

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

Name of Faculty Member: Engr. Diana Christa G. Milloza

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		2.50	
TOTAL for Instruction	70%	4.95	3.47
2. Research	5%	4.83	0.24
3. Extension	0%	0.00	0.00
4. Support to Operation	5%	4.67	0.23
5. Administration	20%	4.97	0.99
TOTAL			4.93

*Department Head- January-June 2018

EQUIVALENT NUMERICAL RATING: 4.93 ✓
 Add: Additional Points, if any: 0.02
 TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding


Prepared by:


DIANA CHRISTA G. MILLOZA
 Name of Faculty


Reviewed by:


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

Recommending Approval:


ROBERTO C. GUARATE
 Dean, College of Eng'g

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

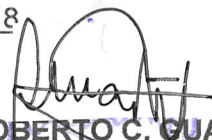
I, Diana Chirsta G. Milloza, of the Department of Geodetic Engineering commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period January to June 2018


DIANA CHRISTA G. MILLOZA

Ratee

Date:

Approved:


ROBERTO C. CUARTE
Dean
Date:

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

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment		Rating				Remarks
				% Accomplishment from Jan. - June 2018	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education Services										
MFO 2. Higher Education Services										
PI 1. Number of FTE coordinated and implemented	Teaching	Teaches three (3) BSGE subjects equivalent to 8 FTE	8	145.00%	11.6	5	5	4	4.67	GEng 124, GEng 144, GEng 162
PI 2. Number of Degree Programs Compliant to CMO supervised and implemented	Supervision/ Monitoring	Ensures degree program offered in the dept are in compliant to CMO	1	100.00%	1	5	5	5	5.00	Revision of BSGE Curriculum

PI 3. Percentage passing in licensure in mandated programs (Geodetic Engineering)	Monitoring	Monitors the number of takers and passers in licensure exam	10	100.00%	10	5	5	5	5.00	Monitoring graduates who are currently conducting review
PI 4. Number of Graduates within prescribed period produced (BSGE)	Monitoring/ Mentoring	Monitors and mentors students to finish on prescribed period	1	400.00%	4	5	5	5	5.00	All BSGE Students applied for graduation successfully finished on presecrbed period
PI 5. Number of Academe/Industry linkage established	Linkage establishment	Prepares MOU, recommends students for field practice	5	200.00%	10	5	5	5	5.00	The field practice or (OJT) of BSGE students is in the months of June to July
PI 6. Student Advising and Consultation Services Coordinated:										
Number of hours spent on student manuscript outline/special problem consultation	Advising	Spends ten (10) hours a year	5	400.00%	20	5	5	5	5.00	Ramos, Uilson, Batuto and Correos and all Students Enrolled in GEng 162
Number of hours spent on student consultation other than manuscript outline/special problem consultation	Consultation/tutorial	Spends 2 hours per week or 80 hours a year	40	100.00%	40	5	5	5	5.00	Ramos, Uilson, Batuto and Correos and all Students Enrolled in GEng 162
Number of student-related activities assisted	Supervising	Assists/coordinates one (1) student-related activity	1	300.00%	3	5	4	5	4.67	GEP Week, OJT Orientation, Job Seeking Seminar

Number of Approved Manuscript submitted within the prescribed period	Advising/checking	Checks and approves all submitted manuscript	5	200.00%	10	5	5	5	5.00	All BSGE Graduating Sudents
Syllabi										
Revised		Revises one (1) syllabus per sem or two (2) in a year	1	200.00%	2	5	5	5	5.00	GEng 124, GEng 144
Instructional Manual										
Revised		Prepares and revises two (2) lecture materials	2	100.00%	2	5	5	4	4.67	GEng 124, GEng 144
Lab Manual										
Revised		Revises and formulates one (1) laboratory manual	2	100.00%	2	5	5	5	5.00	GEng 124, GEng 144
Powerpoint										
New Powerpoint lecture (per course)		Prepares 3 (courses) powerpoint presentation	2	100.00%	2	5	5	5	5.00	GEng 124, GEng 144
PI 9. Number of grade sheets submitted on prescribed period	Assessment of students performance	Conducts 10 quizzes, 8 long exams, 4 term exams or a total of 22 assessments in a year	22	136.36%	30	5	5	5	5.00	GEng 124, GEng 144, GEng 162

	Assessment of students performance	Checks 10 quizzes, 8 long exams, 4 term exams or a total of 22 assessments in a year	22	136.36%	30	5	5	4	4.67	GEng 124, GEng 144, GEng 162
	Assessment of students performance	Computes and submits 4 midterm and 4 final grades	8	150.00%	12	5	5	4	4.67	GEng 124, GEng 144, GEng 162, GEng 200a
	Assessment of students performance	Verifies and signs 20 grade sheets	20	200.00%	40	5	5	5	5.00	All courses offered by the department
MFO 3. Research										
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	5	5	5.00	Hydrological and Geomorphological Analysis for Flood Hazard Risk Assessment
PI 6. Amount of research money generated from VSU funding ('000)	Research project	Conducts research with funding (worth P10,000)	10	100.00%	10	5	5	4	4.67	Hydrological and Geomorphological Analysis for Flood Hazard Risk Assessment (Project extended from last year's research with appropriated budget only for travel)
MFO 4. Extension Services										
MFO 5. Support to Operations										


PI 2. Additional Outputs										
Number of services (surveying) rendered to VSU	Technical services	Provide at least one (1) support services to VSU	1	100.00%	1	5	5	4	4.67	VSU Tolosa
	Technical services	Preparation for VSU 94th Anniversary	1	100.00%	1	5	5	4	4.67	Supervised layouting of VSU Oval for booth, conducted meeting for the preparation of booth for the College of Engineering
MFO 6. General Administration and Support Services (GASS)										
PI 1. Number of academic lecture/ laboratory rooms maintained	Maintenance of Rooms assigned to DGE	Prepares and implements maintenance schedule	4	100.00%	4	5	5	5	5.00	EB 102, EB 201A, 202A and 203A
		Supervises in the maintenance	1	100.00%	1	5	5	5	5.00	EB 102, EB 201A, 202A and 203A
PI 2. Number of research Laboratory facilities maintained	Maintenance of facilities	Prepares and implements schedule of facilities inventory	1	100.00%	1	5	5	5	5.00	Surveying and Computer Lab Facilities
		Supervises in the inventory at least once a year	1	100.00%	1	5	5	5	5.00	Surveying and Computer Lab Facilities

PI 3. Number of hours spent on monitoring	Monitoring of faculty and staff	Spends one (1) hour per week or 40 hours per year in monitoring on "wearing of prescribed uniform, in logging in/out, and on classes handled by DGE faculty".	12	166.67%	20	5	5	5	5.00	Monitored 5 faculty and 3 staff
PI 4. Number of hours spent on coaching	Coaching of faculty and staff	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	3	100.00%	3	5	5	5	5.00	
		Conducts regular meeting with DGE staff/faculty six (6) times a year or 9 hours per year	2	300.00%	6	5	5	5	5.00	
PI 5. Number of hours spent on performance tracking	Tracking of faculty and staff performance	Assigns the five (5) faculty members faculty workload and/or work assignments	5	100.00%	5	5	5	5	5.00	Engr. Mercurio, Engr. Sobrio, Engr. Castañares, Engr. Doñoz and Engr. Ancheta
PI 6. Number of office and laboratory equipment/facilities purchased	Strengthening of laboratory facilities	Prepares request to purchase 2 laboratory facilities/equipment	1	100.00%	1	5	5	5	5.00	
PI 7. Number of documents attended and served		Signs at least 50 documents	50	200.00%	100	5	5	4	4.67	


PI 8. Zero percent complaint from client served		Monitors complaints	0	Zero		5	5	5	5.00	No Complaint received
Number of Pls Filled-up						32				
Total Overall Rating						157.0				
Average Rating						4.91				
Adjectival Rating						O				

Average Rating (Total Over-all rating)				157.00
Additional Points:				
Punctuality				
Approved Additional points (with				
FINAL RATING				4.91
ADJECTIVAL RATING				OUTSTANDING


Evaluated and Rated by:


DIANA CHRISTA G. MILLOZA
 Head, Dept. of Geodetic Engineering
 Date: July 27, 2012

Recommending Approval:


ROBERTO C. GUARTE
 Dean, College of Engineering
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Diana Christa G. Milloza**

Performance Rating: **4.95 (O)**

Aim: Engr. Milloza as an effective and efficient implementor of the new OBEdized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017

Proposed Interventions to Improve Performance:

Note: Engr. Milloza will be developed into an effective implementor of the new OBEdized four (4) year BSGE Program as her performance last year was already O.

Date: January 2018

Target Date: June 2018

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSGE as provided for in CMO 89, s. 2017, and formulation of the new VSU BSGE Curriculum.

Results:

- Mastery on the provisions of CMO 89, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- Preparation and submission of the new BSGE Curriculum proposal

Date: July 2018

Target Date: December 2018

Next Step:

- Approval of the new VSU four (4) Year BSGE Program by the BOR
- Implementation of the newly approved BSGE Curriculum effective August 2018
- Monitor the implementation of the new BSGE Curriculum

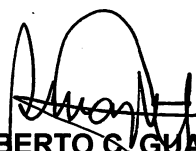
Outcomes:

- Effective implementation of the offering of the new BSGE Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSGE degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSGE Program

Final Steps/Recommendations:

- Implement the new BSGE Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSGE Program

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


DIANA CHRISTA G. MILLOZA
Head, DGE