



**Exhibit K**

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

Name of Faculty Member: **Engr. Patrick T. Durotan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.65	2.09
b. Students (50%)	45%	4.67	2.10
Total for Instruction	90%		
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	10%	5.00	0.50
5. Production	0		0
TOTAL	100%		4.69

EQUIVALENT NUMERICAL RATING: 4.69  
Add: Additional Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**PATRICK T. DUROTAN**  
Name of Faculty

Reviewed by:

**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

**JANNET C. BENCURE**  
College Dean

Approved:

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





**VISAYAS**  
STATE UNIVERSITY



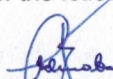
**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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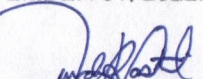
"Exhibit B"

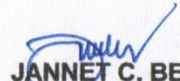
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MR. PATRICK T. DUROTAN, 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, 2022.

  
**PATRICK T. DUROTAN**  
Instructor I  
Date: Jan. 9, 2023

Approved:

  
**JUNDY R. CASTIL**  
Department Head  
Date: Jan 9, 2023

  
**JANNET C. BENCURE**  
College Dean  
Date: 10 Jan. 2023

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%	63.64%	5	5	5	5.00	7 out of 11 (First Time Takers Successfully Passed the Board Exam)
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	21	28.65	5	5	5	5.00	MTec 121, MEng 134, ESci 113
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	3	5	5	4	4.67	MTec 121, MEng 134, ESci 113
		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	2	5	5	5	5.00	TOS Workshop Syllabus Workshop



		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught		7	5	5	5	5.00	3 Exams for MTec 121 - Workshop 2 Exams for ESci 113 - Calculus 2 2 Exams for MEng 134 - Comp. Applications
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		11	5	5	5	5.00	6 Quizzes for MTec 121 5 Quizzes for ESci 113
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		3	5	4	5	4.67	3 laboratory reports for MTec 121
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students							
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	9	5	4	4	4	4.00	MEng 199 Advisees
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	10	4	4	4	4.00	MEng 199
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		5	5	5	4	4.67	1 for ESci 113 4 for MEng 199
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	4	4.67	3 for MTec 121
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00	7 for ESci 113 5 for MEng 134 2 for MTec 121
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	18	5	5	5	5.00	9 for MTec 121 7 for ESci 113 2 for MEng 134
		<b>A 23</b> : 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							



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	3 VSUEE classroom for MEng 134, MTec 121 and Esci 113 1 Google classroom for MTec 121
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	0	3	3	3	3.00	No new established linkages
		<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 oroject 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								



[illegible]



<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.70</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.70</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

Evaluated & Rated by:

  
**JUNDY R. CASTIL**

Department Head

Date: Jan 9, 2023

Recommending Approval

  
**JANNET C. BENCURE**

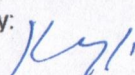
College Dean, CET

Date: 10 Jan. 2023

**Comments & Recommendations for Development Purpose:**

Continue to be humble. You are a model of a good public servant.  
Keep up the good works. Please finish your requirements for your MS degree.

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 11/6/23





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Patrick T. Durotan**

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	21	January 2022	December 2022	December 2022	Very impressive	Outstanding	Total of 28.65 actual FTE
2	Prepares gradesheet and submits on or before deadline	6	January 2022	December 2022	December 2022	Very impressive	Outstanding	Submitted for 5 subjects
3	Attend mandated trainings	1	January 2022	December 2022	December 2022	Very impressive	Outstanding	Attended 2 training
4	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	Prepared for 3 subjects
5	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	Prepared 14 presentations
6	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	January 2022	December 2022	December 2022	Very impressive	Outstanding	Prepared 18 assessment tools
7	Creates virtual classroom using either Moodle or Google Classroom	2	January 2022	December 2022	December 2022	Very impressive	Outstanding	Created 4 virtual classrooms
8	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 2022	December 2022	December 2022	Very impressive	Outstanding	Complied to all requirements

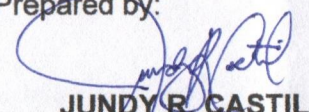


9	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	December 2022	Very impressive	Outstanding	Complied to all requirements
10	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	December 2022	Very impressive	Outstanding	No complaint 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. Patrick T. Durotan**

Performance Rating: **Outstanding**

**Aim:** To finish his Master's Degree in Mechanical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and 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 2022

**Target Date:** December 2022

#### First Step:

- Constant updates of the status of completion of his MSME thesis and make plans for possible interventions and assistance.
- 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 Second Semester SY 2021-2022 and First Semester SY 2022-2023.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

#### Next Step:

- Reduce the teaching load of the faculty member to be able to have time to work and finish his MSME thesis
- 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:**

- Engr. Durotan as MSME degree holder to strengthen the Department Faculty Qualifications and the RDE Implementation
- 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:**

- After finishing his MSME degree, Engr. Durotan will be encourage to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Mechanical Engineering.

Prepared by:

  
**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**PATRICK T. DUROTAN**  
Name of Ratee