



Exhibit K

**Summary of Individual Ratings of Faculty Members
with Multiple Functions**

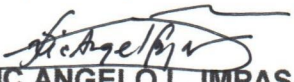
Name of Faculty Member: **Engr. Vic Angelo L. Impas**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.62 x 50% = 2.31	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction		4.81	4.81
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			4.81

EQUIVALENT NUMERICAL RATING: 4.81
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: Outstanding


Prepared by:


VIC ANGELO L. IMPAS
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, Vic Angelo L. Impas, 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 January to June, 2019.


VIC ANGELO L. IMPAS
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	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Provide teaching services to engineering students	18	36.6	5	5	5	5.00	Taught 2 subjects with a total of 150 students
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	100%	5	5	5	5.00	Complied to RQAT requirements
	PI 5: Number of students who graduated within the prescribed period	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	100%	5	5	5	5.00	22 students who applied for graduation graduated on time
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	0	4	4	4	4.00	all students who applied for graduation graduated on time

	PI 8: Number of academe/industry linkages established	Actively participate on the activities rendered by the organization	1	1	5	5	5	5.00	PSME
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	Act as ME Project adviser	20	26	5	5	5	5.00	ME Project-4, OJT manuscript-22
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	Served as panelist during the oral defense of the project	15	26	4	4	4	4.00	ME Project-4, OJT manuscript-22
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	2	0	4	4	4	4.00	
UMFO 5. Support to Operations									
	OVPI MFO 3. Faculty Evaluation Services								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	100%	5	5	5	5.00	4 Outstanding
	PI 6: Number of college/department - level seminars/ trainings/ workshops/ reviews conducted/ attended/ facilitated	Actively participate and organize activities in relation to the field of expertise	1	1	5	5	5	5.00	JPSME Symposium
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 2: Degree program compliant with CHED requirements	Actively support the implementation of the degree program	1	1	5	5	5	5.00	Complied to RQAT requirements
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Number of Risk Assessment/Review conducted	Conduct risk assessment on the work area and implement 5S	1	1	4	4	4	4.00	
	PI 2. Number of risks identified	Provide solution or aide to eliminate or mitigate the risks found	8	8	4	4	4	4.00	
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Over-all Rating								60.00	

Average Rating (Total Over-all rating divided by 4)		4.62
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.62
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose: Encouraged to pursue graduate studies inline with Mechanical Engineering to comply CHED minimum requirements (at least with MS degree).

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: _____

Approved:

BEATRIZ S. BELONÍAS

Vice President, Instruction

Date: _____

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



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Exhibit I

Performance Monitoring Form

Name of Employee: **Engr. Vic Angelo L. Impas**

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	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
2	Ensure that the lessons of the subject is in line to its corresponding topics under the CMO approved including its learning outcomes	100%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
3	Ensure that the students are being taught correctly according to its corresponding lesson found on the syllabi Evaluate students properly according to its performance inside the class	70%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
4	Properly and actively performed the subject taught and render consultation time to those students whose performance is below average Properly records student's performance Prepare good presentations and manuals to be used inside the class	10%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	

5	Actively participate on the activities rendered by the organization	1	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
6	Act as ME Project adviser	20	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
7	Served as panelist during the oral defense of the project	15	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
8	Produce syllabi out from the CMO approved corresponding to the subject taught before start of the class and ensures that the learning outcomes met	2	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
9	Properly deliver the lessons according to its learning outcomes. Ensures that the students understood the topic being discussed Prepare good presentations and manuals to be used inside the class	80%	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
10	Actively participate and organize activities in relation to the field of expertise	1	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
11	Actively support the implementation of the degree program	1	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
12	Conduct risk assessment on the work area and implement 5S	1	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	
13	Provide solution or aide to eliminate or mitigate the risks found	8	Jan. 3, 2019	June 28, 2019	impressive	Very satisfactory	

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

Prepared by:

JUNDY R. CASTIL
 Head, DME



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

1	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. Vic Angelo L. Impas** Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	Being a new faculty, Engr. Impas is oriented to the policies and procedures of the university. An advantage that he possesses is his industry experience. In addition, he will be pursuing his master's degree accordingly.	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

cc: OVPI
ODAHRD
PRPEO

Verified by:

ROBERTO C. GUARTE
Next Higher Supervisor



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Exhibit L

Employee Development Plan

Name of Employee: **Engr. Vic Angelo L. Impas**
Performance Rating: **Outstanding**

Aim:

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

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

Date: January 2019

Target Date: October 2019

First step:

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

Result:

Engr. Impas is scheduled to attend the Annual PSME National Conference scheduled every October which was endorsed by the department, and approved and financed by the university.

Date: October 2019

Target Date: December 2019

Next Step:

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

Outcomes:

Engr. Impas 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:


VIC ANGELO L. IMPAS
Instructor I