

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Marcelo T. Abrera, Jr.


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.42	
b. Students (50%)		2.39	
TOTAL for Instruction	85%	4.81	4.09
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	5%	5.00	0.25
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


MARCELO T. ABRERA, JR.
 Name of Faculty


EPIFANIA G. LORETO
 Department Head

Recommending Approval:


ROBERTO C. GUARTE
 Dean, CET

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs



Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marcelo T. Abrera, Jr., 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 - December 2021

Marcelo T. Abrera, Jr.
 Instructor I
 Date: July 21, 2021

Approved:
Epifania G. Loreto
 Department Head
 Date: 7/21/2021

Roberto C. Guarte
 College Dean
 Date: 7/22/2021

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	30.6	5	4	5	4.67	as of 2nd Sem, AY: 2020-2021
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	5	5	5	5.00	
		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	0	1	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	5	5	5	5.00	

	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	6	5	5	5	5.00	
	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	40	40	5	5	5	5.00	
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	4	4	4	5	4.33	
	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	12	4	5	4	4.33	
PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
	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	2	2	4	5	5	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	2	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	6	5	5	5	5.00	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	

	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	1	1	4	5	5	4.67
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00

UMFO 5. SUPPORT TO OPERATIONS

	OVPA 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	1	1	5	5	5	5.00

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		100%	5	5	5	5.00
Number of Performance Indicators Filled-up						18			
Total Over-all Rating						87.67			
Average Rating						4.870			
Adjectival Rating						Outstanding			

Average Rating (Total Over-all rating divided by 5)	4.870
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.870
ADJECTIVAL RATING	Outstanding


Comments & Recommendations for Development Purpose:

To finish his thesis

Evaluated & Rated by:


EPIFANIA G. LORETO
Department Head
Date: July 21, 2021

Recommending Approval


ROBERTO C. GUARTE
Dean, College of Engineering and Technology
Date: 7/21/2021

Approved by:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/26/2021

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MARCELO T. ABRERA JR.**

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	December 2020	January 2021	January 21, 2021	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	January, 2021	March 31, 2021	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	January, 2021	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation of TOS	TOS with exam	February 1, 2021	February 8, 2021	Within the semester	Impressive	Outstanding	Prepared TOS in 1 st semester, 2020-2021
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for AACCUP	Documents for AACCUP	February, 2021	Before November 2021	In progress	impressive	Satisfactory	No documents collected yet

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

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

Prepared by:


EPIFANIA G. LORETO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marcelo T. Abrera Jr.

Performance Rating: 4.870 (Outstanding)

Aim: Engr. Marcelo T. Abrera, Jr. as an effective and efficient implementor of the new OBE-dized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

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 2021 Target Date: December 2021

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. Abrera upon completion of his master's 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:


Marcelo T. Abrera Jr.
Name of Ratee Faculty/Staff