SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Hanzel N. Mejia

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.81	
b. Students (0% -no TPES yet, reinstated from study leave Jan. 2, 2024)		0.00	
TOTAL for Instruction	100%	4.81	4.81
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			4.81

^{*}Instructor I - January 2, 2024 to June 30, 2024

EQUIVALENT NUMERICAL RATING:	4.8
Add: Additional Points, if any:	

TOTAL NUMERICAL RATING:

Outstanding

Prepared by:

ADJECTIVAL RATING:

Reviewed by:

HANZEL MEJIA

Instructor I

EPIFANIA G. LORETO

Head, DCE

Recommending Approval:

JANNET C. BENCURE Dean, CET

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HANZEL N. MEJIA, a faculty member of the <u>DEPARTMENT OF CIVIL ENGINEERING</u> commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for **January 1**, **2024 - June 30**, **2024.**

HANZEL N. MEJIA

Instructor

Date: July 23, 2024

Approved:

EPIFANIA G. LORETO

Department Head

Date: July 23, 2024

MFO	Description of	Success/	Tasks Assigned				Ra	ating		REMARKS (Indicators
No.	MFO's/PAPs	Performance Indicators (PI)		Target	Actual Accomplish ment	Quality	Eficiency	Timeliness	Average	in percentage should be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SE	RVICES								
OVPA/	MFO 2. Graduate Student Ma	nagement Services								
	implemented & monitored*		Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *		Acts as academic adviser to graduate students					- 1 - T		

A3. Number of students advised on thesis/special problem/dissertation Advises and corrects research outline and As GAC Chairman thesis/SP/dissertation manuscript Advises and corrects research outline and AS GAC Member thesis/SP/dissertation manuscript Entertains students A4. Number of students entertained for consultation seeking consultation with faculty purposes Converts the existing PI 9: Number of instructional A5. Number of on-line ready instructional materials materials developed * coursewares developed and into flexible learning submitted for review systems Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof Prepares Power Point presentation, video clips, Supplemental learning movie clips, reading resources assignments depending on course taught Prepares assessment tools such as long exam, Assessment tools quizzes, problems sets, etc. Submits the course ware A 6: Number of on-line course duly reviewed by TRP ware reviewed by TRP & for editing by MMDC edited by MMDC editor editor

		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<u>Pl 10</u> . 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 SERVI	CES								
OVPAA	UMFO 3. Higher Education Ma	anagement Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	21.2	5	5	5	5.00	CEng 114, CEng 141n
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5.00	CEng 114 (2), CEng 141n (2)
		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							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	CEng 114 (3), CEng 141n (3)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	4	4.67	CEng 114 (5), CEng 141n (5)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	80	5	5	4	4.67	CEng 141n (80)
	PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviserto students	30						none within the period of evaluation

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	A17 . Number of students								
	advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	1	5	5	4	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	6						none within the period o evaluation
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	7	5	5	4	4.67	subject matter and CE Project
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 activities		7,					
PI 10: Number of instructional materials developed *		Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Course Syllabus	Prepares syllabus for assigned course	2	2	5	5	4	4.67	CEng 114, CEng 141n

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	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	4	5	5	5	5.00	CEng 114 (2), CEng 141n(2)
	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							
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							
	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									

- 66

Conducts research for PI1. Number of research outputs in A27. Number of research possible utilization by the last three (3) years utilized by outputs in the last three (3) years utilized by the industry or industry or other the industry or by other by other beneficiaries * beneficiaries beneficiaries * Conducts and completes A 28. Number of research PI 2. Number of research outputs research oroject within outputs completed within the completed within the year * year * the year Writes publishable PI 3. Percentage of research A 29. Percentage of research materials out of research outputs published in internationally- outputs published in internationally-refereed or outputs and submits for referred or CHED recognized CHED recognized journal publication journal within the year (2%) * within the year In refereed int'l journals In refereed nat'l/regional journals A 30. Number of research Prepares, submits and PI 4. Number of research outputs presents research paper presented in regional/national/ int'l outputs presented in regional/national/ int'l in scienfic for fora/conferences fora/conferences * a/conferences In int'l fora/conferences In nat'l/regional fora/conferences Prepares research proposals, submits and A 31. Percentage of of PI 5. Percent of research proposals follows up its approval for research proposals prepared, approved * immediate submitted and approved implementation PI 6. Additional outputs* A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) Acts as peer reviewer of A 33. Number of journal iournal articles/scientific articles/scientific paper papers, reviews the paper received and received and reviewed as returns duly reviewed peer-reviewer paper

	submitted to ITSO, VSU A 35.Other outputs implementing the new normal	Prepares and submits application for UM of technology generated out of research output Designs research related activities and other outputs to implement				
		new normal		\vdash	 -	
4. EXTENSION SERVICES				+-+	 	
NGAs, SMEs, and other stakeholders as a result of	partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	Identifies and links with probable partners for extension activities and maintains this active partnership				
 by the length of training		Conducts trainings among beneficiaries of technologies for transfer				
programs organized and supported		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	beneficiaries who rated the	Provides quality and relevant training courses and advisory services				
 PI 5. Number of technical/expert services	<u>A 40</u> . 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					

· 64

	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 OPERATION	ONS							
	OVPAA MFO 4. Program a	nd Institutional Accredi							
	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					
		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		100% compliant					
		On institutional accreditations							
UMFO	6. General Admin. & Support S	ervices (GASS)				\neg	\neg		
700	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly	Provides customer friendly frontline services to clients	Zero % complaint					

4 6

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				
	due to covid 19	Designs administration/managem ent related activities and other outputs to implement new normal				
Number of Performance	Indicators Filled-up			9		
Total Over-all Rating				43.33		
Average Rating				4.81		
Adjectival Rating				0		

Average Rating (Total Over-all rating divided by 4)	4.81
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purposes:

To finish his PhD desper

Evaluated & Rated by:

EPIFANIA G. LORETO

Department Head

Date: July 23, 2524

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: July 23, wry

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 91, 2024



DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565-0600 local 1020 Email: civilengineering@vsu.edu.ph Website: www.vsu.edu.ph

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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	3 rd	T
		E
	4th	R

Name of Office: Department of Civil Engineering

Head of Office: Assoc. Prof. Epifania G. Loreto

Number of Personnel: 11 Faculty members and 3 Support Staff

Activity		MECHANISM						
Monitoring		eting	Memo	Others (Pls.	Remarks			
	One-on-One	Group	IAICIIIO	specify)				
I. Monitoring								
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs			
Monitoring for the Submission of OBE Syllabus for 2 nd Semester AY 2023- 2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content			
Monitoring for the Submission of TOS for the 1 st Sem AY 2023-2024 final exam and 2 nd Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period			
Monitoring for the Submission of grade sheet for midterm and final exam, 2 nd Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2 nd Sem AY 2023-2024			

Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED RO8
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024 DCE Notice of Regular Meeting April 12, 2024 DCE Notice of Regular Meeting April 12, 2024	DCE Memo No. 22, s. 2024 DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
II. Coaching			Y		
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024 DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

March 13 2024	,	

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

Conducted by:

Noted by:

EPIFANIA G. LORETO Immediate Supervisor JANNET C. BENCURE Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final		ASSIGNED TO			TASK S	STATUS		
Output/Performance Indicator	TASK		DURATION	Jan- Mar	Apr- Jun	Jul-Sep	Oct- Dec	REMARKS
MFO 2. Higher Education Services		A						
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%	
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%	The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%	CE Research Colloquium CET Month
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%	OBE Syllabi were reviewed, submitted and approved by the Department Instructional Materials Review Committee
MFO 5. Support to Operations						
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*	Prepares documents needed for ISO certification	All faculty and staff	January- December 2024	100%	100%	Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)						
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%	No complaints received from January to June 2024

PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%	CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%	Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%	Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

EPIFANIA G. LORETO
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: Hanzel N. Mejia

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	Teach professional/basic courses/subjects (CEng 144, CEng 141n)	Assessment and students' grades per course taught	February 2024	May 2024	May 2024	impressive	Outstanding	All topics were discussed
2	Assist students through advising and consultation	Improved student performance	February 2024	May 2024	June 2024	impressive	Outstanding	Advised students, and advisees, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	February 2024		February 2024	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class
		TOS approved by the Dept. Review Committee and Department Head	April 2024		May 2024	impressive	Outstanding	The TOS for midterm and final were approved before exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to the registrar (midterm and Final grade)	April 2024	May 2024	June 2024	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams
5	Participate in all activities conducted by the department,	Attendance to Faculty On- boarding,	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department,

	college, and the university	CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup VSU Centennial Anniversary activities						college, and the university
6	Perform other functions assigned by the head, dean, and the university	Head, International Affairs Office	May 2024	December 2024	On-going	impressive	Outstanding	Performed the duties and responsibilities as stated in the appointment

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EPIFANIA G. LORETO Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Hanzel N. Mejia** Performance Rating: 4.81 (Outstanding)

Aim: Engr. Hanzel N. Mejia is an effective and efficient implementer of the OBEdized four-year BSCE degree program and the department's RDE agenda.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

A review and re-orientation of the principles of Outcomes-Based Education, as well as the provisions of the Policies, Standards, and Guidelines, will be conducted for the offering and implementation of the revised BSCE curriculum as provided in CMO 92, s. 2017. Additionally, it is recommended for him to complete his doctorate degree and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

Result:

The faculty has successfully implemented the Outcomes-Based (OBE) Teaching and Learning (OBTL) which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of their subjects.

Outcome:

Successful implementation of the BSCE curriculum.

Final Step/Recommendation:

Engr. Mejia is advised to finish his doctorate studies and engage in research and extension projects.

Prepared by:

EPIFANIA G. LORETO

Unit Head

Conforme;

HANZEL N. MEJIA Name of Ratee Faculty





VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Civil Engineering

College: College of Engineering and Technology

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANDY PHIL DUATIN CORTES	8	5.00	100.00 %	Outstanding
BEN DANIEL N. GAMUTAN	8	4.62	92.50 %	Outstanding
EPIFANIA GARCIA LORETO	3	4.17	83.33 %	Very Satisfactory
GLADYS GASPAY DOYDORA	6	4.67	93.33 %	Outstanding
JOHN ALLAN A. GULLES	8	4.50	90.00 %	Outstanding
JOHN RICK G. BALURAN	9	4.56	91.11 %	Outstanding
MARCELO TANGPUZ ABRERA JR.	5	4.20	84.00 %	Very Satisfactory
RAFFY ANDREW GARCIA LORETO	10	4.85	97.00 %	Outstanding
	Department Mean	4.57	91.41%	Outstanding

Attested by:

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

Prepared by:

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

Received by:

EPIFANIA GARCIA LORETO
Name and Signature of Department head

Date: 5 23 24

JANNET COLUBIO BENCURE
Name and Signature of College Dean
Date: \$ 24 \ \name 24 \ \name

Date.

Distribution of copies: ODIE, College, Department

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.

Page 1 of 1 FM-ODI-12

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