DEPARTMENT OF MECHANICAL ENGINEERING
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Telefax: (053) 565-0600 local 1029
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VISAYAS STATE UNIVERSITY

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%	4.25	1.70
b. Students (50%)	40%	4.93	1.97
Total for Instruction	80%		3.67
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%	4.33	0.87
5. Production	0		
TOTAL	100%		4.54

EQUIVALENT NUMERICAL RATING: 4.54
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.54
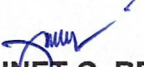
ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:

MARK ANTHONY S. ARCAYAN   **VIC ANGELO L. IMPAS**
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

ROTACIO S. GRAVOSO
Vice President, Academic Affairs

VISAYAS STATE UNIVERSITY

DEPARTMENT OF MECHANICAL ENGINEERING

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 JANUARY 1 - JUNE 30, 2024.

Approved:

MARK ANTHONY S. ARCAYAN
Instructor I
Date: July 8, 2024

VIC ANGELO L. IMPAS
Department Head
Date: July 9, 2024

JANNET C. BENCURE
College Dean
Date: July 11, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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*	60%	92%	5	4	4	4.33	Feb 2024 - 23/25
	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%	85%	5	4	4	4.33	on-going compliance
	PI 4. Percentage of undergraduate programs with accreditations	**A4.** Percentage of undergraduate programs with accreditations	*Prepares AACCUP Level II documents*	100%	85%	5	4	4	4.33	Area IV In-charge
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	70	24.8	5	4	4	4.33	2nd Sem AY 2023-2024

PI	Activity	Description							Remarks
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	8	5	4	4	4.33	ESci 110m-2, ESci 123m-1, ESci 124m-2, MEng 124n-1, MEng 199a-1, MEng 199b-1
	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	54	5	4	4	4.33	ESci 131n-35, MEng 124n-19
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	CommTECH Camp Insight 2024, Indonesia
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	8	5	4	4	4.33	ESci 110m-2, ESci 123m-2, ESci 124m-2, MEng 124n-2
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	24	5	4	4	4.33	ESci 110m-8, ESci 123m-7, ESci 124m-5, MEng 124n-4
	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*	87	159	4	4	4	4.00	Batch 2021-66, Batch 2020-48, Batch 2019-45
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	4	4	4.33	BSME-2, BSABE-1
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	4	5	4	4	4.33	BSME-3, BSABE-1
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	101	165	5	4	4	4.33	Academic Advisees-159, Student Research Advisees-6
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*		1	4	4	4	4.00	VSU Robotics Society
	A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*		1	4	4	4	4.00	VSU Robotics Society
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		132	5	4	4	4.33	ESci 110m-20 PPTs, 40 videos; ESci 123m-7 PPTs, 3 videos; ESci 124m-4 PPTs, 35 videos; MEng 124n-16 PPTs, 6 videos
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	47	5	4	4	4.33	ESci 110m-18, ESci 123m-16, ESci 124m-7, MEng 124n-6
		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		1	4	4	4	4.00	MEng 124n
	PI 11. Additional outputs	A 25. Number of Additional outputs								
		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	1	1	4	4	4	4.00	Erovoutika Electronics Robotics Automation
		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	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	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	**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									
	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								
	A 3.Number of research proposal submitted/endorsed for funding	Submits research proposal with funding								
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	**A 37**. Number of trainees weighted by	Conducts trainings among								
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	**A 39**. Percentage of beneficiaries who	Provides quality and relevant training								
PI 5. *Number of technical/expert*	**A 40** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries								
Research	*Research Mentor*									
Peer	*Peer reviewers/Panelists*									
Resource Persons	*Resource Persons*									
	Convenor/Organizer									

	Consultancy *Evaluator*	Consultant *Evaluator*								
	PI 7. Number of extension proposal submitted	**A 41.** Number of extension proposal submitted	Submits extension project proposals							
	PI 8. Percent of extension proposals approved *	**A 42.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs	**A 43.** No. of extension-related awards								
		A 44. 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,	**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	80%	100%	5	4	4	4.33	complied, no NC
		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	80%	100%	5	4	4	4.33	complied
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent	**A 46.** Customerly friendly frontline	Provides customer friendly frontline	100%	100%	5	4	4	4.33	no complaint
	PI 3: Additional Outputs	**A 47.** Number of /new initiatives	Initiates/introduces improvements in							
		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								93.67	

Average Rating (Total Over-all rating divided by 4)	4.26	
Additional Points:		
Approved additional points (with copy of approval)		
FINAL RATING	4.26	
ADJECTIVAL RATING	**Very Satisfactory**	

Comments & Recommendations for Development Purpose:
- Create and propose a research topic
- Pursue MS degree
- Publish research outputs

Evaluated & Rated by:

VIC ANGELO L. IMPAS
Department Head
Date: July 9, 2024

Recommending Approval

JANNET C. BENCURE
College Dean, CET
Date: July 11, 2024

Approved by

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: July 30, 2024

DEPARTMENT OF MECHANICAL ENGINEERING
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VISAYAS
STATE UNIVERSITY

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
x	1st	U
x	2nd	A R
	3rd	T E
	4th	R

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Vic Angelo L. Impas
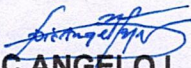
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
I. Monitoring					
Submission of printed copy of grade sheets for 1st semester AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty in-charge were able to submit grade sheets for the 1st Sem of AY 2023-2024
Preparation for the AACCUP Level II Accreditation	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	Area in-charge gives updates on their preparation of documents
Submission of syllabus in all courses	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were able to submit syllabus on the courses assigned to them
Assigning of teaching load for 2nd Sem AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were assigned with teaching load for preparation of syllabus
Preparation for the Hard hatting Ceremony	None	Agenda for DME Regular Meeting dated May 6, 2024	None	None	All faculty were assigned with specific area task for the preparation of the event.
Conduct of TPES per faculty per courses	None	Agenda for DME Regular meeting dated May 2024	None	None	All faculty were able to conduct TPES
Conduct of CQI every end of semester	None	Agenda for DME Regular Meeting dated May 8, 2023	None	None	All faculty were required to conduct CQI
Coaching					
Attendance to training, conference and seminars					All faculty and staff were recommended to attend training for development

Completion of MS degree						Faculty are encouraged to finish their degree as soon as possible

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

VIC ANGELO L. IMPAS
Immediate Supervisor

Noted by:

JANNET C. BENCURE
Next Higher Supervisor

VISAYAS STATE UNIVERSITY

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA-TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2nd sem 2023-2024 and 1st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		60% completed
PI 3: Average percentage passing in licensure exam	Monitor students taking licensure exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BSME students	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No official list of graduates yet
PI 7: Number of academe/industry linkages established	Establish linkages to the industry	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		15 companies
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist PSME VSU SU student organization	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BSME graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Only 10 out of 22 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT requirements for the BSME program	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		For on-site visit
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Subjected to AACCUP Level II
PI 20: Number of	Submit application	Dept. Head	Jan.-		On-		Waiting for

programs applying for COPC	for COCP	& Faculty	Dec. 2024		going	on-site visit by CHED
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		All courses has an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	All faculty were able to submit IFW
PI 29: Number of OJT MOUs prepared	Prepare and submit MOA for OJT	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	DIPC facilitated signing of MOA
PI 30: Number of student interns deployed and monitored	Monitor students for OJT	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	Continual monitoring

MFO 3. Research Services

PI 1. Number of published papers in internationally indexed journals	Publish papers n internationally indexed journals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished

MFO 4. Extension Services

PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	To be accomplished

MFO 5. Support to Operations

PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going monitoring of Engr. Castil, Engr. Merafuentes and Engr. Durotan
PI 2: Number of faculty granted with external scholarships	Faculty was approved for external	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	Engr. Castil and Engr. Merafuentes

	scholarship						has external scholarships
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Engr. Durotan availed fellowship grant
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		9 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire two (2) new faculty	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Has requested for posting of faculty
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		All faculty were rated at least VS
PI 6: Number of in-house seminars/ training/ workshops/ reviews conducted/ attended	Conduct/ attend in-house training	Dept. Head & Faculty	Jan.- Dec. 2024		Completed		Attended CQI workshop by CET
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP Level I accredited	Dept. Head & Faculty	Jan.- Dec. 2024	Completed			BSME is AACCUP Level I accredited
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.- Dec. 2024	Completed			Attended the AACCUP program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		No NC and OFI pending
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.- Dec. 2024	Completed			Submitted under general fund
PI 3. Number of coaching sessions	Conduct coaching among faculty and	Dept. Head & Faculty	Jan.- Dec.		On-going		

among faculty & staff	staff			2024			
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Conducted 5 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DME office	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		DME is supervised by designated head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		833 documents acted (417% accomplished versus target)
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		8 out of 9 faculty and staff complied
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Department head submits monthly accomplishment (100%)

Prepared by:

VIC ANGELO L. IMPAS
Department Head

VISAYAS
STATE UNIVERSITY

Exhibit I

PERFORMANCE MONITORING FORM

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

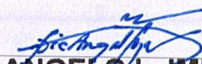| Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Handles and teaches courses assigned	70	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 24.8
2	Prepares AACCUP Level II documents	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Very satisfactory	currently preparing for accreditation on July 2024
3	Prepares gradesheet and submits on or before deadline	3	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 8
4	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 54
5	Attend mandated training	1	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	Attended 1 training
6	Administers and checks long examination for subjects taught	5	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 8
7	Prepares and checks quizzes for lec and lab	5	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 24
8	Acts as academic adviser to students	87	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	159 students
9	Advises, and corrects research outline and thesis/SP manuscript	3	Jan. 2024	Dec. 2024	June 2024	Very impressive	Very satisfactory	2nd Sem AY 2023-2024: 3
10	Advises and corrects research outline and thesis/SP manuscript	1	Jan. 2024	Dec. 2024	June 2024	Very impressive	Very satisfactory	2nd Sem AY 2023-2024: 4
11	Entertains students consulting on subject taught, thesis and grades	101	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 165
12	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	2nd Sem AY 2023-2024: 47

13	Coordinates with potential firms and maintain linkages with firms willing to accept OJT students from VSU	1	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	1 company
14	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	80%	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	No NC and OFI pending
15	Prepares required documents and complies all requirements as prescribed in the accreditation tools	80%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Very satisfactory	currently preparing for accreditation on July 2024
16	Provides customer friendly frontline services to clients	100%	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	No complaint received

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VIC ANGELO L. IMPAS
Department Head

Exhibit L

DEPARTMENT OF MECHANICAL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES
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Email: dme@vsu.edu.ph
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VISAYAS STATE UNIVERSITY

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
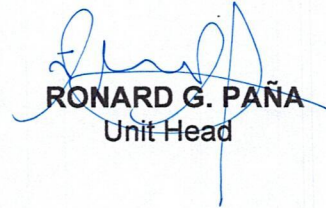
Outcomes:

- 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

VISAYAS
STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
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TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: ARCAYAN, MARK ANTHONY ..

Department: Dept. of Mechanical Engineering

College: College of Engineering and Technology

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	5.00	Outstanding	100.0%
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	5.00	Outstanding	100.0%
ESci 110	PRE-CALCULUS FOR ENGINEERS	LEC	5.00	Outstanding	100.0%
ESci 123	STATICS OF RIGID BODIES / ENGINEERING MECHANICS I	LEC	5.00	Outstanding	100.0%
ESci 123	STATICS OF RIGID BODIES / ENGINEERING MECHANICS I	LEC	5.00	Outstanding	100.0%
ESci 123	STATICS OF RIGID BODIES / ENGINEERING MECHANICS I	LEC	5.00	Outstanding	100.0%
MEng 199a	MECHANICAL ENGINEERING PROJECT STUDY 1	LAB	4.00	Very Satisfactory	80.0%
MEng 124n	ADVANCED MATHEMATICS FOR MECHANICAL ENGINEERING	LEC	5.00	Outstanding	100.0%
MEng 156	MANUFACTURING AND INDUSTRIAL PROCESSES WITH PLANT VISITS	LEC	5.00	Outstanding	100.0%
MEng 156	MANUFACTURING AND INDUSTRIAL PROCESSES WITH PLANT VISITS	LAB	5.00	Outstanding	100.0%
MEng 199b	MECHANICAL ENGINEERING PROJECT STUDY 2	LAB	5.00	Outstanding	100.0%
ESci 131n	ENGINEERING ECONOMY	LEC	5.00	Outstanding	100.0%
ESci 131n	ENGINEERING ECONOMY	LEC	5.00	Outstanding	100.0%
ESci 131n	ENGINEERING ECONOMY	LEC	5.00	Outstanding	100.0%
	Average Rating		4.93	Outstanding	98.57%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 08, 2024

Received by:

ARCAYAN, MARK ANTHONY ..
Name and Signature of Faculty
Date: _____
Distribution of copies: ODIE, College, Department, Faculty

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 08, 2024

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.