

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement	Percentage	Numerical	Equivalent
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.37	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.87	4.14
2. Research	5%	4.67	0.23
3. Extension	5%	4.33	0.22
4. Administration & Support to Operation	5%	4.72	0.24
5. Production			
TOTAL			4.83

\*Instructor I - January 1, 2023 to December 31, 2023

EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**CELESTIAL A. MANIGO**  
Instructor I

Recommending Approval:

  
**JANNET C. BENCURE**  
Head, DGE & Dean, CET

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs





**"Exhibit B"**

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

I, **CELESTIAL A. MANIGO**, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January 1, 2023 to December 31, 2023.**

Approved:

  
**CELESTIAL A. MANIGO**  
Instructor I  
Date: 01/20/2024

  
**JANNET C. BENCURE**  
DGE Head & CET Dean  
Date: 01/20/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI 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								

		<i>As GAC Chairman</i>	<i>Advises and corrects</i>							
		<i>AS GAC Member</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>							
		<i><b>A4</b> . Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<i><b>A5</b> . Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		<i>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>							
	<b>PI 10</b> . Additional outputs:	<i><u>A 8. Other outputs implementing the new normal due to covid 19</u></i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										

OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	70	50.9	4	4	4	4.00	Gng 134, Geng 200, Geng 146, GEng 137, GEng 145
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	18	5	5	5	5.00	Jan-Jun: GEng137 (4), GEng145n (2), GEng200a-OJT (2); Jul-Dec: Geng134 (2), Geng200 (4), Geng137 (2), Geng200 (2)
		<b>A 11.</b> 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		20	5	5	5	5.00	Geng137 (5), Geng200 (15)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	4	4.67	OBE Syllabus Preparation, CQI, IPCR/OPCR Preparation Workshop, DBGF training workshop on RACE against Suicide
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	11	5	5	5	5.00	Jan-Jun: Geng137 (2), Geng145n (2), Geng134 (2), Geng146 (2); Jul-Dec: Geng137 (1), Geng145n (1), Geng146 (2)

		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	30	5	4	5	4.67	Jan-Jun: Geng137 (6), Geng111 (2), Geng134 (11), Geng 145n (2); Jul-Dec: Geng137 (5), Geng145n (4)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	17	5	5	4	4.67	Jan-Jun: Geng 137 (6), Geng 111 (2), Geng 134 (5); Jul-Dec: Geng 137 (4)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic advisor to students	51	72	5	5	4	4.67	Jan-Jun: 44; Jul-Dec: 28
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		8	11	5	5	4	4.67	OJT (4: BLGay, Kbandijo, JCPomentil, MAMibulos), Special Study (7: Respancho, BJEspenido, Mlumagod, BLGay, MAMibulos, LPapong, TQuirong)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	4	4.67	Orillano, Ordiz, Aguspina, Ando, Puzon
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		11					BSGE (8): Suhillo, Napoles, Pepito, Julve, Pomentil, Balmoria, Mendoza, Alonso; BSABE(3); BSCE(1)
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	51	87	5	5	5	5.00	consultation forms, emails, messenger, thesis
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Viscan Youthmappers

		<b>A20</b> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	(VYM & GEP-VSUSC) Assited during the CET Colloquium 2023, VYM Map-making contest, NATGES 2023, VYM nomination for Outstanding Org of the Year, VYM Data turn-over to BFP's, Trainings, GIS Month (3 activities), YouthMapper Visit
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	10	5	5	4	4.67	Geng 137 (3), Geng 111 (2), Geng 134 (5)
		Supplemental learning resour	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	12	5	5	4	4.67	Geng 134, Geng 145n, Geng 137
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	28	5	5	4	4.67	Geng 137, Geng 111, Geng 134, Geng 145n
		<i>Flexible Instructional Materials</i>	Prepares instructional materials for courses							
		<b>A 23</b> : 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							

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3	5	5	5	5.00	Geng 145n, Geng 134, Geng 137
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	4	4	4.33	ISO 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>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>A27.</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 year *	<b>A 28.</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 (2%) *	<b>A 29.</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 fora/conferences	<b>A 30.</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 31.</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 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to							
		Number of Research projects conducted	Acts as study leader or project staff		4	5	5	4	4.67	
<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 36.</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	1	4	5	5	4	4.67	Baybay City, Ormoc City, Albuera, Inopacan (VYM Mapping of fire hydrants)
<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	3	3	3	3.00	Assisted the VYM Project on Fire Hydrants Mapping
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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		1	2	5	5	4	4.67	Basic GIS and HECRAS Training, Kobo Collect Training
Convenor/Organizer	Convenor/Organizer								

	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		Survey and Mapping Activities			1	5	5	5	5.00	Drone Mapping in Ormoc City (part of the Site development plan of a farm)
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	Zero	5	5	5	5.00	2nd ISO Surveillance Audit
		<b>A 45.</b> 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	5	5	5.00	
		On program accreditations			2	5	4	4	4.33	


		On institutional accreditations								
		Number of departmental or college activities involved as Working Committee	Assits in the preparation of the activities		1	5	5	4	4.67	2023 CET Colloquium
		Number of committee meetings attended	Attends committee meeting of the department and college		5	5	4	4	4.33	ManCom Meeting, Department Meeting, Alumni Communicator Meeting
		Number of Minutes prepared	Prepares minutes for departmental and college-based committees		1	5	4	4	4.33	CET Mancom
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/manage ment related activities and other outputs to implement new normal							
		Number of Maps generated for Student's Thesis (Graduate and Undergraduate)			28	5	5	4	4.67	Map layout services of GISL
		Number of students assisted in their data gathering	Assists researchers, staff, students and other perosnnel in data gathering activities		41	5	5	4	4.67	GISL services including data gathering and trained for instrument used
		No. of administrative meetings conducted	Presides over administrative and reseach project meetings	6	8	5	5	4	4.67	

	No. of documents (administrative/financial, projects', and incoming) effectively acted	50	78	5	5	5	5.00	
	No. of GISL instruments maintained and monitored	10	10	5	5	5	5.00	
	No. of Students assisted for Thesis or study	5	8	5	5	5	5.00	
	No. of students supervised for internship		3	5	5	4	4.67	
	<b>Total Over-all Rating</b>						<b>168.67</b>	
	<b>Average Rating</b>						<b>4.69</b>	
	<b>Adjectival Rating</b>						<b>O</b>	


<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.69</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of     approval)</b>		
<b>FINAL RATING</b>		<b>4.69</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

Comments and Recommendations for Development Purposes:  - Secure admission for graduate studies.
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Evaluated & Rated by:

  
**JANNET C. BENCURE**  
Head, DGE & Dean, CET  
Date: 01/20/2024

Approved by:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs  
Date: 01/24/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Celestial A. Manigo**

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	Teach professional/basic courses/subjects (GEng 137, GEng 145n, GEng 200b)	Assessment and students' grades per course taught	August 2023	December 2023	December 2023	impressive	Outstanding	
2	Assist students through advising and consultation	Improved student performance	August 2023	December 2023	December 2023	impressive	Outstanding	
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	July 2023	August 2023	August 2023	impressive	Very Satisfactory	
		On-line course ware developed and submitted	August 2023	December 2023	December 2023	impressive	Outstanding	Has uploaded supplemental materials like lab exercise and videos in VSUEE
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	August 2023	December 2023	December 2023	impressive	Outstanding	Submitted grades online and hard copy

5	Participate in all activities conducted by the department, college and the university	<p>CET Strategic Planning and RDE Agenda Setting Workshop 2023</p> <p>Seminar-workshop on TOS Preparation and Tips on Making Examination in VSUEE</p> <p>Celebration of CET Week 2023</p> <p>Training on UAV Operation</p> <p>OBE Syllabus Preparation</p> <p>CQI</p> <p>IPCR/OPCR Preparation Workshop</p> <p>DBGF Training Workshop on RACE against Suicide</p>	January - December 2023	January - December 2023	January - December 2023	impressive	Osutstanding	Participated in all activities conducted by the department, college and the university
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6	Perform other functions assign by the head, dean and the university	<p>Head, GISSU,</p> <p>Member, Department Research, Development, and Extension (RDE) Committee</p> <p>Member, Dept. Web and Pub. Committee,</p> <p>Department Based Guidance Facilitator,</p> <p>Member, Department Instructional Materials Committee,</p> <p>Alumni Communicator,</p> <p>CET Student Supports, Scholarship and Awards Committee,</p> <p>Member, RDE Committee,</p>	January - December 2023	January - December 2023	January - December 2023	impressive	Outstanding	
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		Member, Disaster Response Team						
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**JANNET C. BENCURE**  
 Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Celestial A. Manigo

Performance Rating: \_\_\_\_\_

**Aim:** Engr. Celestial A. Manigo as an effective and efficient implementor of the new OBE'dized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided for in the new CMO 89, s. of 2017 and the department's RDEI Agenda in her field of specialization.

### Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: December 2023

#### First Step:

Orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise attend training, conferences, and conventions to strengthen her competencies and qualifications.

#### Next Step:

Re-orientation on the Outcomes-Based Education principles, provisions of the new normal Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017 will be given. She should likewise adopt the new teaching strategies for the new normal scheme. Attend virtual training, conferences, and conventions to strengthen her competencies and qualifications.

#### Outcome:

Finalize and submit the Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus for the new normal scheme in accordance with the minimum requirements provided by the CMO 89, s. 2017 and the university. Likewise, the faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities will be implemented by attending virtual classes, training, seminars, and conferences.

#### Final Step/Recommendation:

Engr. Manigo is also highly recommended to pursue her master's degree next year.

Prepared by:

  
**JANNET C. BENCURE**

Head, Dept. of Geodetic Engineering

Conforme:

  
**CELESTIAL A. MANIGO**  
Name of Ratee Faculty