

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Andy Phil D. Cortes

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.50	
TOTAL for Instruction	80%	4.81	3.85
2. Research	5%	4.00	0.20
3. Extension	10%	4.50	0.45
4. Administration & Support to Operation	5%	4.77	0.24
5. Production	0%	0.00	0.00
TOTAL			4.74

\*Instructor I - July 1, 2023-December 31, 2023

EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding


Prepared by:

  
ANDY PHIL D. CORTES  
Instructor I


Reviewed by:

  
EPIFANIA G. LORETO  
Head, DGE

Recommending Approval:

  
JANNET C. BENCURE  
Dean, CET

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY




DEPARTMENT OF  
**CIVIL ENGINEERING**

"Exhibit B"


**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANDY PHIL D. CORTES, 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 **July 1, 2023-December 31, 2023**.

  
**ANDY PHIL D. CORTES**  
Instructor  
Date: Jan. 23, 2024

Approved:

  
**EPIFANIA G. LORETO**  
Department Head  
Date: Jan. 23, 2024

  
**JANNET C. BENCURE**  
Dean, CET  
Date: Jan. 23, 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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							

	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> 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							
		<b>A4 .</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> 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. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	40	23.45	5	5	5	5.00	1st Sem, AY 2023-24 (CEng 198, CEnS 151, ESci 118) (54.45) Jan-June 2023
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	5	5	5	5.00	1st Sem, AY 2022-2023 (2-CEng 198, 3-ESci 118, 1-CEng 200b, 1-CEnS 151, 1-CEnS 152) (4) Jan-June 2023
		<b>A11.</b> 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	1						Accomplished Jan-Jun 2023
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	4	4.67	5th Philippine Engineering Summit Exhibit
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	5	4	4	4.33	Esci 118, CEnS 151 Jan-June (6) CEng 144n, CEnS 155, CEnS 154,
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6						Accomplished Jan-Jun 2023
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	32	5	5	4	4.67	Esci 118, CEnS 151 (20) Jan-Jun 2023 (CEng 200, CEng 144n)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	30	50	5	5	4	4.67	BSCE & CE Project

		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	6	2	5	4	4	4.33	Team 2 (LPLllevado, KJTClarín, JQGenata, ABVituala); Team 6 (Acañega, RCPormejo, JMMSalubre, FIMTadura) (2) Groups January-June 2023
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	6	2	5	4	4	4.33	Team 7 (HJForación, SAMDupal, JLYap); Team 8 (SFTIbo, CJAAlmedilla, KMVMBantaculo, QGCabantug) (2) Groups Jan-Jun 2023
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	20	43	4	5	4	4.33	Academic advisee, CE Projects and OJT advisees (30) Jan-Jun 2023
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO		1	5	5	5	5.00	PICE-VSUCC
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	Assisted PICE-VSUCC in organizing Regional Junior Civil Engineer's Convergence being the Head Coordinator
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of instructional materials were developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Flexible Instructional Materials	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.	10	8	5	4	4	4.33	1 exam for CEnS 151, 2 exams for ESci 118, 6 exercises for ESci 118. (15) Jan-June 2023 Accomplishment
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	4	4.67	CEnS 151, ESci 118 (3) Jan-Jun 2023 Accomplishment
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of								

		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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						Accomplished Jan-June 2023
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences * <i>In int'l fora/conferences</i>	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In nat'l/regional fora/conferences</i>		1						None within the evaluation period
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	50%	4	4	4	4.00	Submitted 2 proposals for committee review on December 2023
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							

	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>			1	5	5	5	5.00	Training on Capacitating the ABEs on Farm Bridge Design
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	50%	4	4	4	4.00	submitted 1 proposal for committee review on December 2023
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								



		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPA MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of theQMS 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	zero non-conformity	5	5	4	4.67	
		<b>A 45.</b> 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	100% compliant	5	5	4	4.67	
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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					19				
	Total Over-all Rating					87.33				
	Average Rating					4.60				
	Adjectival Rating					VS				

Average Rating (Total Over-all rating divided by 4)			4.60
Additional Points:			
Approved Additional points (with copy of			
FINAL RATING			4.60
ADJECTIVAL RATING		VERY SATISFACTORY	

Comments and Recommendations for Development Purposes:

*He must prepare & submit research & extension proposals*

Evaluated & Rated by:

*E. Loreto*

**EPIFANIA G. LORETO**

Department Head

Date: Jan. 23, 2024

Recommending Approval:

*J. Bencure*

**JANNET C. BENCURE**

Dean, CET

Date: Jan. 23, 2024

Approved by:

*B. Belonias*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: Jan 25, 2024

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Andy Phil D. Cortes**

Performance Rating: **4.74 (Outstanding)**

**Aim:** Engr. Andy Phil D. Cortes 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: July 2023      Target Date: December 2023

**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 engage in research and extension activities, and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

**Result:**

The faculty has successfully created and submitted an Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of their subjects.

**Outcome:**

Successful implementation of the BSCE curriculum. Submitted one (1) research proposal and two (2) extension proposals on target date.

**Final Step/Recommendation:**

Engr. Cortes should conduct research and extension projects in addition to implementing regular, continuous quality improvement measures for the BSCE Curriculum.

Prepared by:

  
**EPIFANIA G. LORETO**  
Unit Head

Conforme:

  
**ANDY PHIL D. CORTES**

Name of Ratee Faculty/Staff