



Exhibit K

Summary of Individual Ratings of Faculty Members
with Multiple Functions

Name of Faculty Member: Engr. Philip Caesar L. Ebit

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.43	2.22
b. Students (50%)	50%	5.00	2.50
Total for Instruction			4.72
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.72

EQUIVALENT NUMERICAL RATING: 4.72

Add: Additional Points, if any: 0.00


TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


PHILIP CAESAR L. EBIT
Instructor I

Reviewed by:


JUNDY R. CASTIL
Dept. Head, DME

Recommending Approval:

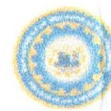

ROBERTO C. GUARTE
College Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President, Instruction



VISAYAS
STATE UNIVERSITY



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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Philip Caesar L. Ebit, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December, 2019.

PHILIP CAESAR L. EBIT
Ratee

Approved: _____

JUNDY R. CASTIL
Department Head


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
O 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	35	5	5	5	5.00	Taught 4 subjects with a total of 206 students
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	100%	4	4	4	4.00	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students class performances	70%	100%	5	5	5	5.00	6/6 BSME students
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	-	4	4	4	4.00	all students who applied for graduation graduated on time

	PI 8: Number of academe/industry linkages established	Renewal of membership to professional organization	1	1	4	5	5	4.67	IIEE
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Panelist during the oral defense of the project	15	15	5	5	4	4.67	ME Project
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	Produce syllabi from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	3	3	4	5	4	4.33	ESci 110m, MEng 122, MEng 117
	b. Teaching guides/Student guides/Laboratory Manuals	Make one Laboratory Manual	1	1	4	5	4	4.33	Basic Electronics
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Develop audio visual materials such as power point presentations	1	1	4	5	4	4.33	Pre-Calculus
	d. On-line interactive learning resources per subject	Do online classroom for subject taughts	1	4	4	5	5	4.67	ESci 110m, MEng 122, MEng 117, ESci 127
OVPI MFO 5. Support to Operations									
OVPI MFO 3. Faculty Evaluation Services									
	PI 4: Number of seminars/ trainings/ conventions/ workshops outside the university	Attend trainings relevant for teaching Mechanical Engineering students	1	1	5	5	5	5.00	Statistics Workshop
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly evaluated by the students based on the teaching strategies per subject	80%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Support the JPSME by attending its organized activities such as seminars	1	0	3	3	3	3.00	
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 2: Degree program compliant with CHED requirements	Support the implementation of the degree program	1	1	4	4	4	4.00	BSME
OVPI MFO 6. General Administration and Support Services									

PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)									
Total Over-all Rating								62.00	


Average Rating (Total Over-all rating divided by 4)		4.43
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.43
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development
Purpose: Finish the MSEE degree at University of San Carlos to add on the line up of DME Faculty members with at least MS/ME degree as per CHED requirement.

Evaluated & Rated by:

JUNDY R. CASTIL
 Department Head
 Date: _____

Recommending Approval:

ROBERTO C. CUARTE
 College Dean
 Date: _____

Approved:

BEATRIZ S. BELONIAS
 Vice President, Instruction
 Date: _____



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Exhibit I

Performance Monitoring Form

Name of Employee: **Engr. Philip Caesar L. Ebit**

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	Provide teaching services to engineering students	18	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
2	Topics of the subjects taught is in line to approved CMO including its learning outcomes	100%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
3	Lessons or topics discussed is found in its corresponding syllabus Fair evaluation to the students' class performances	70%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
4	Render consultation time to those students whose performance is below average Records student's performances properly Manuals and PPT was used in the class	10%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
5	Renewal of membership to professional organization	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
6	Panelist during the oral defense of the project	15	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	
7	Produce syllabi from the CMO approved corresponding to the subject taught before start of the	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory	

JUNY R. CASTIL
Head, DME

Prepared by:

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

	class and ensures that the learning outcomes met								
8	Make one Laboratory Manual	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory		
9	Develop audio visual materials such as power point presentations	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019				
10	Do online classroom for subject taught	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory		
11	Attend trainings relevant for teaching Mechanical Engineering students	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory		
12	Properly evaluated by the students based on the teaching strategies per subject	80%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory		
13	Support the JPSME by attending its organized activities such as seminars	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Needs improvement	Satisfactory		
14	Support the implementation of the degree program	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	impressive	Very satisfactory		



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
/	3 rd	
	4 th	

Name of Office: **Dept. of Mechanical Engineering**

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

Name of Faculty/Staff: **Engr. Philip Caesar L. Ebit** Signature:  Date: 01-23-2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Engr. Ebit is encouraged to maximize his schedule to complete his thesis and other requirements in the completion of his MSEE program.	Regular monthly meeting was agreed by the group to ensure policies are strictly followed, activities are monitored and requirements are complied.			
Coaching Discuss ways to improve the execution of assigned tasks					

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

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Verified by:

ROBERTO C. GUARTE
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO



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Exhibit L

Employee Development Plan

Name of Employee: **Engr. Philip Caesar L. Ebit**

Performance Rating: **Very Satisfactory**

Aim:

To attend technical seminars conducted by accredited professional organizations in relation to continued professional development as practicing Electrical Engineer.

Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: June 2019

First step:

Engr. Ebit is encouraged to search for available trainings and seminars conducted by accredited professional organizations in his field of expertise.

Result:

Engr. Ebit attended seminars and trainings which was endorsed by the department, and approved and financed by the university.

Date: July 2019

Target Date: December 2019

Next Step:

Engr. Ebit is tasked to continue the delivery of instruction, research and extension services as his main function as faculty member of the department.

Outcomes:

Engr. Ebit has improved his performance in instruction as shown in the ratings of his teaching performance evaluation by the students.

Final Steps/Recommendation:

Ensure that his performance as a faculty member of the department will continue to improve.

Prepared by:

JUNDY R. CASTIL
Department Head

Conforme:

PHILIP CAESAR L. EBIT
Instructor I