



**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

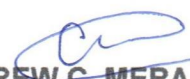
Name of Faculty Member: **Engr. Andrew C. Merafuentes**

| Program Involvement<br>(1)             | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|----------------------------------------|-----------------------------------------------|-------------------------------------------|--------------------------------------------|
| 1. Instruction                         |                                               |                                           |                                            |
| a. Head/Dean (50%)                     | 70%                                           | 4.84                                      | 3.39                                       |
| b. Students (50%)                      | 0                                             |                                           |                                            |
| Total for Instruction                  | 70%                                           |                                           |                                            |
| 2. Research                            |                                               |                                           |                                            |
| a. Client/Dir. for Research (50%)      |                                               |                                           |                                            |
| b. Dept. Head/Center Director<br>(50%) |                                               |                                           |                                            |
| Total for Research                     | 0                                             |                                           |                                            |
| 3. Extension                           |                                               |                                           |                                            |
| a. Client/Dir. for Extension (50%)     |                                               |                                           |                                            |
| b. Dept Head/Center Director (50%)     |                                               |                                           |                                            |
| Total for Extension                    | 0                                             |                                           |                                            |
| 4. Administration                      | 30%                                           | 4.67                                      | 1.40                                       |
| 5. Production                          | 0                                             |                                           |                                            |
| TOTAL                                  | 100%                                          |                                           | 4.79                                       |

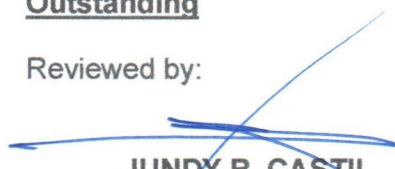
EQUIVALENT NUMERICAL RATING: 4.79  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **Outstanding**

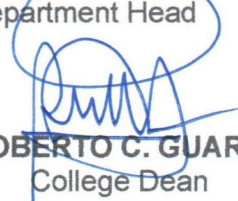
Prepared by:

  
**ANDREW C. MERAFUENTES**  
Name of Faculty

Reviewed by:

  
**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

  
**ROBERTO C. GUARTE**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
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**"Exhibit B"**

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

I, ENGR. ANDREW C. MERA FUENTES, a faculty member of the DEPARTMENT OF MECHANICAL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period SEPTEMBER - DECEMBER 31, 2020.

**ANDREW C. MERA FUENTES**

Instructor I

Date: 5-4-21

Approved:

**JUNDY R. CASTIL**

Department Head

Date:

**ROBERTO C. GUARTE**

College Dean

Date:

| MFO No.                                          | Description of MFO's/PAPs                             | Success/ Performance Indicators (PI) | Tasks Assigned                                | Target | Actual Accomplishment | Rating  |            |            |         | REMARKS<br>(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 |        |                       |         |            |            |         |                                                                                                                |



|  |                                                            |                                                                                        |                                                                                                             |  |  |  |  |  |  |  |
|--|------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
|  |                                                            | <b>A3 . Number of students advised on thesis/special problem/dissertation</b>          |                                                                                                             |  |  |  |  |  |  |  |
|  |                                                            | 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 . Number of students entertained for consultation purposes</b>                   | Entertains students seeking consultation with faculty                                                       |  |  |  |  |  |  |  |
|  | <b>PI 9: Number of instructional materials developed *</b> | <b>A5 . Number of on-line ready coursewares developed and submitted for review</b>     | 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.                                   |  |  |  |  |  |  |  |
|  |                                                            | <b>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b> | Submits the course ware duly reviewed by TRP for editing by MMDC editor                                     |  |  |  |  |  |  |  |
|  |                                                            | <b>A 7 : Number of virtual classroom created and operational</b>                       | Creates virtual classroom using either Moddle or Google Classroom                                           |  |  |  |  |  |  |  |

|                                                          |                                                                  |                                                                                   |                                                                                                                          |    |      |   |   |   |      |                                                 |
|----------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----|------|---|---|---|------|-------------------------------------------------|
|                                                          | <b>PI 10.</b> Additional outputs:                                | <b>A 8.</b> Other outputs implementing the new normal due to covid 19             | Designs experiential learning activities and other outputs to implement new normal                                       |    |      |   |   |   |      |                                                 |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |                                                                  |                                                                                   |                                                                                                                          |    |      |   |   |   |      |                                                 |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |                                                                  |                                                                                   |                                                                                                                          |    |      |   |   |   |      |                                                 |
|                                                          | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A9.</b> Actual Faculty's FTE                                                   | Handles and teaches courses assigned                                                                                     | 18 | 12.6 | 5 | 5 | 5 | 5.00 | Handles MEng 138, MEng 109, MEng 131n, MEng 112 |
|                                                          |                                                                  | <b>A10.</b> Number of grade sheets submitted within prescribed period             | Prepares gradesheet and submits on or before deadline                                                                    |    |      |   |   |   |      |                                                 |
|                                                          |                                                                  | <b>A 11.</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 |    |      |   |   |   |      |                                                 |
|                                                          |                                                                  | <b>A12.</b> Number of trainings attended related to instruction                   | Attend mandated trainings                                                                                                | 1  | 1    | 4 | 5 | 5 | 4.67 | MOODLE Training                                 |
|                                                          |                                                                  | <b>A13.</b> Number of long examinations administered and checked                  | Administers and checks long examination for subjects taught                                                              |    |      |   |   |   |      |                                                 |
|                                                          |                                                                  | <b>A14.</b> Number of quizzes administered and checked                            | Prepares and checks quizzes for lec and lab                                                                              |    |      |   |   |   |      |                                                 |
|                                                          |                                                                  | <b>A15.</b> Number of lab reports and term papers checked and graded              | Checks lab reports and term papers submitted as required                                                                 |    |      |   |   |   |      |                                                 |
|                                                          | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:                                           | Acts as academic adviser to students                                                                                     |    |      |   |   |   |      |                                                 |
|                                                          |                                                                  | <b>A17.</b> Number of students advised on thesis/ field practice/special problem: |                                                                                                                          |    |      |   |   |   |      |                                                 |



|  |                                                                  |                                                                                     |                                                                                                                    |  |  |  |  |  |  |  |
|--|------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
|  |                                                                  | <i>As SRC Chairman</i>                                                              | Advises, and corrects research outline and thesis/SP manuscript                                                    |  |  |  |  |  |  |  |
|  |                                                                  | <i>As SRC Member</i>                                                                | Advises and corrects research outline and thesis/SP manuscript                                                     |  |  |  |  |  |  |  |
|  |                                                                  | <b>A18</b> . Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades                                                |  |  |  |  |  |  |  |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19</b> . Number of Student organizations advised                                | Advises student organizations recognized by USOO                                                                   |  |  |  |  |  |  |  |
|  |                                                                  | <b>A20</b> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities                                           |  |  |  |  |  |  |  |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A 21</b> : Number of on-line course ware developed and submitted :               | Prepares and submits for review by the Technical Review Panel                                                      |  |  |  |  |  |  |  |
|  |                                                                  | <i>On-line ready courseware</i>                                                     | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>                            |  |  |  |  |  |  |  |
|  |                                                                  | Supplemental learning res                                                           | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> |  |  |  |  |  |  |  |
|  |                                                                  | <i>Assessment tools</i>                                                             | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                          |  |  |  |  |  |  |  |
|  |                                                                  | <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 Moddle or Google Classroom                                                                    |  |  |  |  |  |  |  |
|                                   | <b>PI 11.</b> Additional outputs                                                                                         | <b>A 25.</b> 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                           |  |  |  |  |  |  |  |
|                                   |                                                                                                                          | <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                                                   |  |  |  |  |  |  |  |
| <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 *                             | Prepares, submits and presents research paper in scientific for a/conferences                                           |  |  |  |  |  |  |  |
|  |                                                                                                                                     | <i>In int'l fora/conferences</i>                                                                                             |                                                                                                                         |  |  |  |  |  |  |  |
|  |                                                                                                                                     | <i>In nat'l/regional fora/conferences</i>                                                                                    |                                                                                                                         |  |  |  |  |  |  |  |
|  | <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                           |  |  |  |  |  |  |  |
|  | <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                                           |  |  |  |  |  |  |  |

| UMFO 4. EXTENSION SERVICES |                                                                                                                                                  |                                                                                                                                                            |                                                                                                            |  |  |  |  |  |  |  |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
|                            | <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 | <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                                      |  |  |  |  |  |  |  |
|                            | Research Mentoring                                                                                                                               | Research Mentor                                                                                                                                            |                                                                                                            |  |  |  |  |  |  |  |
|                            | Peer reviewers/Panelists                                                                                                                         | Peer reviewers/Panelists                                                                                                                                   |                                                                                                            |  |  |  |  |  |  |  |
|                            | Resource Persons                                                                                                                                 | Resource Persons                                                                                                                                           |                                                                                                            |  |  |  |  |  |  |  |
|                            | Convenor/Organizer                                                                                                                               | Convenor/Organizer                                                                                                                                         |                                                                                                            |  |  |  |  |  |  |  |
|                            | Consultancy                                                                                                                                      | Consultant                                                                                                                                                 |                                                                                                            |  |  |  |  |  |  |  |
|                            | Evaluator                                                                                                                                        | Evaluator                                                                                                                                                  |                                                                                                            |  |  |  |  |  |  |  |



|                                                             |                                                                                                                                                                                                       |                                                                                                              |                                                                                                                                       |                     |                     |   |   |   |      |  |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|---|---|---|------|--|
|                                                             | <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                                 |                     |                     |   |   |   |      |  |
|                                                             | <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>OVPI 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 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 | zero non-conformity | 4 | 5 | 5 | 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                                    | 100% compliant      | 100% compliant      | 4 | 5 | 5 | 4.67 |  |
|                                                             |                                                                                                                                                                                                       | On program accreditations                                                                                    |                                                                                                                                       |                     |                     |   |   |   |      |  |
|                                                             |                                                                                                                                                                                                       | 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    | 4 | 5 | 5 | 4.67 |  |

|  |                                 |                                                                                                                                |                                                                                                |  |  |  |  |  |              |  |
|--|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|--|--|--|--|--------------|--|
|  | <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           |  |  |  |  |  |              |  |
|  |                                 | <b>A 48.</b> Other outputs implementing the new normal due to covid 19                                                         | Designs administration/management related activities and other outputs to implement new normal |  |  |  |  |  |              |  |
|  | <b>Total Over-all Rating</b>    |                                                                                                                                |                                                                                                |  |  |  |  |  | <b>23.67</b> |  |

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| <b>Average Rating</b> (Total Over-all rating divided by 4) | <b>4.73</b>        |
| <b>Additional Points:</b>                                  |                    |
| <b>Approved additional points</b> (with copy of approval)  |                    |
| <b>FINAL RATING</b>                                        | <b>4.73</b>        |
| <b>ADJECTIVAL RATING</b>                                   | <b>Outstanding</b> |

**Comments & Recommendations for Development Purpose:**

Prepare to pursue MSME degree as per Faculty Development Program and align it to the field of specialization

Evaluated & Rated by:

**JUNDY R. CASTIL**  
Department Head  
Date:

Recommending Approval

**ROBERTO C. GUARTE**  
College Dean, CET  
Date:

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date:





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Andrew C. Merafuentes**

| 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        | Handles and teaches courses assigned                                                                                                  | 18                  | September 2020 | December 31, 2020           | December 31, 2020        | impressive         | Very satisfactory               | Handles MEng 138, MEng 109, MEng 131n, MEng 112 |
| 2        | Attend mandated trainings                                                                                                             | 1                   | September 2020 | December 31, 2020           | December 31, 2020        | impressive         | Very satisfactory               | MOODLE Training                                 |
| 3        | 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 | September 2020 | December 31, 2020           | December 31, 2020        | impressive         | Very satisfactory               | No non-conformity                               |
| 4        | Prepares required documents and complies all requirements as prescribed in the accreditation tools                                    | 100% compliant      | September 2020 | December 31, 2020           | December 31, 2020        | impressive         | Very satisfactory               | Compliant                                       |
| 5        | Provides customer friendly frontline services to clients                                                                              | Zero % complaint    | September 2020 | December 31, 2020           | December 31, 2020        | impressive         | Very satisfactory               | No complaint                                    |

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

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

Prepared by:

**JUNDY R. CASTIL**  
Unit Head



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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"Exhibit G"

**PERFORMANCE MONITORING & COACHING JOURNAL**

|   |                 |                                 |
|---|-----------------|---------------------------------|
|   | 1 <sup>st</sup> | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2 <sup>nd</sup> |                                 |
| X | 3 <sup>rd</sup> |                                 |
| X | 4 <sup>th</sup> |                                 |

**Name of Office:** Department of Mechanical Engineering

**Head of Office:** Engr. Jundy R. Castil

**Name of Faculty/Staff:** Engr. Andrew C. Merafuentes **Signature:**  **Date:** 5-4-21

| Activity Monitoring                                                                  | MECHANISM                                                                                                     |                                                                                                              |                                                 |                                                                                       | Remarks                                                                                              |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                                                                                      | Meeting                                                                                                       |                                                                                                              | Memo                                            | Others (Pls. specify)                                                                 |                                                                                                      |
|                                                                                      | One-on-One                                                                                                    | Group                                                                                                        |                                                 |                                                                                       |                                                                                                      |
| I. Monitoring                                                                        |                                                                                                               |                                                                                                              |                                                 |                                                                                       |                                                                                                      |
| Monitoring on the Implementation of the Faculty Development Plan                     | N/A                                                                                                           | The Faculty Development Plan was presented during the meeting showing the updates and status of each faculty | N/A                                             | • Notice of Meeting dated December 3, 2020                                            | The faculty had given his input, current status and plans.                                           |
| Monitoring of the preparation for new normal: online and offline mode of instruction | The faculty was encourage to attend webinars, such as MOODLE, in preparation for the new modes of instruction | Discussed during the departmental meeting                                                                    | N/A                                             | • Notice of Meeting dated September 1, 2020                                           | The faculty participated in webinars hosted by the university                                        |
| Monitoring of the conduct of online and offline classes                              | The faculty was reminded to encourage their students to join online classroom to maximize their learning      | Discussed during the departmental meeting                                                                    | N/A                                             | • Notice of Meeting dated October 29, 2020                                            | Some students on offline were able to transfer to online learning as per advise by the faculty       |
| Monitoring on the submission of OBTL Syllabus                                        | The faculty was reminded to submit the syllabus of all courses handled                                        | Discussed during the departmental meeting                                                                    | DME Memo No. 15, s. 2020 dated November 3, 2020 | • Notice of Meeting dated November 10, 2020<br>• Notice of Meeting dated Dec. 3, 2020 | The faculty submitted syllabus of courses assigned for the 1 <sup>st</sup> Semester of AY 2020-2021. |



|                                                                                                          |                                                                                              |                                           |                                                    |                                                                                           |                                                                                                           |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Monitoring on the attendance to TOS Preparation webinar and submission of midterm TOS with questionnaire | The faculty was reminded on the submission of TOS before the schedule of midterm examination | Discussed during the departmental meeting | • DME Memo No. 18, s. 2020 dated Dec. 7, 2020      | • Notice of Meeting dated November 10, 2020<br>• Notice of Meeting dated December 3, 2020 | The faculty submitted TOS and questionnaire of his subjects handled for the 1st semester of AY 2020-2021. |
| Monitoring on the evaluation of virtual classroom                                                        | The faculty was reminded to check their virtual classrooms for the conduct of evaluation     | Discussed during the departmental meeting | • DME Memo No. 17, s. 2020 dated November 24, 2020 | • Notice of Meeting dated November 10, 2020<br>• Notice of Meeting dated December 3, 2020 | The faculty was subjected to evaluation of his virtual classroom                                          |
| <b>Coaching</b>                                                                                          |                                                                                              |                                           |                                                    |                                                                                           |                                                                                                           |
| No coaching was done since TPES was not conducted due to the cancelation of classes                      |                                                                                              |                                           |                                                    |                                                                                           |                                                                                                           |

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

Conducted by:

**JUNDY R. CASTIL**  
Immediate Supervisor

Noted by:

**ROBERTO C. GUARTE**  
Next Higher Supervisor



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
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Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Engr. Andrew C. Merafuentes**

Performance Rating: **Outstanding**

**Aim:** To finish his Master's Degree in Mechanical Engineering in compliance to VSU Rules and Regulations and CHED Minimum Requirements and to be an effective implementer of the new OBE'dized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

**Proposed Interventions to Improve Performance:**

**Date:** September 2020

**Target Date:** December 2020

**First Step:**

- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

**Results:**

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the first semester of SY 2020-2021.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.
- Attended online Moodle training in preparation for the development of instructional materials for the new normal mode of instruction.

**Next Step:**

- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Participate department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- Recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization



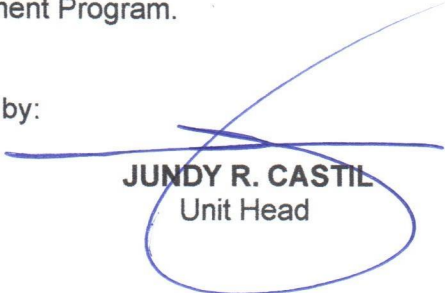
**Outcomes:**

- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant trainings and seminars aligned to his field of specialization

**Final Steps / Recommendations:**

- Engr. Merafuentes will be pursuing his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:

  
**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**ANDREW C. MERA FUENTES**  
Name of Ratee