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
(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:

TOTAL NUMERICAL RATING:

4.59

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Name of

Recommending Approval

ROBERTO C

EPIFANIA G. LORETO Department Head

Approved by:

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DEPARTMENT OF CIVIL ENGINEERING

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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.

HANZEL N. MEJIA

EPIFANIA G. LORETO
Head

	MFO	Success/ Performance	Program/ Actual Accom-	Rating Actual Accom-		Actual Accom-		Actual Accom-		Remarks	
MFO No.	Descrip- tion	Indicator (PI)	Activities/ Projects	Tasks Assigned	Target	plishment	Q ¹	E ²	T ³	A ⁴	
UMFO2.	22. Higher Education Services										
	MFO1. Cu	rriculum Program Manag	ement Services								
1	PI 1. Total	Undergraduate FTE	Instruction	Teach BSCE subjects	20	25.30	5	5	5	5.00	Teacher's Leave
	PI 8. Numb	per of students advised	BSCE Students	Academic Adviser	30	54	4	4	4	4.00	
	PI 9. Number of Student organizations Advised/Assisted										
		ber of instructional	Powerpoint presentations for CEng 112, CEng 122, CEng 159, CEng 199	Preparation and encoding	2	4	4	4	4	4.00	
	MFO2. Stu	udent Management Servic	es								
	PI 6. Addit	ional outputs									

Number of Students advised on Adviser of Advising and monitoring 3 16 5.00 5 5 thesis/field practice/special problem students who enrolled CEng 156(CE Project) for 2nd sem. SY 2017-2018 and CEng 200a for Mid-Year SY PICE-VSUSC Supervising and 2 Number of hours devoted for 3 5 5 5 5.00 assisting student related activities activities monitoring Number of related students activities 1.)CoE Week Participant 2 2 5 5 5 5.00 2018: Opening attended Parade and Ceremony 2.)Junior Civil Engineers Symposium Number of in-house seminars/ trainings/workshops/reviews conducted/attended 18 Number of hours spent for student Support to Conduct consulation to 48 5 5 5 5.00 students regarding students consultation subject matters, grades, 1. Checking of exams, 24 Number of hours spent in checking Support to 48 5 5 5 5.00 and computing of grades guizzes, and lab students exercises 2. Computing of midterm and final grades. Total points 38.00 UMFO 3. Research Services PI 2. Number of research outputs presented in regional/national/international fora/conferences national fora/conferences

										
	P13. Number of research projects									
	conducted and or completed on									
	schedule									
	P14. Number of research proposals									
	submitted									
						Total	points			
UMFO 4.	Extension Services					5.0				
	PI 1.Technical/Expert									
	Services/Number of students/staff						ļ			
	served									
	PI 4. Number of extension projects									
	conducted and/or completed on									
	schedule									
	PI 5. Number of extension proposals							l		
	submitted			*****				<u> </u>		
						Total	Points			
UMFO 5.	SUPPORT TO OPERATIONS (STO)									
	MFO 3. Faculty Evaluation Services									
	PI 4. Number of in-house seminars/	Seminar-	Participant	1	1	5	5	5	5.00	
İ	trainings/workshops/reviews	Workshop on								
	conducted/attended	Structural Analysis and								
		Design using SAP								
1		2000						l		
						Total	L Points	I	5.00	
UMFO 6.	General Admin. & Support Services	s (GASS)			L			······	1	
	MFO 1. Administrative and Facilita	ative Services								
	PI 9. Additional Outputs					Ī				
	MFO 2. Frontline Services			······································						
	PI 1. Efficient and customer-friendly	Consultation	Zero percent complaint	100%	100%	5	5	5	5.00	
	frontline service		from clients served				l			
	PI 2. Additional Outputs/Best					1				
	Practices							L		
	Number of hours devoted in		Consutation meeting with	50	96	5	5	5	5.00	
	consultation meeting		BSCE students							
	<u> </u>									·

, , , ,	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	
preparation of documents needed	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 Ra	iting			4.67				
	Adjectival R	ating			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 +
extensin proposal

Evaluated and Rated	l by:	:
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EPIFANIA G. LORETO Departent Head, DCE

ROBERTO C. GUARTE, Ph.D.

Recommending Approval:

Dean, College of Engineering

Date:	Date:

Approved:

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

Date:	
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- 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/ Recommen- dation
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: