

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement	Percentage	Numerical	Equivalent
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.36	
b. Students (50%)		2.29	
TOTAL for Instruction	85%	4.65	3.95
2. Research	5%	4.00	0.20
3. Extension	5%	4.75	0.24
4. Administration & Support to	5%	4.86	0.24
5. Production	0%	0.00	0.00
TOTAL			4.63

*Instructor I - January 1, 2024 to June 30, 2024

EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: Outstanding


Prepared by:


CELESTIAL A. MANIGO
Instructor I


Reviewed by:


FLORENTINO F. MORALES, JR.
Department Head

Recommending Approval:


JANNET C. BENCURE
College Dean

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs



VISAYAS
STATE UNIVERSITY




DEPARTMENT OF
**GEODETIC
ENGINEERING**


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CELESTIAL A. MANIGO, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2024-June 30, 2024.


CELESTIAL A. MANIGO
Instructor I
Date: July 4, 2024

Approved:


FLORENTINO F. MORALES JR.
Department Head
Date: JULY 24, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2024)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on								
		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								
	<u>PI 9</u> : 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								

	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . 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										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	40	20.66	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	GEng 128a: 2; GEng 128b: 2
		<u>A 11</u> . 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		15	5	5	4	4.67	GEng 200, GEng 145, GEng 137
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	4	5	4.67	CET CQI Workshop; DGE Instructional Materials Writeshop on May 3-4, 2024 at DannMar, Bitanahuan, Baybay City
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	4	4	4	4.00	GEng 128 a and GEng 128b
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	5	4	4	4	4.00	GEng 128 a and GEng 128b
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	12	5	5	5	5.00	GEng 128a:2; GEng 128b:2 ; Esci 121: 8
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	28	46	5	5	5	5.00	

		A17 . Number of students advised on thesis/ field practice/special problem:		2	12	5	5	5	5.00	SS: Quirong, Lumagod, Mibulos, Buera (4); OJT: 8
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	BSGE
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	8	5	5	5	5.00	BSCE: 4; BSABE: 1; BSGE: 3
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	13	25	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	5	5	4.67	VYM
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	VYM
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Flexible instructional materials								
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	12	5	4	4	4.33	GENg 128a; GEng 128b; Esci 121

		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	Creates virtual classroom							
	PI 11. Additional	A 25. Number of Additional Program accreditation/evaluation	Prepares documents and /or program profile and							
		Agency/firm/Industry linkages	Coordinates with potential							
		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	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							
	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							
	PI 3. Percentage of research outputs published in internationally-referred or	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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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 (research conducted by faculty or student w/ faculty)								
		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							
		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							
		Number of research projects conducted	Conducts research projects within the year	1	3	4	4	4	4.00	VSU-IP-2023-10; VSU-IP-2022-7; VSU-IP-2023-1
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	53	5	5	4	4.67	Served as trainer for GIS and Mapping Training for BiPSU Staff/Faculty for LUDIP; Basic IS Training for CE Students (GISL)
	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	Implements duly approved extension projects	0.4						

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	95%	95%	5	4	4	4.33	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			2	5	5	5	5.00	Served as trainer for GIS and Mapping Training for BiPSU
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	48th GEPI-08 Annual Regional Convention
	Consultancy	Consultant								
	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							
	PI 11. Additional outputs	A 42. No. of extension-related awards								
		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										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation,	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		Zero non-comformity					

		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								
		On institutional accreditations								
		Additional Outputs								
UMFO 6. General Admin. &										
	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/manageme nt related activities and other outputs to implement new normal							
		No. of staff supervised and monitored (regular, casual, SRAs, job orders)	Exercises overall supervision of administrative and research project staff	1	2	5	5	5	5.00	GISL staff, and RA
		No. of administrative meetings conducted	Presides over administrative and reseach project meetings	3	3	5	5	4	4.67	GISL
		No. of instruments maintained and monitored		10	10	5	5	5	5.00	GISL instrument/equipment
		No. of Students assisted for Thesis or study	GIS-related activities for Thesis/study	5	20	5	5	5	5.00	
		No. of faculty and staff assisted for GIS-related activities		2	2	5	4	5	4.67	

		No. of Maps generated for Projects/Thesis of Faculty, Staff and students		5	9	5	5	5	5.00	
		No. of Trainings conducted	Conducts GIS-related trainings and use of instruments	1	1	5	5	4	4.67	BSCE project
	Total Over-all Rating								127.67	
	Average Rating								4.73	
	Adjectival Rating								O	
Average Rating (Tital Over-all rating divided by 4)						4.73	Comments and Recommendation for Development Purposes: <i>Prioritize pursuing an MS Degree</i>			
Additional Points:										
Approved Additional points (with copy of Approval										
FINAL RATING						4.73				
AdJECTIVAL RATING										

Evaluated & Rated by:


FLORENTINO F. MORALES JR.
 Department Head

Date: *JULY 24, 2024*


JANNET B. BENCURE
 Dean, College of Engineering and Technology

Date: *JULY 24, 2024*

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

Date: *AUGUST 2, 2024*


SANTIAGO PEÑA, JR.
 Vice President for Research, Extension
 and Innovation

Date: *AUGUST 1, 2024*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Geodetic Engineering

Head of Office: Prof. Florentino F. Morales Jr.

Number of Personnel: 8 Faculty Members (Regular) and 2 Support Staff (Job Order)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring for the Submission of OBE Syllabus for 2 nd Semester AY 2023-2024	None	DGE Notice of Regular Monthly Meeting March 4, 2024	DGE Memo No. 09, s 2024 RE: Finalization of OBE CQI Form	None	The faculty members were able to submit the OBE Syllabus before the start of class of 2 nd semester AY 2023-2024
Monitoring for the Submission of Final Grades and Deadline for Grade Completion	None	DGE Notice of Regular Monthly Meeting on February 7, 2024	CET Memo No. 07 s. 2024 RE: Submission of Grade Sheets on Hard Copy CET Memo No. 20, s. 2024 RE: Deadline for Grade Completion is on May 6, 2024	None	The faculty handling classes were able to submit the final grade sheet on time
Monitoring for the forms of CET Admission and Retention Policy	None	Notice of Regular Monthly Meeting on February 7, 2024 Notice of Regular Monthly Meeting on March 4, 2024	CET Memo No. 01, s. 2024 RE: Forms of CET Admission and Retention Policy	None	The academic adviser monitored the grades of their academic advisees

Monitoring on FPES and TPES 2 nd Semester AY 2023-2024	None	None	<p>CET Memo No. 08, s. 2024 RE: Conduct of Faculty Performance Evaluation by Supervisors (FPES)</p> <p>CET Memo No. 18, s. 2024 RE: Conduct of TPES for 2nd Semester AY 2023-2024</p>	None	The Supervisor and Ddrc were conducted the Performance Evaluation
Monitoring for the Submission of final exam and TOS for 2 nd sem AY 2023-2024 midterm exam	None	<p>DGE Notice of Regular Monthly Meeting on February 7, 2024</p> <p>DGE Notice of Regular Monthly Meeting on March 4, 2024</p>	<p>CET Memo No. 12, s. 2024 RE: Conduct of Departmental TOS Preparation Workshop</p> <p>CET Memo No. 22, s. 2024 RE: Conduct of Departmental TOS Preparation Workshop</p>	None	The faculty were able to submit TOS before the conduct of the final exam for 2 nd semester midterm AY 2023-2024
Monitoring of Submission of IFW	None	DGE Notice of Regular Monthly Meeting on March 4, 2024	None	None	The faculty were able to submit IFW
Monitoring of Consultation Period of Students with their Academic Adviser	None	None	<p>CET Memo No. 19, s. 2024 RE: Consultation period of Students with their Academic Adviser</p> <p>DGE Memo No. 03, s. 2024 RE: Schedule of Activities and Submission of Requirements for Graduating Students</p>	None	Concerned students were able to consult their respective advisees in their Research and OJT Manuscript Requirements
Monitoring of the of Program Outcomes and Course Outcome	None	None	CET Memo No. 23, s. 2024 RE: Implementation of COs and POs Assessment	None	Concerned faculties submit required Program and Course Outcomes before

					the agreed deadline
Monitoring for the attendance of department activities	None	None	<p>CET Memo No. 02, s. 2024 RE: Alay Linis</p> <p>CET Memo No. 08, s. 2024 RE: Amendment of the CET Memorandum No. 05 s. 2024, RE: Attendance of all CET Students to the CET Month 2024 Activities</p> <p>CET Memo No. 10, s, 2024 RE: Addendum to the CET Memorandum No. 06 s. 2024, RE: Attendance of all CET Students to the CET Month 2024 Activities</p> <p>CET Memo No. 11, s, 2024 RE: Attendance to the Workshop on the Preparation of CQI Forms</p> <p>CET Memo No. 14, s, 2024 RE: Postponement of the Workshop on the Preparation of CQI Forms</p> <p>CET Memo No. 15, s. 2024 RE: AbanTeknolohiya: Technology Pitch Day and Industry-Academe Fireside Chat on March 19-20, 2024 at the VSU RDE Hall</p>	None	The faculty and staff were able to attend and participate in the activities conducted by the department and college

			CET Memo No. 17, s, of 2024 RE: Official Opening of CET Booth for VSU Centennial Celebration 2024 CET Memo No. 18, s. 2024 RE: Area of Assignment for Alay Linis 2024		
II. Coaching					
Faculty Discussion and Coaching on the proper preparation of the OBTL syllabus, TOS, and other instructional materials	None	DGE Notice of Regular Monthly Meeting March 4, 2024	CET Memo No. 08. s, 2024 RE: Finalization of OBE CQI Forms CET Memo No. 11, s, 2024 RE: Attendance to the Workshop on the Preparation of CQI Forms CET Memo No. 12, s, 2024 RE: Conduct of Departmental TOS Preparation Workshop CET Memo No. 23, s. 2024 RE: Implementation of COs and POs Assessment	None	Discussion and coaching were delivered to Regular, Temporary Regular, and Part-time faculty

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

Conducted by:


FLORENTINO F. MORALES JR.
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan. -Feb.	March-April	May-June	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches professional courses/subjects and basic engineering subjects	Engr. Rey Mark L. Alfante Engr. Wilmar P. Alfeche Engr. Celestail A. Manigo Engr. Martin Jan E. Mercurio Engr. Florentino F. Morales, Jr. Engr. Rianel April A. Palo Engr. Glenda Loraine S. Sobrio	Jan. 2024-June 2024	40%	80?	90%	The topics stated in the course syllabi for the professional and basic courses were discussed fully
PI 2. Number of Degree Programs Compliant to CMO supervised and implemented	Ensures degree program offered in the dept are in compliant to CMO	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	Jan 2024 to June, 2024	100%	100%	100%	BSGE Curriculum
PI 3. Percentage passing in licensure in mandated programs (Geodetic Engineering)	Monitors the number of takers and passers in licensure exam						
PI 4. Number of Graduates within prescribed period produced (BSGE)	Monitors and mentors' students to finish on prescribed period						
PI 5. Number of Academe/Industry linkage established	Prepares MOU, recommends students for field practice	Engr. Florentino F. Morales Dr. Jannet C. Bencure	January – June 2024	40%	80%	100%	LEIZ-Core Merida; ISRES; Smart Geo; LG Maratas; Tagha

							p;Lucero;Quini neza; CENRO- Tagbilaran;CE NRO Maasin;;Oagar Orillano
PI 6. Student Advising and Consultation Services Coordinated:	Assist Students through advising and consultation	Engr. Rey Mark L. Alfante Engr. Wilmar P. Alfeche Dr. Jannet C. Bencure Engr. Celestail A. Manigo Engr. Martin Jan E. Mercurio Engr. Florentino F. Morales, Jr. Engr. Rianel April A. Palo Engr. Glenda Loraine S. Sobrio	January – June 2024	40	80%	100%	The faculty provides interventions for the improvement of the students' performance
PI 8. Number of instructional materials developed/revised and utilized:	Develop/revise instructional materials	Engr. Rey Mark L. Alfante Engr. Wilmar P. Alfeche Dr. Jannet C. Bencure Engr. Celestail A. Manigo Engr. Martin Jan E. Mercurio Engr. Florentino F. Morales, Jr. Engr. Rianel April A. Palo Engr. Glenda Loraine S. Sobrio	January – June 2024	50%	80%	100%	OBE Syllabi for new curriculum were submitted and approved by the College Dean. For Lecture and Lab manuals, follow the format prescribe by MMDC
PI 9. Number of grade sheets submitted on prescribed period	Assess students and submits grades to measure students' performance	Engr. Rey Mark L. Alfante Engr. Wilmar P. Alfeche Engr. Celestail A. Manigo Engr. Martin Jan E. Mercurio Engr. Florentino F. Morales, Jr. Engr. Rianel April A. Palo Engr. Glenda Loraine S. Sobrio	January – June 2024	40%	80%	85%	22/26 submitted
MFO 3. Research Services							

PI 4. Number of Research Outputs Presented in Fora/Conferences	Presents Research Output Locally and Abroad						
PI 5. Number of Research Projects Conducted and/or Completed on Schedule	Gives direction and supervision to Co-study leaders (1 research study)	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure Engr. Celestial A. Manigo	January – June 2024	10%	30%	70%	
PI 6. Amount of research money generated from VSU funding ('000)	Conducts research with funding						
MFO 4. Extension Services							
PI 1. Number of person-days trained weighted by length of training	Conducts Training	Engr. Florentino F. Morales, Jr. Engr. Celestial A. Manigo	June 2024	-	-	100%	68 participants in 3 days training
PI 2. Number of trainings conducted	Extension Service (resource Speaker)	Engr. Diana Christa G. Milloza Engr. Juztine Jane L. Rebuyas	June 2024	-	-	100%	GIS and Mapping Training for BiPSU Staff/Faculty for LUDIP; Basic IS Training for CE Students (GISL)

PI 3: Number of IEC materials/techno-guides developed/used	Prepares and Submits Manual for Copyright	Engr. Diana Christa G. Milloza Engr. Juztine Jane L. Rebuyas	June 2024	--	-	100%	Manual for the Training of Trainors on BMIS and GIS for Baybay City
PI 6: Number of extension projects conducted	Identification of Households affected by water-invoked hazards through maps and capacitating the LGU in planning for disaster mitigation through the conduct of training	Engr. Florentino F. Morales Engr. Martin Jan Mercurio Dr. Jannet C. Bencure	March-June 2024		20%	50%	"
PI 8: Number of extension proposal approved	Prepares and Submits extension proposal						
PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Conducts training	Engr. Florentino F. Morales Dr. Janney C. BEncure Engr. Martin Jan E. Mercurio Engr. Celestial A. Manigo Engr. Wilmar P. Alfeche	June 2024	--	--	100%	GIS and Mapping Training for BIPSU Staff/Faculty for LUDIP
MFO 5. Support to Operations	Participate in all activities conducted by the department, college and the university	Dr. Jannet C. Bencure Engr. Martin Jan E. Mercurio	January – June 2024	40%	80%	100%	Trainings and Seminar

	Performs other functions assign by the head, dean and the university (VSU Land Use Planning)						
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of academic lecture/ laboratory rooms maintained	Supervises in the maintenance	Engr. Florentino F. Morales Dr. Jannet C. Bencure	January – June 2024	100%	100%	100%	There were assigned schedule for room utilization in the academic lecture and laboratory rooms
PI 2. Number of research Laboratory facilities maintained	Implements schedule of facilities inventory	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	100%	100%	100%	
PI 3. Number of hours spent on monitoring	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".	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	100%	100%	90%	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	90%	90%	100%	

	coaching (by individual/group)						
	Conducts regular meeting with DGE staff/faculty twelve (12) times a year or 36 hours per year	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	100%	100%	100%	Monthly regular meetings were conducted every first Friday of the month
PI 5. Number of hours spent on performance tracking	Assigns the five (5) faculty members faculty workload and/or work assignments	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	100%	100%	100%	
PI 7. Number of documents attended and served	Signed and approved request letter, grade sheets, syllabi, etc.	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	90%	100%	100%	
PI 8. Zero percent complaint from client served	Monitors complaints	Engr. Florentino F. Morales, Jr. Dr. Jannet C. Bencure	January – June 2024	100%	100%	100%	

Prepared by:



FLORENTINO F. MORALES, JR.
Unit Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **Engr. Celestial A. Manigo**

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 professional/basic courses/subjects (GEng 128a , GEng 128b, Esci 121)	Assessment and students' grades per course taught	January 2024	June 2024	July 2024	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	January 2024	June 2024	July 2024	impressive	Outstanding	
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	January 2024	March 2024	March 2024	impressive	Very Satisfactory	
		Assessment tools such as long exam, quizzes, and problem sets. Etc.	January 2024	June 2024	July 2024	impressive	Outstanding	
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	January 2024	June 2023	July 2023	impressive	Outstanding	Submitted grades online and hard copy

5	Participate in all activities conducted by the department, college and the university	<p>CET CQI Workshop; DGE Instructional Materials Writeshop</p> <p>48th GEPI-08 Annual Regional Convention</p> <p>BSCE project</p> <p>Served as trainer for GIS and Mapping Training for BiPSU Staff/Faculty for LUDIP; Basic IS Training for CE Students (GISL)</p>	January-June 2024	January-June 2024	January-June 2024	impressive	Outstanding	Participated in all activities conducted by the department, college and the university
6	Perform other functions assign by the head, dean and the university	<p>Department Survey Camp Coordinator</p> <p>Chairperson of Department Quality Assurance Committee</p>	January-December 2024	January-December 2024	January-December 2024	impressive	Outstanding	

		Member of Department Research, Development, and Extension (RDE)						
		Member of Department Instructional Materials Development Committee						

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

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

Prepared by:


FLORENTINO F. MORALES, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celestial A. Manigo

Performance Rating: _____

Aim: Engr. Celestial A. Manigo is 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 and the department's RDEI Agenda in her field of specialization.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise attend training, conferences, and conventions to strengthen her competencies and qualifications.

Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual training, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

Finalize and submit the Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme by the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities will be implemented by attending virtual classes, training, seminars, and conferences.

Final Step/Recommendation:

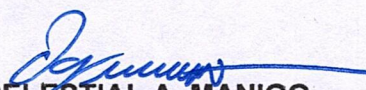
Engr. Manigo is also highly recommended to pursue her master's degree next year.

Prepared by:


JANNET C. BENCURE

Head, Dept. of Geodetic Engineering

Conforme:


CELESTIAL A. MANIGO
Name of Ratee Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **MANIGO, CELESTIAL A.**

Department: **Dept. of Geodetic Engineering**

College: **College of Engineering and Technology**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
GEng 137	HDYROGRAPHIC SURVEYING	LAB	4.00	Very Satisfactory	80.0%
GEng 145n	GEODETIC ENGINEERING ELECTIVE	LEC	5.00	Outstanding	100.0%
GEng 200b	TECHNICAL WRITING AND PRESENTATION	LEC	5.00	Outstanding	100.0%
GEng 137	HDYROGRAPHIC SURVEYING	LEC	4.50	Outstanding	90.0%
GEng 137	HDYROGRAPHIC SURVEYING	LAB	5.00	Outstanding	100.0%
GEng 145n	GEODETIC ENGINEERING ELECTIVE	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.58	Outstanding	91.67%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

MANIGO, CELESTIAL A.

Name and Signature of Faculty

Date: April 08, 2024

Distribution of copies: ODIE, College, Department, Faculty