



**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Engr. Mark Anthony S. Arcayan**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.90	1.96
b. Students (50%)	40%	4.33 4.25	1.73 1.70
Total for Instruction	80%		3.69 3.66
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		0
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	10%	5.00	0.50
Total for Extension	10%		0.50
4. Administration	10%	4.60	0.46
5. Production	0		0
TOTAL	100%		4.65 4.62

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.65 4.62

0.0

4.65 4.62

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

**MARK ANTHONY S. ARCAYAN**  
Name of Faculty

**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

**JANNET C. BENCURE**  
College Dean

Approved:

**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
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"Exhibit B"

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

I, ENGR. MARK ANTHONY S. ARCAYAN, a faculty member of the DEPARTMENT OF MECHANICAL 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 JANUARY 1 - JUNE 30, 2022.

Approved:

**MARK ANTHONY S. ARCAYAN**

Instructor I

Date: 07/07/22

**JUNDY R. CASTIL**

Department Head

Date: July 8, 2022

**JANNET C. BENCURE**

College Dean

Date: July 11, 2022

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 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first	A1. Percentage of first time takers that	Handles and teaches courses	61%	54.55%	5	5	5	5.00	Feb 2022: 6 out of 11
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches courses	24	22.70	5	5	5	5.00	MEng 143, ESci
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	14	5	5	4	4.67	(3) ESci 124m (2) MEng 143
		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		11	5	5	5	5.00	(2) ESci 114 (3) ESci 122n (3) MEng 111e (3) MEng 144
		A12. Number of trainings attended related to instruction	Attend mandated trainings		3	5	5	4	4.67	CET TOS Workshop CET RDE Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		6	5	5	4	4.67	(3) ESci 124m (3) MEng 143



		<b>A14. Number of quizzes administered</b>	Prepares and checks quizzes for lec		9	5	5	4	4.67	(5) ESci 124m
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required		5	5	5	4	4.67	(5) MEng 143
<b>PI 8:</b>	Number of	<b>A16. Number of students advised:</b>	Acts as academic adviser to students	87	87	5	5	5	5.00	BSME First Year
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	18	24	5	5	5	5.00	
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades		65	5	5	5	5.00	(35) ESci 124m (30) MEng 143
<b>PI 9:</b>	Number of student	<b>A19. Number of Student organizations</b>	Advises student organizations							
		<b>A20. Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities							
<b>PI 10:</b>	Number of	<b>A 21 : Number of on-line course ware</b>	Prepares and submits for review by the							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	5	5.00	(1) ESci 124m (2) MEng 143
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	50	5	5	5	5.00	(20) PPT's for ESci 124m (20) Recorded Videos for ESci 124m
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	(3) Long Exams for ESci 124m (3) Long Exams for
		<b>A 23 : Number of on-line course ware</b>	Submits the course ware duly reviewed							
		<b>A 24 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ESci 124m and MEng 143
<b>PI 11.</b>	Additional outputs	<b>A 25. Number of Additional outputs</b>								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							



		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		<b>A 27.</b> Number of ME board Exam review sessions conducted:	Prepares review materials (PPT, handouts) and conducts discussion to ME students.		17	5	5	5	5.00	(5) PIPE subject (7) MESL subject (5) MDSP subject
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A28.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 29.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 30.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 31.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 32.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 33.</b> No. of research-related awards								
		<b>A 34.</b> 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							
		<b>A 35.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							



		<b>A 36.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 37.</b> 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							
	<b>PI 2.</b> Number of trainees	<b>A 38.</b> Number of trainees weighted by the	Conducts trainings among beneficiaries							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 39.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of	<b>A 40.</b> Percentage of beneficiaries who	Provides quality and relevant training							
	<b>PI 5.</b> Number of technical/expert services	<b>A 41.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research	Research Mentor								
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			3	5	5	5	5.00	-As resource speaker
		Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 42.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs	<b>A 43.</b> No. of extension-related awards								
		<b>A 44.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									



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 45. Compliance to all requirements of the QMS 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	4	4	4	4.00	
	A 46. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4.00	
	On program accreditations								
	On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
PI 2. Zero percent	A 47. Customerly friendly frontline	Provides customer friendly frontline	Zero %	Zero % complaint	5	5	5	5.00	
PI 3: Additional Outputs	A 48. Number of /new initiatives	Initiates/introduces improvements in		1	5	5	5	5.00	-As commencement
	A 49. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		1	5	5	5	5.00	Design, Fabrication, and Implementation of mechanically foot-
<b>Total Over-all Rating</b>								4.83	

<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.83</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.83</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

A very hardworking faculty. Continue practicing excellence in your daily engagement. You are advised to prepare for your graduate studies in a reputable institution.

Evaluated & Rated by:

**JUNDY R. CASTIL**  
Department Head  
Date: July 8, 2022

Recommending Approval

**JANNET C. BENCURE**  
College Dean, CET  
Date: July 11, 2022

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: July 15, 2022





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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Mark Anthony S. Arcayan**

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	Handles and teaches courses assigned	24	January 2022	December 2022	June 2022	Very impressive	Outstanding	Handled MEng 143, ESci 124m
2	Prepares gradesheet and submits on or before deadline	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	(3) ESci 124m (2) MEng 143 (3) MEng 111e (3) MEng 124n (3) MEng 144
3	Acts as academic adviser to students	87	January 2022	December 2022	June 2022	Very impressive	Outstanding	BSME First Year Student (SY 2021-2022)
4	Advises and corrects research outline and thesis/SP manuscript	18	January 2022	December 2022	June 2022	Very impressive	Outstanding	SRC member
5	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	(1) ESci 124m (2) MEng 143
6	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	(20) PPT's for ESci 124m (20) Recorded Videos for ESci 124m (5) PPT's for MEng 143 (5) Recorded Videos for MEng 143
7	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	(3) Long Exams for ESci 124m (3) Long Exams for MEng 143 (5) Quizzes



								for ESci 124m (4) Quizzes for MEng 143
8	Creates virtual classroom using either Moodle or Google Classroom	2	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 124m and MEng 143
9	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	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
10	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
11	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	June 2022	Very impressive	Outstanding	No complaint received

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

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

Prepared by:

**JUNDY R. CASTIL**  
Unit Head





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Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Engr. Mark Anthoy S. Arcayan**  
Performance Rating: **Outstanding**

**Aim:** To be an effective implementer of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

**Proposed Interventions to Improve Performance:**

**Date:** January 2022

**Target Date:** December 2022

**First Step:**

- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected on his IPCR.
- To recommend for conferences, conventions, seminars and training aligned to his field of specialization to further strengthen his competencies and qualifications.

**Results:**

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2021-2022.
- Has performed his duties and responsibilities as faculty of the Department of Mechanical Engineering.

**Next Step:**

- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Organize a department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- To continue to recommend the faculty member to attend relevant training and seminars aligned to his field of specialization

**Outcomes:**

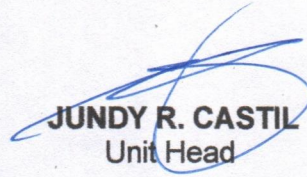
- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Draft and submit extension and research proposals aligned to his field of specialization
- Be able to attend relevant training and seminars aligned to his field of specialization

**Final Steps / Recommendations:**




- Engr. Arcayan will be pursuing his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:

  
**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**MARK ANTHONY S. ARCAYAN**  
Name of Ratee