

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Rex R. Doñoz

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.40	
b. Students (50%)		2.31	
TOTAL for Instruction	85%	4.71	4.01
2. Research	0%	0.00	0.00
3. Extension	10%	5.00	0.50
4. Support to Operation	5%	4.70	0.24
5. Administration	0%		0.00
TOTAL			4.74

*Instructor I- July-December 2019

EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:

REX R. DOÑOZ
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



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, REX R. DOÑOZ, 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 of July to December 2019.

REX R. DOÑOZ

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 December 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	Teaches three (3) BSGE subjects equivalent to 18 FTE	18	137.22%	24.7	5	5	5	5.0	ESci 139, ESci 110g, GEng 125, GEng 141, GEng 111
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	Spends twelve (12) hours a year	6	133.33%	8	5	5	4	4.7	Oppus, Kritel Ann, Colubio, Elbert, Napoles, Earl Terence

[illegible]

[illegible]

PI 6. Amount of research money generated from VSU ('000)										
PI 7. Amount of research money generated from external funding ('000)										
MFO 4. Extension Services										
PI 1. Number of person-days trained weighted by length of training				#DIV/0!	5	5	5	5	5.0	"Training of Trainers on Spatial Data Analysis for Climate and Disaster Risk Assessment (CDRA) Using QGIS"
PI 2. Number of IEC materials/technoguides developed/used										
PI 3. Number of beneficiaries served										
Groups										
Individuals				#DIV/0!	19	5	5	5	5.0	"Training of Trainers on Spatial Data Analysis for Climate and Disaster Risk Assessment (CDRA) Using QGIS"
PI 4. Number of extension projects conducts and/or completed on schedule										
PI 5. Number of extension proposals submitted										
PI 6. Percent of extension proposals approved										
PI 7. Amount of extension money generated from external funding ('000)										
PI 8. Amount of extension money generated from institutional funding ('000)										
PI 9. Additional outputs										
No. of seminar/training presentations prepared			1	200.00%	2	5	5	5	5.0	"Training of Trainers on Spatial Data Analysis for Climate and Disaster Risk Assessment (CDRA) Using QGIS"
MFO 5. Support to Operations										

PI 1. Number of seminars/trainings/conventions/workshops coordinated for entire university										
PI 2. Number of in-house seminars/trainings/workshops/reviews conducted										
PI 3. Additional outputs										
Number of faculty/staff awards/honors received related to operations support										
Number of services (surveying) rendered to VSU										
No. of services as consultant/adviser rendered to VSU										
MFO 6. General Administration and Support Services (GASS)										
PI 1. Number of departments and/or service units supervised and monitored										
PI 2. No. of management meetings conducted				#DIV/0!	2	5	5	4	4.7	ESci 110 Meetings
PI 3. Number of documents attended and served										
PI 4. Number of academic lecture/laboratory rooms maintained			1	100.00%	1	5	5	4	4.7	EB-201A
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							
Number of Performance Indicators Filled-up						16				

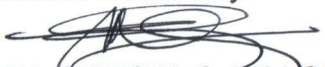
Total Overall Rating				76.7	
Average Rating				4.79	
Adjective Rating				0	

Average Rating (Total Over-all rating divided by 4)		4.79
Additional Points:		
Punctuality	x	
Approved Additional points (with copy of approval)	X	
FINAL RATING		4.79
ADJECTIVAL RATING		OUTSTANDING

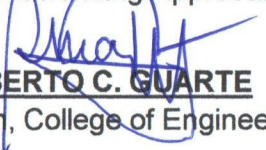
**Comments & Recommendations
for Development Purpose:**

- Improve teaching performance based on TPER result
- Attend trainings & seminars
- Pursue graduate studies
- Conduct relevant research + extension project


Evaluated & Rated by:


DIANA CHRISTA G. MILLOZA
 Head, Dept. of Geodetic Engineering
 Date: _____

Recommending Approval:


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

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr.Rex R. Doño**

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 five subjects (5) professional courses/subjects (ESci 139, ESci 110g, GEng 125, GEng 141, GEng 111)	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	December 2019	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 assign by the head, dean and the university	Chairman, 5S Committee, Alumni Communicator	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 CRISTA G. MITOZA
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Geodetic Engineering

Head of Office: Engr. Diana Christa G. Milloza

Name of Faculty/Staff: Engr. Rex R. Doño Signature: [Signature] Date: _____

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Rex R. Doño**

Performance Rating: _____

Aim: Engr. Rex R. Doño 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. Doño should initiate in the application for admission for a possible master's degree in Remote Sensing and/or Photogrammetry 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. Doño was not able to apply with his MS degree. He is planning to apply in the year 2020.

Final Step/Recommendation:

Engr. Doño 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. Molloza
Unit Head

Conforme:


Rex R. Doño

Name of Ratee Faculty/Staff