

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Marcelo T. Abrera, Jr.


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
(1)	(2)	(3)	(4)
2. Instruction			
a. Head/Dean (100%)		4.81	
TOTAL for Instruction	85%	4.81	4.08
3. Research			
4. Extension			
5. Support to Operations	10%	4.33	0.43
6. Administration	5%	5.00	0.25
TOTAL			4.77


EQUIVALENT NUMERICAL RATING: 4.77  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: Outstanding

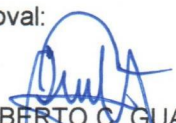
Prepared by:

Reviewed by:

  
MARCELO T. ABRERA, JR.  
 Name of Faculty

  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
 Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit B

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Marcelo T. Abrera, Jr., a faculty member of the DEPARTMENT OF CIVIL ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020

**Marcelo T. Abrera, Jr.**  
Instructor I  
Date: 01/05/2021

Approved:   
**Epifania G. Loreto**  
Department Head  
Date: 01/26/2021

**Roberto C. Guarte**  
College Dean  
Date: 01/26/2021

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	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	41.1	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0	0					
		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	0	0					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	5	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	2	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	4	4	5	5	4.67	

[illegible]



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	100%	5	5	5	5.00		
							5.00		
Total Over-all Rating							71.33		
Average Rating							4.76		
Adjectival Rating							Outstanding		

Average Rating (Total Over-all rating divided by 5)	4.76
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.76
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

*E. Loreto*  
EPIFANIA G. LORETO

Department Head

Date: 01/28/2021

Recommending Approval

*R. Guarate*  
ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 01/28/2021

Comments & Recommendations for Development Purpose:

*To finish his MS Thesis and undergo industry immersion*

Approved by:

*B. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/29/21

## Exhibit I

## PERFORMANCE MONITORING FORM


Name of Employee: **MARCELO T. ABRERA JR.**

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 of OBE Syllabus	OBE Syllabus for CEng courses handled	July 7, 2020	October 30, 2020	December 15, 2020	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	July 7, 2020	September 2020	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	September, 2020	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation of TOS	TOS with exam	Nov. 12, 2020	Nov. 23, 2020				Did not submit
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for COPC	Documents for COPC	August 24, 2020	December 2020	October 2020	impressive	Outstanding	Submitted on time

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

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

Prepared by:

  
**EPIFANIA G. LORETO**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marcelo T. Abrera Jr.  
Performance Rating: 4.77 (Outstanding)

**Aim:** Engr. Marcelo T. Abrera Jr as an effective and efficient implementor of the new OBE-dized four (4) year BSCE degree program and the department's RDE Agenda

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

**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. He should likewise attend trainings, conferences, and conventions to strengthen his 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 his subjects.

Date: July 2020 Target Date: December 2020

**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. Abrera upon completion of his master's degree can help in the full implementation of the BSCE curriculum. He 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:

  
Marcelo T. Abrera Jr.  
Name of Ratee Faculty/Staff