

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Juztine Jane L. Rebuyas

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (100%)		4.82	
b. Students (0%)		0.00	
TOTAL for Instruction	70%	4.82	3.37
2. Research	0%	0.00	0.00
3. Extension	20%	4.94	0.99
4. Administration & Support to Operation	10%	5.00	0.50
5. Production	0%	0.00	0.00
TOTAL			4.86

*Instructor I- January-June 2020


EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding

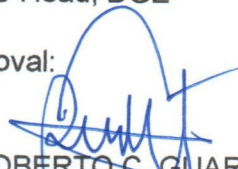
Prepared by:


JUZTINE JANE L. REBUYAS
Name of Faculty


Reviewed by:


JANNET C. BENCURE
OIC Head, DGE

Recommending Approval:


ROBERTO C. GUARTE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF GEODETIC
ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUZTINE JANE L. REBUYAS, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING, commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January-June 2020**.

JUZTINE JANE L. REBUYAS

Instructor

Date: *06 October 2020*

Approved:

JANNET C. BENCURE

OIC Head

Date: *06 October 2020*

ROBERTO C. GUARTE

College Dean

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	Timelines	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 thesis/special problem/dissertation								

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
<i>On-line ready courseware</i>			Prepares Instructional module/laboratory guide/workbook or a combination thereof							
<i>Supplemental learning resources</i>			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
<i>Assessment tools</i>			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 <u>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										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	20.85	5	5	5	5.00	GEng 131n (2 sections), GEng 145, GEng 146, GEng 152, GEng 161
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	6	5	5	5	5.00	GEng 131n (2 sections), GEng 145, GEng 146, GEng 152, GEng 161
		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	8	5	5	4	4.67	GEng 159 - Orellano, Oracion, Oppus, Colorito, Tagalog; GEng 145 - Napoles, Villaneza, Oppus
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Training on Moodle
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	3	5	5	5	5.00	GEng 131n (2 sections), Geng 145, Geng 152

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	21	5	5	5	5.00	GEng 131n (14), GEng 145 (2), GEng 152 (3), GEng 161 (2)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	7	5	5	5	5.00	GEng 145 (2), GEng 152 (5)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	25	25	5	5	4	4.67	1st year - 22; 2nd year-1, 5th year-2
		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	5	5	5	5	4	4.67	Elan, Menorias, Oracion, Dandoy, Tutor
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	15	5	5	4	4.67	Students in GEng 131n (2 sections), GEng 145, GEng 146, GEng 152, GEng 161
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	0	0					
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	0	0					
	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	2	1	5	4	4	4.33	Geng 135n

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	4	4	4.33	Geng 135n
		Flexible instructional materials								
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	11	5	5	5	5.00	Powerpoint Presentations in: Geng 131n (4), Geng 152 (7)
		Assessment tools	Prepares assessment tools such as long exam,	7	5	5	5	5	5.00	Geng 131n (2), Geng 161 (1), Geng 152 (1), Geng 145 (1)
		A 23 : 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	1	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	4	5.00	Geng 135
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		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							

	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						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	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 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	1	5	5	5	5.00	LGU Baybay

	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	25	25	5	5	5	5.00	Capability Building on Land Use Development and Infrastructure Planning Training-workshop: Phase 2
	PI 3. Number of extension programs organized and supported consistent	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	2	2	5	5	5	5.00	Capacitating the VSU Satellite Campuses and Selected Local Government Units in Disaster Risk
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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	80	100	5	5	5	5.00	Participants in the Capability Building on Land Use Development and Infrastructure Planning Training-workshop: Phase 2
	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	1	1	5	5	4	4.67	Mapping of PUM and PUI cases in Baybay City
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	Resource Person in the Capability Building on Land Use Development and Infrastructure Planning Training-workshop: Phase 2
	Convenor/Organizer	Convenor/Organizer								
	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 (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										
	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 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		<i>zero non-conformity</i>	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as		<i>100% compliant</i>	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	Zero % complaint	5	5	5	5.00	
	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							
	Total Over-all Rating								117.00	
	Average Rating								4.88	
	Adjectival Rating								0	

Average Rating (Total Over-all rating divided by 4)			4.88
Additional Points:			
Approved Additional points (with copy of			
FINAL RATING			4.88
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:

- Conduct research & extension activities

Evaluated & Rated by:

JANNET C BENCURE

OIC Head, DGE

Date: 06 October 2020

1 - Quality

2 - Efficiency

Recommending Approval

ROBERTO C GUARTE

Dean, CET

Date: 06 October 2020

3 - Timeliness

4 - Average

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Juztine Jane L. Rebuyas**


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 (5) professional/basic courses/subjects GEng 131n (2 sections), GEng 145, GEng 146, GEng 152, GEng 161	Students' grade per course taught and Student Performance Evaluation Form (CQI Form 6)	January 2020	May 2020	May 2020	impressive	Outstanding	Improve working attitude 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	January 2020	May 2020	May 2020	impressive	Outstanding	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	January 2020	May 2020	May 2020	impressive	Outstanding	Should develop lecture and lab manuals on time
		on-line course ware developed and submitted	May 2020		June 2020	impressive	Outstanding	Should submit Instructional module on time

4	Assess students and submit grades to measure students' performance	CQI Form #6, Grades submitted to registrar	January 2020	May 2020	June 2020	Needs improvement	Very satisfactory	Maintain submission of grades on time
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020			impressive	Outstanding	Always participate actively in all activities
6	Perform other functions assign by the head, dean and the university	Extension Communicator Chairman, Socio Cultural Committee	January 2020			impressive	Outstanding	Performs functions duly assigned to her

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

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

Prepared by:

 jcb20-11
JANNET C. BENCURE
 OIC Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Juztine Jane L. Rebuyas

Performance Rating: _____

Aim: Engr. Juztine Jane L. Rabuyas as a Master's Degree holder and as 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 RDE Agenda in the new normal system.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

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. She should likewise attend trainings, conferences, and conventions to strengthen her competencies and qualifications.

Result:

Stronger manpower to support the offering of OBEdized BS Geodetic Engineering program, and in the implementation of research and extension activities of the department in the new normal.

Date: July 2020

Target Date: December 2020

Next Step:

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 with the new normal scheme. She should likewise adapt the new teaching strategies for the new normal. Attend virtual trainings, conferences, and conventions to strengthen her competencies and qualifications.

Outcome:

The faculty was able to prepare and submit Student Learning Guide (Module) and Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance to the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty was able to implement OBE in all her subjects. Also, an application of the new knowledge learned in terms of instruction, research and extension activities of the department in the new normal will be implemented by attending virtual trainings, seminars and conferences.

Final Step/Recommendation:

The faculty member should attend trainings, seminars and workshops to strengthen her competencies and qualifications. Also, it is highly recommended that, the faculty member proposes possible research and/or extension projects which is in line with her field of interest and to the university's RDE Agenda.

Prepared by:


Jannet C. Bencure

jcb20-05

OIC Head, Dept. of Geodetic Engineering

Conforme:


Juztine Jane L. Rebuyas

Name of Ratee Faculty