



**Exhibit K**

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

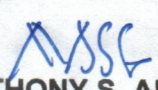
Name of Faculty Member: **Engr. Mark Anthony S. Arcayan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.79	1.92
b. Students (50%)	40%	4.67	1.87
Total for Instruction	80%		3.79
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		
4. Administration	20%	5.00	1.00
5. Production	0		
TOTAL	100%		4.79

EQUIVALENT NUMERICAL RATING: 4.79  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: Outstanding

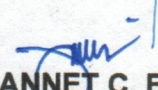
Prepared by:

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


Reviewed by:

  
**RONARD G. PAÑA**  
Department Head

Recommending Approval:

  
**JANNET C. BENCURE**  
College Dean

Approved:

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



"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 accomplishments in accordance with the indicated measures for the period JULY 1 TO DECEMBER 31, 2023.

  
MARK ANTHONY S. ARCAYAN

Instructor I

Date: Jan. 18, 2024

Approved:

  
RONARD G. PANA

Department Head

Date: Jan. 18, 2024

  
JANNET C. BENCURE

College Dean

Date: Jan. 18, 2024

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%	74.80%	5	5	4	4.67	Feb. 2023 - 27 of 31 (87.10%) Aug. 2023 - 5 of 8 (62.50%)
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	A3. Provide support to RQAT compliance for BSME Program	Follow the CMO for BSME program	100%	100%	5	5	4	4.67	Assigned area: Research and Extension
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations	AACCUP Level I	100%	100%	5	5	5	5.00	effective until April 2024
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	34	82.40	5	5	4	4.67	2nd Sem AY 2022-2023 - 34.40 1st Sem AY 2023-2024 - 48
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		9	5	4	4	4.33	1st Sem AY 2022-2023 - 5 2nd Sem AY 2022-2023 - 4



		<b>A11. Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		60	5	5	4	4.67	MEng 144-1 - 58 MEng 143 - 1 ESci 124 - 1
		<b>A12. Number of trainings attended related to instruction</b>	Attend mandated trainings	1	1	5	5	5	5.00	CQI training
		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught		39	5	5	5	5.00	2nd Sem AY 2022-2023 - 8 1st Sem AY 2023-2024 - 31 ESci 110m - 6 ESci 123m - 7 ESci 131n - 7 MEng 124n - 7 MEng 156n - 4
		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab		58	5	5	5	5.00	2nd Sem AY 2022-2023 - 27 1st Sem AY 2023-2024 - 31 ESci 110m - 6 ESci 123m - 7 ESci 131n - 7 MEng 124n - 7 MEng 156n - 4
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required		21	5	5	5	5.00	2nd Sem AY 2022-2023 - 9 1st SEM AY 2023-2024 - 12 MEng 125 - 7 ME Research - 2 MEng 156n - 3
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>	<i>Acts as academic adviser to students</i>	87	87	5	5	5	5.00	1st Sem and 2nd Sem AY 2022-2023 1st SEM AY 2023-2024
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								



		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	14	5	5	4	4.67	2nd Sem AY 2022-2023 - 5 1st Sem AY 2023-2024 - 9 ME Research - 7 ABE Research - 2
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	9	18	5	5	5	5.00	2nd Sem AY 2022-2023 - 9 1st Sem AY 2023-2024 - 9 ME Research - 7 ABE Research - 2
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	101	110	5	5	5	5.00	2nd year BSME students - 87 2nd Sem AY 2022-2023 - 14 1st Sem AY 2023-2024 - 9 ME Research - 7 ABE Research - 2
	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	5	4	4	4.33	VSU Robotics
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		83	5	5	5	5.00	2nd Sem AY 2022-2023 - 30 1st Sem AY 2023-2024 - 53 ESci 110 - 19 ESci 123 - 7 ESci 131 - 7 MEng 124n - 10 video clips - 10
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	66	5	5	5	5.00	2nd Sem AY 2022 - 2023 - 35 1st Sem AY 2023 -



		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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 Moddle or Google Classroom	6	12	5	4	4	4.33	1st Sem AY 2022-2023 - 5 2nd Sem AY 2022-2023 - 4 1st Sem AY 2023-2024 - 3
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								4.79
		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 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 scienfic 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 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>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert	<b>A 40.</b> 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								
	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							
<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	100%	100%	5	5	5	5.00	Complaint to ISO requirements
		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								
<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	100%	100%	5	5	5	5.00	No complaint received
	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							



		<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>101.00</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>4.81</b>
<b>Additional Points:</b>	
<b>Approved additional points (with copy of approval)</b>	
<b>FINAL RATING</b>	<b>4.81</b>
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>

**Comments & Recommendations for Development Purpose:**

- Proceed with his MS studies
- Propose and conduct research
- Attend trainings, conferences, and fora

Evaluated & Rated by:

**RONARD G. PAÑA**

Department Head

Date: Jan. 18, 2024

Recommending Approval

**JANNET C. BENCURE**

College Dean, CET

Date: Jan. 18, 2024

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 01/22/24





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF MECHANICAL  
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Email: dme@vsu.edu.ph

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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Mark Anthony S. Arcayan**

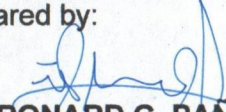
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Handles and teaches courses assigned	34	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Exceeds target
2	Attend mandated training	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Attended CQI training
3	Acts as academic adviser to students	87	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Consultation of BSME students
4	Advises, and corrects research outline and thesis/SP manuscript	14	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	SRC to students taking ME and ABE Research
5	Entertains students consulting on subject taught, thesis and grades	101	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Consultation of BSME students
6	Advises student organizations recognized by DSO	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Acts as adviser
7	Assists student organizations in implementing student related activities	1	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Provided assistance to VSU Robotics activities
8	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Exceeds target preparation of assessment tools
9	Creates virtual classroom using either Moodle or Google Classroom	6	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Created virtual classrooms
10	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	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	Complied to all requirements
11	Provides customer friendly frontline services to clients	Zero % complaint	Jan 2023	Dec 2023	Dec 2023	Impressive	Very satisfactory	No complaint received



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

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

Prepared by:



**RONARD G. PANA**  
Department 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 2024

**Target Date:** December 2024

#### **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 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:

  
**RONARD G. PAÑA**  
Unit Head

Conforme:

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