



Exhibit K

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

Name of Faculty Member: **Engr. Edgardo C. Ochavillo**

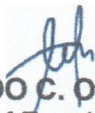
| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|-------------------------------------|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | 40% | 4.53 | 1.81 |
| b. Students (50%) | 40% | 3.90 | 1.56 |
| Total for Instruction | 80% | | |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | 0 | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | 0 | | |
| 4. Administration | 20% | 4.56 | 0.91 |
| 5. Production | 0 | | |
| TOTAL | 100% | | 4.28 |

EQUIVALENT NUMERICAL RATING: 4.28
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.28

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:


EDGARDO C. OCHAVILLO
Name of Faculty


JUNDY R. CASTIL
Department Head

Recommending Approval:


ROBERTO C. GUARTE
College Dean

Approved:


BEATRIZ S. BELONIAS



VISAYAS
STATE UNIVERSITY




**DEPARTMENT OF
MECHANICAL
ENGINEERING**

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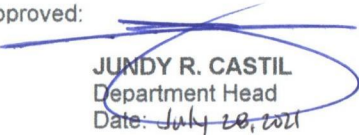
"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. EDGARDO C. OCHAVILLO, 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, 2021.


EDGARDO C. OCHAVILLO
Instructor I
Date: July 20, 2021

Approved:


JUNDY R. CASTIL
Department Head
Date: July 20, 2021


ROBERTO C. GUARTE
College Dean
Date: July 23, 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 1. ADVANCED EDUCATION SERVICES | | | | | | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | |
| | PI 1. Percentage of first time licensure exam takers that pass the licensure exams | A1. Percentage of first time takers that passed the licensure exams | Handles and teaches courses assigned | | | | | | | |
| | PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | Handles and teaches courses assigned | 18 | 24.6 | 5 | 5 | 4 | 4.67 | MEng 136, MEng 137, MEng 123n, MEng 119 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | | | | | | | |
| | | 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 | 5.00 | HECRAS and GEO-HECRAS Seminar |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | | | | | | | |

| | | | | | | | | | | | |
|--|--|---|--|----|----|---|---|---|------|---|--|
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | | | | | | | | |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | | | | | | | | |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 12 | 21 | 4 | 4 | 5 | 4.33 | Enrollment | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 1 | 1 | 4 | 4 | 4 | 4.00 | ME Project | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 2 | 2 | 4 | 4 | 4 | 4.00 | ME Project | |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | | | | | | | | |
| | 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 | | | | | | | | |
| | PI 10: Number of instructional materials developed * | A 21 : Number of on-line course 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 | 3 | 4 | 5 | 5 | 4 | 4.67 | MEng 136, MEng 137, MEng 123n, MEng 119 | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 4 | 5 | 5 | 4 | 4.67 | MEng 136, MEng 137, MEng 123n, MEng 119 | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 4 | 5 | 5 | 4 | 4.67 | MEng 136, MEng 137, MEng 123n, MEng 119 | |
| | | 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 | | | | | | | | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 3 | 4 | 5 | 5 | 4 | 4.67 | MEng 136, MEng 137, MEng 123n, | |
| | 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 | 4.67 | AACCUP Accreditation (Area 3) | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | | | | | | | |

[illegible]

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 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 | | | | | | | | |
| 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 | Implements duly approved extension projects | | | | | | | | |
| 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 | | | | | | | | | |
| 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 | | | | | | | | |
| PI 11. Additional outputs * | A 42. No. of extension-related awards (extrn. 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 | | | | | | | | | | |
| OVPI 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 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 | 5 | 4 | 4 | 4.33 | Complied with ISO requirements |
| | | 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 | 100% compliant | 100% compliant | 5 | 4 | 4 | 4.33 | Complied with ISO requirements |
| | | On program accreditations | | | | | | | | |
| | | 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 | 5.00 | Complied |
| | 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 performing 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 | | | | | | | |
| | Total Over-all Rating | | | | | | | | 59.00 | |

| | |
|--|--------------------|
| Average Rating (Total Over-all rating divided by 4) | 4.54 |
| Additional Points: | |
| Approved additional points (with copy of approval) | 0 |
| FINAL RATING | 4.54 |
| ADJECTIVAL RATING | Outstanding |

Comments & Recommendations for Development Purpose:
 Congratulations on finishing your Masters degree. Encouraged to search for trainings and seminars, and submit research proposals aligned to area of interest.

Evaluated & Rated by:

JUNDY R. CASTIL
 Department Head
 Date: July 28, 2021

Recommending Approval

ROBERTO C. GUARTE
 College Dean, CET
 Date: July 28, 2021

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 7/28/21



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**DEPARTMENT OF
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Email: coe@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Edgardo C. Ochavillo**

| 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 | 18 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Handled MEng 136, MEng 137, MEng 123n, MEng 119 |
| 2 | Attend mandated trainings | 1 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Attended HECRAS and GEO-HECRAS Seminar (June 30, 2021) |
| 3 | Acts as academic adviser to students | 12 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Advises 21 students from the old BSME curriculum |
| 4 | Advises and corrects research outline and thesis/SP manuscript | 3 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Advises students under ME Project |
| 5 | Prepares instructional module/laboratory guide/workbook or a combination thereof | 3 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Prepared IMs for MEng 136, MEng 137, MEng 123n, MEng 119 |
| 6 | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Prepared IMs for MEng 136, MEng 137, MEng 123n, MEng 119 |

| | | | | | | | | |
|----|---|---------------------|--------------|-----------|--------------|------------|-------------------|---|
| 7 | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Prepared exams for MEng 136, MEng 137, MEng 123n, MEng 119 |
| 8 | Creates virtual classroom using either MODDLE or Google Classroom | 3 | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Prepared MODDLE for MEng 136, MEng 137, MEng 123n, MEng 119 |
| 9 | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | January 2021 | June 2021 | April 2021 | impressive | very satisfactory | Prepared documents for AACUP BSME Level I Accreditation |
| 10 | 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 2021 | June 2021 | January 2021 | impressive | very satisfactory | Complied with ISO requirements |
| 11 | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 100% compliant | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | Complied with ISO requirements |
| 12 | Provides customer friendly frontline services to clients | No complaint | January 2021 | June 2021 | January 2021 | impressive | very satisfactory | 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



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| x | 1 st | Q U A R T E R |
| x | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Engr. Edgardo C. Ochavillo Signature:  Date: July 20, 2021

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|---|-----------------------------|--------|--|
| | Meeting | | Memo | Others | |
| | One-on-One | Group | | | |
| I. Monitoring | | | | | |
| Submission of Final Grade for 1 st Semester SY 2020-2021 | N.A. | Meeting was conducted on March 2, 2021 | DME Memo No. 5, s. 2021 | N.A. | Faculty was able to submit final grades for 1 st semester SY 2020-2021 |
| Preparation for AACCUP Level I Accreditation for the BSME Program | N.A. | Meetings were conducted on January 6, 2021, January 12, 2021, February 9, 2021, April 9, 2021 | DME Memo No. 6 & 7, s. 2021 | N.A. | Series of meetings and internal online accreditation were conducted before the external online accreditation held on April 2021. |
| Target setting for 2021 | N.A. | Meetings were conducted on January 6, 2021, February 9, 2021 | N.A. | N.A. | Submitted targets for 2021 through OPCR-IPCR |
| Submission of TOS for final examination for 1 st Semester SY 2020-2021 | N.A. | Meeting was conducted on February 9, 2021 | N.A. | N.A. | Faculty was able to submit TOS for 1 st semester SY 2020-2021 |
| Submission of Syllabi for 2 nd Semester SY 2020-2021 | N.A. | Meetings were conducted on February 9, 2021, March 2, 2021 | N.A. | N.A. | Faculty was able to submit syllabi for 2 nd semester SY 2020-2021 |
| Completion of INCs for 1 st Semester SY 2020-2021 prerequisite for courses taken this 2 nd | N.A. | Meetings were conducted on May 10, 2021, June 9, 2021 | N.A. | N.A. | Faculty submitted completion of student's INCs |

| | | | | | |
|--|--|---------------------------------------|------|---|---|
| Semester SY 2020-2021 | | | | | |
| Submission of TOS for midterm examination for 2 nd Semester SY 2020-2021 | N.A. | Meeting was conducted on May 10, 2021 | N.A. | N.A. | Faculty was able to submit TOS for 2 nd semester SY 2020-2021 |
| Submission of Midterm Grade for 2 nd Semester SY 2020-2021 | N.A. | Meeting was conducted on May 10, 2021 | | N.A. | Faculty was encouraged to submit midterm grades for 2 nd semester SY 2020-2021 |
| Coaching | | | | | |
| Class observation and discussion of results of student's evaluation during the previous semester | <ul style="list-style-type: none"> • Reminded the faculty member on the unannounced class observation scheduled after the Midterm Examination • Discussed with the faculty member on the result of teaching performance evaluation for the 1st semester of SY 2020-2021 | Included in the Departmental Meeting | | Notice and Minutes of DME Regular Meeting | <ul style="list-style-type: none"> • Conduct of class observation for the 1st semester of SY 2020-2021 as scheduled after the Midterm Examination was not done • Result of the student evaluation was discussed with the faculty member |

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

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Noted by:

ROBERTO C. SUARTE
Next Higher Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Edgardo C. Ochavillo**

Performance Rating: **Very Satisfactory**

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 2021

Target Date: December 2021

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 trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- Engr. Ochavillo was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2020-2021 and first semester SY 2021-2022.
- Has performed his duties and responsibilities as faculty member of the Department of Mechanical Engineering.

Next Step:

- Continue monitoring of his accomplishments and performance to his committed outputs as reflected in his IPCR
- Attend 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 trainings 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 trainings and seminars aligned to his field of specialization

Final Steps / Recommendations:

- Engr. Ochavillo will be encouraged to implement the Department's RDE Agenda. The DME Faculty Development Plan will also be revisited to align the schedule to pursue his study for the Degree of PhD in Mechanical Engineering.

Prepared by:


JUNDY R. CASTIL
Unit Head

Conforme:


EDGARDO C. OCHAVILLO
Name of Ratee