

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. James Philip N. Ancheta

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction		2.35	
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.90 4.85	4.17 4.12
2. Research	10%	4.50 4.70	0.45 0.47
3. Extension	5%	5.00	0.25
4. Support to Operation	0%		0.00
5. Administration	0%		0.00
TOTAL			4.89 4.82

\*Instructor I- July-December 2019

EQUIVALENT NUMERICAL RATING:

4.82  
4.89

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.89  
4.82

ADJECTIVAL RATING:

Outstanding

Prepared by:

JAMES PHILIP N. ANCHETA  
Name of Faculty

Reviewed by:

DIANA CHRISTA G. MILLOZA  
Head, Dept. of Geodetic Eng'g

Recommending Approval:

ROBERTO C. GUARTE  
Dean, College of Eng'g

Approved:

BEATRIZ S. BELONIAS  
Vice President for Instruction



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC ENGINEERING**  
College of Engineering and Technology  
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### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAMES PHILIP N. ANCHETA, of the Department of Geodetic Engineering commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2019.

**JAMES PHILIP N. ANCHETA**

Ratee

Date:

Approved: **DIANA CHRISTA G. MILLOZA**

Department Head

Date:

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Targets July to Dec 2019	Actual Accomplishment		Rating				Remarks
				% Accomplish ment as December 2019	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education Services										Not Applicable
MFO 2. Higher Education Services										
PI 1. Number of FTE coordinated and implemented	Teaching		18	139.44%	25.1	5	5	5	5.0	ESci 110, GEng 151, ESci 122, GEng 155
PI 2. Number of Academe/Industry linkage established										
PI 3. Student Advising and Consultation Services Coordinated:										
Number of hours spent on student manuscript outline/special problem consultation	Advising, Consultation, Checking and Editing	Spend several hours a year	20	100.00%	20	5	5	4	4.7	Jovit Tejada, Diana Mae Mendoza



Number of hours spent on student consultation other than manuscript outline/special problem consultation	Consultation/tutorial/ advising	Spend three (3) hours per week or 114 hours a year	60	100.00%	60	5	5	4	4.7	
Number of organizations advised										
Number of student-related activities assisted										
Number of Approved Manuscript submitted within the prescribed period	Approve manuscript/ special studies	Approve special study/problems in a year	2	200.00%	4	5	5	4	4.7	Special Study: Salilin, Sabitsana, Cormanes Ampoloquio
PI 4. Number of instructional materials developed/revised and utilized:										
Syllabi										
New	Preparing/Organizing	Prepare syllabi for new offering	1	100.00%	1	5	5	4	4.7	ESci 122g
Revised	Reviewing/Revising	Review existing syllabi	1	300.00%	3	5	5	4	4.7	ESci 110, Geng 151, Geng 155
Instructional Manual										
New	Preparing/Organizing	Prepare and compile IM for new offering	1	200.00%	2	5	5	4	4.7	ESci 122g, Geng 151
Revised	Reviewing/Revising	Revised existing instructional manual	1	100.00%	1	5	5	4	4.7	Geng 155
Lab Manual										
New	Preparing/Organizing	Prepare new lab guides for newly offered subjects	4	225.00%	9	5	5	4	4.7	ESci 122g, Geng 151
Revised	Reviewing/Revising	Review and revise existing lab guides	2	100.00%	2	5	5	4	4.7	ESci 122g
Powerpoint										
New (per course)	Preparing	Prepare presentations for newly offered subjects	5	200.00%	10	5	5	4	4.7	ESci 122g

Revised (per course)	Revising	Revise existing presentation	5	100.00%	5	5	5	4	4.7	ESci 110, Geng 155, Geng 151
PI 5. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conduct 20 quizzes/assignments, 10 long exams, 10 term exams, 4 practical exams, 20 laboratory exercises or a total of 64 student assessment	50	100.00%	50	5	5	4	4.7	ESci 110, ESci 122g, Geng 151, Geng 155
	Assessment of students performance	Compute and submit midterm and final grades	10	100.00%	10	5	5	4	4.7	ESci 110, ESci 122g, Geng 151, Geng 155
<b>MFO 3. Research Services</b>										
PI 1. Number of research proposals prepared and submitted										
PI 2. Amount of research proposal prepared and submitted for VSU funding ('000)										
PI 3. Amount of research proposal prepared and submitted for External Funding ('000)										
PI 4. Number of Research Outputs presented in for a/conferences										
National										
Regional										
Local										
Institutional										
PI 5. Number of Research Projects Conducted and/or Completed on Schedule	Research study	Gives direction and supervision to study leaders (1 research study)	1	100.00%	1	5	4	4	4.3	1) Hydrological and Geomorphological Analysis for Flood Hazard Risk Assessment
PI 6. Amount of research money generated from VSU ('000)	research project	Conducts research with funding (worth P10, 000)	10	100.00%	10	5	5	4	4.7	



[illegible]

[illegible]



PI 5. Number of heavy equipment maintained										
PI 6. Area of lawn maintained (sq.m, approx)										
PI 7. Number of office and laboratory equipment purchased										
PI 8. Zero percent complaint from clients served		No complaint received	0							
<b>Number of Performance Indicators Filled-up</b>										
<b>Total Overall Rating</b>										
<b>Average Rating</b>										
<b>Adjective Rating</b>										
								18		
								24.70		
								86.0		
								4.70	4.70	
								0		

<b>Average Rating (Total Over-all rating divided by 4)</b>		4.70
<b>Additional Points:</b>		4.78
Punctuality		
Approved Additional points (with copy of approval)	x	
<b>FINAL RATING</b>	X	4.70
<b>ADJECTIVAL RATING</b>		4.78
		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

- Improve teaching performance based on TRES by attending trainings & seminars
- Pursue graduate studies
- conduct relevant research & extension project

Evaluated & Rated by:

Recommending Approval:

**ROBERTO C. GUARTE**  
Dean, College of Engineering  
Date: \_\_\_\_\_

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction  
Date: \_\_\_\_\_

**DIANA CHRISTA G. MILLOZA**  
Head, Dept. of Geodetic Engineering  
Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
✓	4th	

**Name of Office:** Department of Geodetic Engineering

**Head of Office:** Engr. Diana Christa G. Milloza

**Name of Faculty/Staff:** Engr. James Philip N. Ancheta Signature:  Date: \_\_\_\_\_

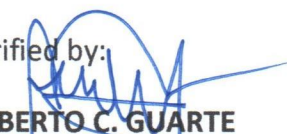
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	Class Observation: The department head conducted class observation of all the faculty members once in every semester	Participation of the faculty member was monitored in the different activities sponsored by the department, college and the university.		DGE Regular Monthly Meeting  Attendance to Activities  Committee Meetings	All faculty members were informed of the class observation during the meeting
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks	Copies of the results of Teaching Performance Evaluation by students were discussed by the head and faculty members.				All faculty members were given a copy of the Summary result of the Teaching Performance Evaluation of students by subject

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

Conducted by:

  
**DIANA CHRISTA G. MILLOZA**  
Immediate Supervisor

Verified by:

  
**ROBERTO C. GUARTE**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **Engr. James Philip N. Ancheta**

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	Teaches four (4) professional and engineering math courses (ESci 110, GEng 151, ESci 122, GEng 155)	Students' grade per course taught and Student Performance Evaluation From (CQI Form 6)	August 2019	December 2019	December 2019	impressive	Outstanding	Improve performance with respect to students' comments on TPES, Pursue graduate studies and attend trainings and seminars to improve teaching skills
2	Assist students through advising and consultation	Improved student performance	August 2019	December 2019	December 2019	impressive	Very satisfactory	Provide more interventions for the improvement of students' performance
3	Develop/revise syllabus and instructional materials	Syllabus and IMs approved by the Dean and IMs approved by MMDC	August 2019	December 2019	December 2019	Needs improvement	Very satisfactory	Should develop lecture and lab manuals, following the format prescribed by MMDC.
4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	August 2019	December 2019	January 2020	Needs improvement	Very satisfactory	Should submit grades and CQI Form #6 on time

5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	December 2019	December 2019	Needs improvement	Very satisfactory	Should participate actively in all activities
6	Perform other functions assigned by the head, dean and the university	DGBF	July 2019	December 2019	December 2019	impressive	Outstanding	Performs functions duly assigned to him

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

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

Prepared by:

  
**DIANA CHRISTA G. MHLOZA**  
Unit Head



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **James Philip N. Ancheta**

Performance Rating: \_\_\_\_\_

**Aim:** Engr. James Philip N. Ancheta as an effective and efficient implementor of the new OBEdized four (4) year BSGE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date:

January 2019 Target Date: December 2019

**First Step:**

A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. He should likewise attend training, 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 with the minimum requirements provided by the CMO 89, s. 2017 and the university. Also, the faculty was able to implement OBE in all his subjects. Also, the knowledge learned from the training, seminars, and conferences attended will be applied in terms of instruction, research, and extension activities of the department.

Date: July 2019 Target Date: December 2019

**Next Step:**

Application for graduate study to any CHED-recognized university. Engr. Ancheta should initiate in the application for admission for a possible master's degree in Geodesy as specified in the faculty development plan of the department either in the Philippines or abroad. When admitted, he should likewise look for possible funding agencies/scholarship to support his studies.

**Outcome:**

Engr. Ancheta was not able to apply for the MS degree. He is planning to apply in the year 2020.

**Final Step/Recommendation:**

Engr. Ancheta after being admitted to the MS degree program will be recommended by the department personnel committee to pursue his master's degree in a leave with pay status to the President through the Academic Personnel Board of the University.

Prepared by:

  
**Diana Christa G. Milloza**  
Unit Head

Conforme:

  
**James Philip N. Ancheta**  
Name of Ratee Faculty/Staff