



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%)	40%	4.39	1.76
b. Students (50%)	40%	4.33	1.73
Total for Instruction	80%		3.49
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	20%	5.00	1.00
5. Production	0		0
TOTAL	100%		4.49

EQUIVALENT NUMERICAL RATING: 4.49
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.49

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:

MARK ANTHONY S. ARCAYAN
Name of Faculty

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, 2021.

MARK ANTHONY S. ARCAYAN

Instructor I

Date: April 25, 2022

Approved:

JUNDY R. CASTIL

Department Head

Date: April 27, 2022

JANNET C. BENCURE

College Dean

Date: April 28, 2022

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										
	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%		5	5	5	5.00	No licensure exam scheduled for the period
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	20.35	5	5	5	5.00	3 sections each for MEng 124n, MEng 111e, and MEng 144-1
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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	4	4.67	Students in SY 2020-2021 First Sem and Second Sem
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	3	3	3	3.00	

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught		3	4	4	4	4.00	One Long exam per sections
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		10	4	4	4	4.00	6 - MEng 124n, 2 - MEng 111e, and 2 - MEng 144-1
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	76	92	5	5	5	5.00	1st Year BSME Student
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		5	5	5	4	4.67	ME Project Subject
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		5	5	5	4	4.67	ME Project Subject
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		45	5	5	4	4.67	5 - ME Project Subject, 30 - MEng 111e, and 10 for MEng 124n
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		77	4	4	4	4.00	14 for MEng 111e, 12 for MEng 144-1, and 51 for MEng 124n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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		3	4	4	4	4.00	MEng 124n, MEng 144-1, and MEng
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<u>A 26.</u> 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										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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							
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<u>PI 3.</u> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> 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>								
	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<u>A 33.</u> 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							

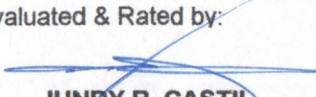
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION 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	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	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								
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	Zero % complaint	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 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								4.54	

Average Rating (Total Over-all rating divided by 4)	4.54
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.54
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Encourage to search for trainings and seminars aligned to area on interest. Process application for admission for graduate study.

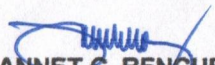
Evaluated & Rated by:


JUNDY R. CASTIL

Department Head

Date: April 27, 2022

Recommending Approval


JANNET C. BENCURE

College Dean, CET

Date: April 28, 2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: April 26, 2022



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STATE UNIVERSITY



**DEPARTMENT OF
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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	December 2021	December 2021	Impressive	Very satisfactory	Handled 3 sections each for MEng 124n, MEng 111e, and MEng 144-1
2	Attend mandated trainings	1	January 2021	December 2021	N.A.	Needs improvement	unsatisfactory	Have not attended trainings
3	Acts as academic adviser to students	76	January 2021	December 2021	December 2021	Impressive	Very satisfactory	1st Year BSME Students
4	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	December 2021	December 2021	Impressive	Very satisfactory	Complied to ISO requirements
5	Provides customer friendly frontline services to clients	Zero complaint	January 2021	December 2021	December 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



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 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