SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Gladys G. Doydora
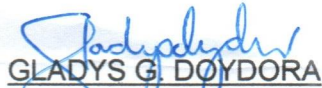
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.39	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.89	4.16
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	5%	5.00	0.25
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: 4.91
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: **4.91**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

GLADYS G. DOYDORA   EPIFANIA G. LORETO
Name of Faculty   Department Head

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DEPARTMENT OF CIVIL ENGINEERING
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VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GLADYS G. DOYDORA, 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 July to December 2022.

Approved:

GLADYS G. DOYDORA
Instructor
Date: 1/9/2023

EPIFANIA G. LORETO
Department Head
Date: 1/9/2023

JANNET C. BENCURE
Dean, CET
Date: 1/10/2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPAA 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							
	A3. Number of students advised on thesis/special problem/dissertation								
	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							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
PI 9: Number of instructional materials developed *	**A5**. Number of on-line ready coursewares developed and submitted for review	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.							
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAA UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	28.20	5	5	5	5	Jan - June 9.9

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	4	5	4	4.33333	Jan - June 3
		A 11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	5	5	5	4	4.66667	Jan - June 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	12	5	4	4	4.33333	Jan - June 4
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	8	6	5	5	4	4.66667	Jan - June 2
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	35	70	5	5	5	5	Jan - June 47
		A17. Number of students advised on thesis/ field practice/special problem:								

PI	Activity	Description							Period
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5	Jan - June 1
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5	Jan - June 3
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	45	70	5	5	5	5	Jan - June 353
PI 9: Number of student organizations advised/ assisted *	**A19**. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*							
	A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	1	1	4	5	4	4.33333	
PI 10: Number of instructional materials developed *	**A 21 :** Number of instructional materials ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	5	5	5	Jan - June 1

		Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	7	5	5	5	5	Jan - June 4
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	6	5	5	4	4.66667	Jan - June 4
		A 23 : 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	2	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	4	4.66667	Jan - June 1
	PI 11. Additional outputs	A 25. 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	1	1	5	5	4	4.66667	Jan - June 1

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	5	5	5	5	5	Jan - June 1
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	4	5	4.66667	Jan - June 1
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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								
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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								
		In refereed int'l journals								
		In refereed nat'l/regional journals								

				1	0					
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
	In int'l fora/conferences									
	In nat'l/regional fora/conferences		1	0						
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	A 33. 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								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								

		A 35. 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

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0					
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	0					
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							

	PI 5. *Number of technical/expert services*	**A 40** . *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*								
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	0					
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPAA MFO 4. Program and Institutional Accreditation Services									

	PI 8.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*	A 44. Compliance to all requirements of theQMS 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	5	5	5	5	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations		100% compliant	100% compliant	5	5	5	5	
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							

		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Number of Performance Indicators Filled-up						21		
	Total Over-all Rating						101.00		
	Average Rating						4.81		
	Adjectival Rating						Outstanding		

Comments & Recommendations for Development Purposes:

She must finish her MS degree and attend relevant trainings

Evaluated & Rated by:

E.f. Loreto

EPIFANIA G. LORETO
Department Head
Date: 1/9/2023

Recommending Approval:

Jannet C. Bencure

JANNET C. BENCURE
Dean, CET
Date: 1/10/2023

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/12/2023

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **GLADYS G. DOYDORA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished/ submitted	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Preparation and submission of OBE Syllabus	OBE Syllabus for courses handled	August 2022	September 2022	September 12, 2022	Very Impressive	Very Satisfactory	Submitted syllabus for courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	August 2022	September 2022	In progress	Impressive	Very satisfactory	Prepared teaching manuals
3.	Preparation of Power Point	Power Point Presentations for courses handled	August 2022	Within the semester	Within the semester	Impressive	Outstanding	Power Points prepared were used during classes
4.	Preparation and submission of TOS	TOS with exam	August 2022	Within the semester	Within the semester	Very Impressive	Outstanding	TOS submitted for Midterm Examination
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment			Must submit record
6.	Preparation of documents for COPC	Documents for COPC	August 2022	December 2022	December 2022	Impressive	Very Satisfactory	Some documents were submitted

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

Prepared by:

EPIFANIA G. LORETO
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Gladys G. Doydora**
Performance Rating: 4.91 (Outstanding)

Aim: Engr. Gladys G. Doydora as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda.

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:
A re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering and implementation of the new BSCE curriculum as provided for in CMO 92, s. 2017 will be done. She should likewise attend trainings, conferences, and conventions to strengthen her competencies and qualifications.

Result:
    The faculty was able to prepare and submit Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus in accordance to the minimum requirements provided by the CMO 92, s. 2017 and the university. Also, the faculty was able to implement OBE in all her subjects.

Date: July 2022   Target Date: December 2022

Next Step:
    The faculty will continue to implement the newly approved BSCE curriculum.

Outcome:
    An effective implementation of the BSCE curriculum. Research and extension proposals will be prepared and submitted.

Final Step/Recommendation:
    Engr. Doydora upon completion of her master's degree can help in the full implementation of the BSCE curriculum. She can also help in the attainment of the program outcomes by helping in the conduct of regular Continuous Quality improvement.

Prepared by:

EPIFANIA G. LORETO
Unit Head

Conforme:

Gladys G. Doydora
Name of Ratee Faculty/Staff