SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.76	
b. Students (0%)		0.00	
TOTAL for Instruction	100%	4.76	4.76
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	0%	0.00	0.00
5. Production	0%	0.00	0.00
TOTAL			4.76

*Instructor I - August 16, 2021 to December 31, 2021
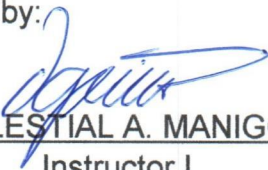
EQUIVALENT NUMERICAL RATING: 4.76
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:

CELESTIAL A. MANIGO
Instructor I

Reviewed by:

JANNET C. BENCURE
Head, DGE

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CELESTIAL A. MANIGO, a faculty member of the <u>DEPARTMENT OF GEODETIC ENGINEERING</u> commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **August 16 to December 31, 2021.**

Approved:

CELESTIAL A. MANIGO	**JANNET C. BENCURE**	**JANNET C. BENCURE**
Instructor I	Department Head	College Dean
Date: Dec 10, 2021	Date: 13 Dec 2021	Date: 13 Dec 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> 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 manuscript							
		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:	A 8. Other outputs implementing the new normal due to covid 19	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	18	20.5	5	5	5	5.00	GEng 145n, GEng 137, GEng 143n
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	4	4.67	GEng 145n, GEng 137, GEng 143n
	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							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	In-house Training for the VSUEE Learning, OBE Syllabus and TOS

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	9	9	5	5	4	4.67	GEng 137, GEng 143n
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviser to students	0	51	5	5	5	5.00	BSGE students
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	BSGE students
	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							
	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	7	7	5	5	4	4.67	GEng 145n, GEng 137, GEng 143n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	30	30	5	5	4	4.67	GEng 145n, GEng 137, GEng 143n

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	26	26	5	5	4	4.67	GEng 145n, GEng 137, GEng 143n
		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 Moddle or Google Classroom	3	3	5	5	4	4.67	GEng 145n, GEng 137, GEng 143n
	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		2	5	5	4	4.67	BSGE AACCUP Level III, Area 5 and Area 7
		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							
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 oroject 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 scienfic for a/conferences							

		In int'l fora/conferences										
		In nat'l/regional fora/conferences										
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of 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										
		A 33. 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	Implementes 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 (extn. 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 theQMS 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							

		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		100% compliant					
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint						
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 performfing 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									66.67	
Average Rating									4.76	
Adjectival Rating									O	

Average Rating (Total Over-all rating divided by 4)		4.76	
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.76	
ADJECTIVAL RATING		OUTSTANDING	

Comments and Recommendations for Development Purposes:

Pursue graduate study.
Conduct research & extension.
projects.

Evaluated & Rated by:

JANNET C. BENCURE
Department Head
Date: 13 Dec 2021

Recommending Approval

JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 13 Dec 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 14 Dec 2021

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Celestial A. Manigo**
Performance Rating: _____

Aim: Engr. Celestial A. Manigo as an effective and efficient implementor of the new OBEdized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017 and the department's RDEI Agenda in her field of specialization.

Proposed Interventions to Improve Performance:

Date: August 2021   Target Date: December 2021

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. 2017 will be given. She should likewise attend trainings, conferences, and conventions to strengthen her competencies and qualifications.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual trainings, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

Finalize and submit Instructional Materials such as the Student Learning Guide (Module) and Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities will be implemented by attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:

Engr. Manigo should attend training, seminars, and workshops to strengthen her competencies and qualifications. It is also highly recommended that the faculty will pursue her masters degree next year.

Prepared by:

Jannet C.Bencure
Head, Dept. of Geodetic Engineering

Conforme:

Celestial A. Manigo
Name of Ratee Faculty