

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Gladys G. Doydora

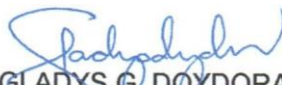
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.21	
b. Students (50%)		2.25	
TOTAL for Instruction	85%	4.46	3.79
3. Research			
4. Extension			
5. Support to Operations	10%	4.67	0.47
6. Administration	5%	5.00	0.25
TOTAL			4.51

EQUIVALENT NUMERICAL RATING: 4.51
 Add: Additional Points, if any: 0
 TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


GLADYS G. DOYDORA
 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, Gladys G. Doydora, 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 January - December 2020

Gladys G. Doydora
Gladys G. Doydora
Instructor I
Date: *09/30/2020*

Approved:
E. G. Loreto
Epifania G. Loreto
Department Head
Date: *09/30/2020*

Roberto C. Cuarte
Roberto C. Cuarte
College Dean
Date: *9/30/2020*

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	31.9	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	4	4	4.33	
		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	1	1	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	4	4	4	4.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	20	5	4	4	4.33	

	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	4	5	4	4	4.33	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	45	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		5	10	5	4	4	4.33	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	10	5	4	5	4.67	
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	1	1	5	4	4	4.33	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	4	5	5	4.67	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	4	5	4	4.33	
	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 Moodle or Google Classroom	1	1	4	4	4	4.00	
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	4	4	4	4.00	

[illegible]

Average Rating (Total Over-all rating divided by 5)	4.49
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.49
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

She must finish her Master's degree

Evaluated & Rated by:

E. Loreto
EPIFANIA G. LORETO

Department Head

Date: *09/30/2020*

Recommending Approval

Roberto C. Guarte
ROBERTO C. GUARTE

Dean

Date: *9/30/2020*

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *10/6/2020*

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 of OBE Syllabus	OBE Syllabus for CEng courses handled	January 2, 2020	January 25, 2020	January 24, 2020	Impressive	Outstanding	Submitted syllabus for all courses assigned
2	Preparation of Teaching Manual	Teaching Manual for CEng courses handled	January 13, 2020	June 24, 2020			Satisfactory	Prepared teaching manuals but did not submit hard copy
3.	Preparation of Power Point Presentation	Power Point Presentations for CEng courses handled	January 2, 2020	Within the semester	End of semester	Impressive	Very satisfactory	Prepared PPT but did not submit hard copy
4	Consultation with students	Consultation log book	Start of semester	End of 1 st semester	End of semester	impressive	Outstanding	
5	Submission of Grades	Grades submitted on time		2 weeks after final exam			Very Satisfactory	Submitted on time
6	Preparation for ISO certification	Documents needed for ISO	Jan. 13, 2020	February 19, 2020	February 17, 2020	impressive	outstanding	Submitted needed documents

* 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: Gladys G. Doydora
Performance Rating: 4.50 (Outstanding)

Aim: Engr. Gladys G. Doydora 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. 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 99020-63
Name of Ratee Faculty/Staff