

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Hanzel N.Mejia

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.38	
b. Students (50%)		2.17	
TOTAL for Instruction	85%	4.54	3.86
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	5%	4.50	0.23
TOTAL			4.59

EQUIVALENT NUMERICAL RATING: 4.59
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: Outstanding

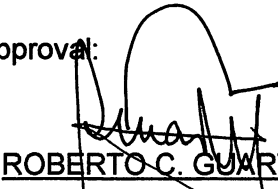
Prepared by:


HANZEL N. MEJIA
Name of Faculty

Reviewed by:


EPIFANIA G. LORETO
Department Head

Recommending Approval:


ROBERTO C. GUARTE
Dean, CoE

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction



Visayas State University
Visca, Baybay City, Leyte, PHILIPPINES
Website: www.vsu.edu.ph

I, HANZEL N. MEJIA, a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

Ratee

Head

[illegible]

	P13. Number of research projects conducted and or completed on schedule									
	P14. Number of research proposals submitted									
						Total points				
UMFO 4.	Extension Services									
	PI 1. Technical/Expert Services/Number of students/staff served									
	PI 4. Number of extension projects conducted and/or completed on schedule									
	PI 5. Number of extension proposals submitted									
						Total Points				
UMFO 5.	SUPPORT TO OPERATIONS (STO)									
	MFO 3. Faculty Evaluation Services									
	PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Seminar-Workshop on Structural Analysis and Design using SAP 2000	Participant	1	1	5	5	5	5.00	
						Total Points			5.00	
UMFO 6.	General Admin. & Support Services (GASS)									
	MFO 1. Administrative and Facilitative Services									
	PI 9. Additional Outputs									
	MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Consultation	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
	PI 2. Additional Outputs/Best Practices									
	Number of hours devoted in consultation meeting		Consutation meeting with BSCE students	50	96	5	5	5	5.00	

	Number of hours devoted in supervising the laborers in the construction of Booth for VSU Anniversary	Preparation of Booth for VSU Anniversary	Supervising and monitoring of laborers	15	18	5	5	5	5.00	
	Number of hours devoted in the preparation of documents needed for ISO certification	ISO Accreditation	Preparation of supporting documents	6	10	4	4	4	4.00	
	Number of hours devoted in the preparation of documents needed for PTC-ACBET (Washington Accord) accreditation	PTC-ACBET (Washington Accord) Accreditation	Preparation of supporting documents	5	8	4	4	4	4.00	
	Number of hours devoted in the preparation for AACCUP accreditation	AACCUP Accreditation	Preparation of supporting documents for VIII and Area X	12	12	4	4	4	4.00	
					8	Total Points			27.00	
Total Over-all Rating						70.00				
Average Rating						4.67				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)		4.67
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: submit research proposal + extension proposal

Evaluated and Rated by:


EPIFANIA G. LORETO
Department Head, DCE

Date: _____

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean, College of Engineering

Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction

Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **HANZEL N. MEJIA**

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.	Preparation of Course Outline	Course Outline for CEng courses handled	January 3, 2018	January 10, 2018	January 10, 2018	Impressive	Very Satisfactory	
2.	Preparation of OBE Syllabus	OBE Syllabus for CEng courses handled	January 10, 2018	June 24, 2018	June 24, 2018	Impressive	Very Satisfactory	
3.	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 10, 2018	June 24, 2018	On going			
4.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 3, 2018	January 10, 2018				Prepared but did not submit
8.	Preparation of PPP for AACCUP	PPP for Area VIII and Area X	January 2018	September 24, 2018	On going	Needs improvement	Satisfactory	

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

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

Prepared by:


EPIFANIA G. LORETO
 Unit Head