evaluated & Rated by:

*E. Loreto*  
**EPIFANIA G. LORETO**

Department Head

Date: *09/20/2020*

Recommending Approval

*Roberto C. Guarte*  
**ROBERTO C. GUARTE**

Dean

Date: *9/20/2020*

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *10/6/2020*



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **HANZEL N. MEJIA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	January 2, 2020	January 25, 2020	January 24, 2020	Impressive	Outstanding	Submitted syllabus for all courses assigned
2	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 13, 2020	June 24, 2020			Satisfactory	Prepared teaching manuals but did not submit hard copy
3.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 2, 2020	Within the semester	End of semester	Impressive	Very satisfactory	Prepared PPT but did not submit hard copy
4	Consultation with students	Consultation log book	Start of semester	End of 1 <sup>st</sup> semester	End of semester	impressive	Outstanding	
5	Submission of Grades	Grades submitted on time		2 weeks after final exam			Outstanding	Submitted on time
6	Preparation for ISO certification	Documents needed for ISO	Jan. 13, 2020	February 19, 2020	February 17, 2020	impressive	Very Satisfactory	Submitted needed documents
7	Implementation of Extension Activity	Trainings conducted	February 2020	June 2020			Very Satisfactory	

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

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

Prepared by:

*E. P. Loreto***EPIFANIA G. LORETO**

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Hanzel N. Mejia  
Performance Rating: 4.51 (Outstanding)

**Aim:** Engr. Hanzel N. Mejia as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

**First Step:**

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. He should likewise attend trainings, conferences, and conventions to strengthen his competencies and qualifications.

**Result:**

The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects.

Date: July 2020 Target Date: December 2020

**Next Step:**

The faculty will continue to implement the newly approved BSCE curriculum.

**Outcome:**

An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted

**Final Step/Recommendation:**

Engr. Mejia upon completion of his doctoral degree can help in the full implementation of the BSCE curriculum. He can also help in the attainment of the program outcomes by helping in the conduct of regular Continuous Quality improvement.

Prepared by:

  
**Epifania G. Loreto**  
Unit Head

Conforme:

 HNM20-03  
**Hanzel N. Mejia**  
Name of Ratee Faculty/Staff