

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. John Christian L. Gaviola

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.78	
b. Students (0% -no TPES yet, reinstated from study leave May 27, 2024)		0.00	
TOTAL for Instruction	100%	4.78	4.78
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			4.78

*Instructor I - May 27, 2024 to June 30, 2024


EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any: _____


TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: Outstanding

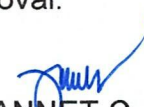
Prepared by:


JOHN CHRISTIAN L. GAVIOLA
Instructor I


Reviewed by:


EPIFANIA G. LORETO
Head, DCE

Recommending Approval:


JANNET C. BENCURE
Dean, CET

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
CIVIL ENGINEERING

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOHN CHRISTIAN L. GAVIOLA, a faculty member of the DEPARTMENT OF CIVIL 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 **May 27, 2024 - June 30, 2024**.


JOHN CHRISTIAN L. GAVIOLA

Instructor 1

Date: July 19, 2024

Approved:


EPIFANIA G. LORETO

Department Head

Date: July 19, 2024

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										
OVPA MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated,	<u>A1.</u> Actual Faculty's FTE	Handles subjects/courses							
	<u>PI 8:</u> Number of graduate students advised *	<u>A2.</u> Number of students advised	Acts as academic adviser to graduate students							
		<u>A3.</u> Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty								
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems								
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								

	PI 10. 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 SERVICES										
OVPAAM UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15	11.67	5	5	5	5.00	ESci 112
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4						
		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	5						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	4	5	4.67	CIAP Document 102
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	2	5	5	4	4.67	ESci 112 - 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	2	5	5	4	4.67	ESci 112 - 2
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	3	5	5	5	5.00	Students shifters from other degree programs
		A17. Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	3						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40						
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						
	PI 10: Number of instructional materials developed *	A 21 : Number of instructional materials ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1						
		<i>Flexible Instructional Materials</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Course Syllabus</i>	Prepares syllabus for assigned course	2						
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	2	5	5	4	4.67	ESci 112

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	2						
	PI 11. Additional outputs	A 25. Number of Additional								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2						
		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 year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1						

	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 (extrn. 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 OPERATIONS											
OVPA 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 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 Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint							

	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 performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Number of Performance Indicators Filled-up					6				
	Total Over-all Rating					28.67				
	Average Rating					4.78				
	Adjectival Rating					0				

Average Rating (Total Over-all rating divided by 4)		4.78
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		OUTSTANDING

Comments and Recommendations for Development Purposes:

submit papers for publication

Evaluated & Rated by:

Ef Loreto

EPIFANIA G. LORETO

Department Head

Date: July 19, 2024

Recommending Approval:

Jannet C. Bencure

JANNET C. BENCURE

Dean, CET

Date: July 23, 2024

Approved by:

Rotacio S. Gravoso

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 31, 2024



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

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 Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
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

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.

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 R08 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 R08
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 March 13, 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					
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


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		March 13, 2024			
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


EPIFANIA G. LORETO
Immediate Supervisor

Noted by:


JANNET C. BENCURE
Next Higher Supervisor

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.

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
MFO 2. Higher Education Services								
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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOHN CHRISTIAN L. GAVIOLA**

Performance Rating: **4.78 (Outstanding)**

Aim: Engr. John Christian L. Gaviola 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: May 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 engage in research and extension activities, as well as in various trainings, conferences, and conventions to enhance his competencies and qualifications.

Result:

The faculty is teaching the requested subject in the Summer of AY 2023-2024. Additionally, he has also prepared an OBEdized syllabus for the subject assigned for the upcoming AY 2024-2025 semester.

Outcome:

The faculty is prepared for the instruction and research for the upcoming semester AY 2024-2025.

Final Step/Recommendation:

Engr. Gaviola has been advised to carry out research and extension projects and to implement ongoing quality improvement measures for the BSCE Curriculum.

Prepared by:


EPIFANIA G. LORETO
Unit Head

Conforme:


JOHN CHRISTIAN L. GAVIOLA
Name of Ratee Faculty/Staff