



Exhibit K

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

Name of Faculty Member: **Engr. Jundy R. Castil**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	20%	4.60	0.92
b. Students (50%)	20%	3.75 4.50	0.75 0.90
Total for Instruction	40%		1.67 1.82
2. Research			
a. Client/Dir. for Research (50%)	0		
b. Dept. Head/Center Director (50%)	5%	5.00	0.25
Total for Research	5%		
3. Extension			
a. Client/Dir. for Extension (50%)	0		
b. Dept Head/Center Director (50%)	5%	4.72	0.24
Total for Extension	5%		
4. Administration	50%	4.80	2.40
5. Production	0		
TOTAL	100%		4.56 4.71

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.56~~ 4.71
0.0
~~4.56~~ 4.71

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JUNDY R. CASTIL
Name of Faculty

JUNDY R. CASTIL
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. JUNDY R. CASTIL, 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, 2022.

JUNDY R. CASTIL
Instructor I
Date: *July 8, 2022*

Approved:

Jannet C. Bencure
JANNET C. BENCURE
College Dean
Date: *July 11, 2022*

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	A1. Percentage of first time takers that	Handles and teaches courses	61%	54.55%	5	5	5	5.00	Feb 2022: 6 out of 11
	PI 2. Percentage of	A2. Percentage of graduates (2 years	Conduct graduate tracer study and	85%						to conduct tracer
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches courses	16	8.50	4	4	5	4.33	MEng 158 - ME
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2	5	5	4	4.67	MEng 158 - ME Laws, Contracts, Ethics, Codes and Standards MEng 123 - Power Plant Design
		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	1	5	5	5	5.00	Training on TOS Preparation conducted by the College of Engineering and Technology
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		4	5	5	4	4.67	MEng 158 - 2 MEng 148 - 2
		A14. Number of quizzes administered	Prepares and checks quizzes for lec		15	5	5	5	5.00	MEng 158 - Learning
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of	A16. Number of students advised:	Acts as academic advisor to students	45	70	5	5	5	5.00	4th Year BSME
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	15	12	4	5	5	4.67	3 - Mechanical Engineering Project 9 - OJT Manuscript
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	14	4	5	5	5	5.00	Mechanical Engineering Project
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student	A19. Number of Student organizations	Advises student organizations	1	1	5	4	4	4.33	JPSME
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	4	4	4.33	JPSME
	PI 10: Number of	A 21 : Number of on-line course ware	Prepares and submits for review by the							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	2	5	4	4	4.33	Online classroom for MEng 158 and MEng 123
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	2	5	4	4	4.33	MEng 158 and MEng 123
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	27	5	4	4	4.33	MEng 158: Learning Activity - 14 Major Examination - 2 MEng 123: Learning Activity - 9 Major Examination - 2
		A 23 : Number of on-line course ware	Submits the course ware duly reviewed							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	2	5	4	4	4.33	MEng 158 and MEng 123

	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		5	4	4	4.33	
		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 project 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5.00	Submitted a paper on Asian Journal of Resource Management and Good Governance
	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		2	1	5	5	5	5.00	Presented a paper during the 1st Asian Conference on Resource Management and Good Governance

	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							
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	1		5	4	4	4.33	
	PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among	10		5	5	5	5.00	Conducted training
	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	1	1	5	5	5	5.00	Conducted training on the Fabrication of Foot Actuated Mechanical Alcohol Dispenser
	PI 4. Percentage of	A 39. Percentage of beneficiaries who	Provides quality and relevant training	100%						
	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		1		4	4	4	4.00	
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	Panel Evaluator at
		Convenor/Organizer								
	Consultancy	Consultant		1	1	5	5	5	5.00	Collaborative
	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	50%						
	PI 11. Additional outputs	A 42. No. of extension-related awards								

	PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *			1						
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	A 49 Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Monitors faculty ratings results from TPES	80%	100%	5	5	5	5.00	All DME Faculty Members
	PI 6 : Number of in-house seminars/trainings/workshops/reviews conducted *	A 50 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Conduct in-house seminar/ training/ workshop/ review	4	2	5	5	5	5.00	Training of Foot Actuated Mechanical Alcohol Dispenser
OVPI MFO 4. Program and Institutional Accreditation Services										
	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 51. 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 52. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	A 53. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submits PPMP to BAC using prescribed format	1	1	5	5	5	5.00	
	PI 2. Zero percent	A 54. Customerly friendly frontline	Provides customer friendly frontline	Zero %						
	PI 3. Number of coaching sessions among faculty & staff**	A 55. Number of coaching sessions among faculty & staff**	Coaches faculty and staff for performance and/or based on evaluation results by students	8	8	5	5	5	5.00	

PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of	A 56. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts planning sessions, tracking and monitoring of targets to ensure attainment of department targets	2	1	5	4	4	4.33	
PI 5. Number of monthly/special faculty & staff meetings conducted**	A 57. Number of monthly/special faculty & staff meetings conducted**	Conducts regular/special meetings	10	5	5	4	4	4.33	DME Regular and Special Meeting
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								4.71	

Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Recommended to (attain) engage R2D projects.

Evaluated & Rated by:

JANNET C. BENCURE

College Dean, CET

Date: July 11, 2022

Recommending Approval

JANNET C. BENCURE

College Dean, CET

Date: July 11, 2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 15, 2022



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MECHANICAL ENGINEERING**

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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Jundy R. Castil**

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	Conduct graduate tracer study and analyze data generated	85%	January 2022	December 2022	December 2022	Needs improvement	Satisfactory	To be conducted within the year
2	Handles and teaches courses assigned	16	January 2022	December 2022	June 2022	Very impressive	Outstanding	Handled MEng 158, MEng 123
3	Prepares gradesheet and submits on or before deadline	4	January 2022	December 2022	June 2022	Very impressive	Outstanding	MEng 158, MEng 123
4	Attend mandated trainings	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Training on TOS Preparation
5	Acts as academic adviser to students	45	January 2022	December 2022	June 2022	Very impressive	Outstanding	4th Year BSME Students
6	Advises and corrects research outline and thesis/SP manuscript	29	January 2022	December 2022	June 2022	Very impressive	Outstanding	SRC chairman and member
7	Advises student organizations recognized by USOO	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	JPSME
8	Assists student organizations in implementing student related activities	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	JPSME
9	Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	January 2022	December 2022	June 2022	Very impressive	Outstanding	Online classroom for MEng 158, MEng 123

10	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	January 2022	December 2022	June 2022	Very impressive	Outstanding	MEng 158 and MEng 123
11	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	MEng 158: Learning Activity - 14 Major Examination - 2 MEng 123: Learning Activity - 9 Major Examination - 2
12	Creates virtual classroom using either Moodle or Google Classroom	4	January 2022	December 2022	June 2022	Very impressive	Outstanding	MEng 158 and MEng 123
13	Writes publishable materials out of research outputs and submits for publication	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Submitted a paper on Asian Journal of Resource Management and Good Governance
14	Prepares, submits and presents research paper in scientific for a/conferences	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	Presented a paper during the 1st Asian Conference on Resource Management and Good Governance
15	Identifies and links with probable partners for extension activities and maintains this active partnership	1	January 2022	December 2022	December 2022	Needs improvement	Satisfactory	To attain
16	Conducts trainings among beneficiaries of technologies for transfer	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	Conducted training on the Fabrication of Foot Actuated Mechanical Alcohol Dispenser
17	Implements duly approved extension projects	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Conducted training on the Fabrication of Foot Actuated Mechanical Alcohol Dispenser
18	Provides quality and relevant training courses and advisory services	100%	January 2022	December 2022	December 2022	Needs improvement	Satisfactory	
19	Provides the technical and expert services requested by beneficiaries	3	January 2022	December 2022	June 2022	Very impressive	Outstanding	Panel Evaluator at SLSU and VSU IHS


20	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	January 2022	December 2022	June 2022	Very impressive	Outstanding	Collaborative Research with Samar State University
21	Facilitates, monitors and assists faculty for and on study leave	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	Engr. Bantay and Engr. Impas
22	Recommends and assists faculty to be granted with study leave with pay and external funding through DOST-ERDT or CHED	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Engr. Bantay and Engr. Impas
23	Recommends and assists faculty to be granted with study leave with pay and internal funding	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Engr. Bantay shifted from VFSC Scholarship to CHED-SIKAP
24	Recommends faculty to trainings, seminars and/or conferences	4	January 2022	December 2022	December 2022	Needs improvement	Satisfactory	To recommend
25	Recruit/hire based on needed competencies and aligned with ISO standards	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	Engr. Durotan and Engr. Cabase
26	Coordinate seminars/trainings/conventions/workshops outside of the university	1	January 2022	December 2022	December 2022	Needs improvement	Satisfactory	To coordinate
27	Monitors faculty ratings results from TPES	80%	January 2022	December 2022	June 2022	Very impressive	Outstanding	All DME Faculty Members
28	Conduct in-house seminar/ training/ workshop/ review	4	January 2022	December 2022	December 2022	Impressive	Satisfactory	Training of Foot Actuated Mechanical Alcohol Dispenser
29	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	June 2022	Very impressive	Outstanding	Complied to all requirements
30	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements

31	Submits PPMP to BAC using prescribed format	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Submitted PPMP-GF
32	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	June 2022	Very impressive	Outstanding	No complaint received
33	Coaches faculty and staff for performance and/or based on evaluation results by students	8	January 2022	December 2022	June 2022	Very impressive	Outstanding	Conducted coaching sessions
34	Conducts planning sessions, tracking and monitoring of targets to ensure attainment of department targets	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	Conducted planning sessions
35	Conducts regular/special meetings	10	January 2022	December 2022	June 2022	Very impressive	Outstanding	Conducted DME Regular and Special Meeting

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

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

Prepared by:


JANNET C. BENCURE
Unit Head



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Email Address: roberto.guarte@vsu.edu.ph

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Jundy R. Castil**

Performance Rating: Outstanding

Aim: Engr. Castil as an effective and efficient implementor of the new OBE'dized four (4)-year degree program in Bachelor of Science in Mechanical Engineering (BSME) as provided for in the new CMO 97, s. of 2017

Proposed Interventions to Improve Performance:

Note: Engr. Jundy R. Castil will be developed into an effective implementor of the new OBE'dized four (4)-year BSME Program as he leads the Department of Mechanical Engineering

Date: January 2022

Target Date: June 2022

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 BSME as provided for in CMO 97, s. 2017, and the implementation of the new VSU BSME Curriculum.

Results:

- Mastery on the provisions of CMO 97, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2022

Target Date: December 2022

Next Step:

- Implementation of the newly approved BSME Curriculum
- Monitor the implementation of the new BSME Curriculum

Outcomes:

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

Final Steps/Recommendations:

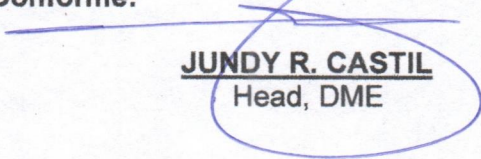
- Implement the new BSME Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement in the offering of the new BSME Program

Prepared by:


JANNET C. BENCURE

Dean, CET

Conforme:


JUNDY R. CASTIL

Head, DME