

# 1034 SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Rianel April A. Palo

| Program Involvement            | Percentage | Numerical | Equivalent |
|--------------------------------|------------|-----------|------------|
| (1)                            | (2)        | (3)       | (2x3)      |
| 1. Instruction                 |            |           |            |
| a. Head/Dean (50%)             |            | 2.42      |            |
| b. Students (50%)              |            | 2.30      |            |
| TOTAL for Instruction          | 85%        | 4.72      | 4.01       |
| 2. Research                    | 5%         | 4.67      | 0.23       |
| 3. Extension                   | 5%         | 5.00      | 0.25       |
| 4. Administration & Support to | 5%         | 5.00      | 0.25       |
| 5. Production                  | 0%         | 0.00      |            |
| TOTAL                          |            |           | 4.75       |

\*Instructor I - January 1, 2024 to June 30, 2024


EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**RIANEL APRIL A. PALO**  
Instructor I

Reviewed by:

  
**FLORENTINO F. MORALES, JR.**  
Department Head

Recommending Approval:

  
**JANNET C. BENCURE**  
College Dean

Approved:

  
**ROTACIO S. GRAVOSO**  
VP for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**GEODETIC  
ENGINEERING**


"Exhibit B"

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

I, **RIANEL APRIL A. PALO**, a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2024-June 30, 2024**.

  
**RIANEL APRIL A. PALO**  
Instructor I  
Date:           

Approved:

  
**FLORENTINO F. MORALES JR.**  
Department Head  
Date:           

| MFO No.  | Description of MFO's/PAPs                             | Success/ Performance Indicators (PI) | Tasks Assigned  | Target | Actual Accomplishment (Jan-June 2024) | 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   |   |        |                                       |         |            |            |         |   |
|  |   | As GAC Chairman                      | Advises and corrects research outline and thesis/SP/dissertation manuscript |        |                                       |         |            |            |         |   |



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

| 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>  | 40 | 27.10 | 5 | 5 | 4 | 4.67 | GEng 114, GEng 135e, GEng 200, EC 133   |
|   |  | <b>A10.</b> Number of grade sheets submitted within prescribed period             | Prepares gradesheet and submits on or before deadline  | 4  | 8     | 5 | 5 | 5 | 5.00 | GEng 114- 4<br>EC 133- 2<br>GEng 200- 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 |    | 5     | 5 | 5 | 4 | 4.67 | Molina, Taguik, Lebita, Quiño, Capapas, Balugo  |
|   |  | <b>A12.</b> Number of trainings attended related to instruction                   | Attend mandated trainings  | 1  | 2     | 5 | 5 | 5 | 5.00 | CY 2024 Research Writeshop; 2024 National Seminar-Workshop on Research Innovation Thru A.I. 2.0   |
|   |  | <b>A13.</b> Number of long examinations administered and checked                  | Administers and checks long examination for subjects taught  | 10 | 15    | 5 | 5 | 5 | 5.00 | GEng 114- 7<br>EC 133- 6<br>GEng 135e- 2  |
|   |  | <b>A14.</b> Number of quizzes administered and checked                            | Prepares and checks quizzes for lec and lab  | 20 | 15    | 5 | 4 | 5 | 4.67 | GEng 114- 10<br>EC 133- 5   |
|   |  | <b>A15.</b> Number of lab reports and term papers checked and graded              | Checks lab reports and term papers submitted as required   | 15 | 33    | 5 | 5 | 5 | 5.00 | GEng 114- 9<br>EC 133- 12<br>GEng 135e- 12  |
|   | <b>PI 8:</b> Number of students advised: *                       | <b>A16.</b> Number of students advised:   | <i>Acts as academic adviser to students</i>  | 38 | 51    |   |   |   |      |   |
|   |  | <b>A17.</b> Number of students advised on thesis/ field practice/special problem: |  | 4  | 12    | 5 | 5 | 4 | 4.67 | <b>Special Study Advisees:</b><br>Aninao, Quiño, Gayrama, Mendoza, Jumawan, Datoy, Aguspina<br><b>OJT Advisees:</b><br>Lebita, Taguik, Capapas, Molina, Quiño |



|  |  |  |   |    |    |   |   |   |      |  |
|--|--|--|---|----|----|---|---|---|------|--|
|  |  | <i>As SRC Chairman</i>   | Advises, and corrects research outline and thesis/SP manuscript   | 1  | 1  | 5 | 5 | 5 | 5.00 | Alonso   |
|  |  | <i>As SRC Member</i>   | Advises and corrects research outline and thesis/SP manuscript  | 5  | 10 | 5 | 5 | 4 | 4.67 | Alonso, Israel, Ycong, Ando, Ablen, Puzon, Yulve, Casaverde, Molina, Mibulos |
|  |  | <b><u>A18</u></b> . Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades   | 12 | 20 | 4 | 5 | 5 | 4.67 | Student advising, special study advising and students under my course        |
|  | <b><u>PI 9</u></b> : Number of student organizations advised/ assisted * | <b><u>A19</u></b> . Number of Student organizations advised                                | Advises student organizations recognized by USOO  |    |    |   |   |   |      |  |
|  |  | <b><u>A20</u></b> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities                                    |    |    |   |   |   |      |  |
|  | <b><u>PI 10</u></b> : Number of instructional materials developed *      | <b><u>A 21</u></b> : Number of on-line course ware developed and submitted :               | Prepares and submits for review by the Technical Review Panel   |    |    | 5 | 5 | 5 | 5.00 |  |
|  |  | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            |    |    |   |   |   |      |  |
|  |  | Flexible instructional materials   |   |    |    |   |   |   |      |  |
|  |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught |    | 37 | 5 | 5 | 5 | 5.00 | GEng 114- 11 PPT<br>EC 133- 18 PPT<br>GEng 135e- 6 PPT<br>GEng 200- 2 PPT    |

|  |                                  |   |  |    |    |   |   |   |      |   |
|--|----------------------------------|---|--|----|----|---|---|---|------|---|
|  |                                  | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 10 | 63 | 5 | 5 | 5 | 5.00 | <b>GEng 114-</b> 10 (Quiz); 2 (LE); 2 (TE); 9 (LabEx); 1 (RE)<br><b>EC 133-</b> 5 (Quiz); 2 (LE); 2 (TE); 12 (LabEx); 2(PE); 2 (RE)<br><b>GEng 135e-</b> 12 (LabEx); 2 (PE) |
|  |                                  | <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  |    |    |   |   |   |      |   |
|  | <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 |    |    |   |   |   |      |   |
|  |                                  | Agency/firm/Industry linkages   | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           |    |    |   |   |   |      |   |
|  |                                  | Percentage of courses offered with approved course syllabi                          |  |    |    |   |   |   |      |   |
|  |                                  | <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   |    |    |   |   |   |      |   |



|                                   |   |  |   |  |   |   |   |   |      |                        |
|-----------------------------------|---|--|---|--|---|---|---|---|------|------------------------|
|                                   |   |  | Prepares and submits TOS  |  | 4 | 5 | 5 | 4 | 4.67 | GEng 114-2<br>EC 133-2 |
| <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 or project 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 scientific fora/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 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 paper |   |   |   |   |      |                            |  |
|                                   |  | <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 implement new normal   |   |   |   |   |      |                            |  |
|                                   |  | Attended training/seminar/workshop related to research  | Attended training/seminar/workshop related to research  | 1 | 5 | 5 | 4 | 4.67 | CY 2024 Research Writeshop |  |
| <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              |   |   |   |   |      |                            |  |
|                                   | <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  | Implementes duly approved extension projects  |   |   |   |   |      |                            |  |



|                                      |  |  |   |   |   |   |   |   |      |   |
|--------------------------------------|--|--|---|---|---|---|---|---|------|---|
|                                      | <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   |   |   |   |   |   |   |      |   |
|                                      | Convenor/Organizer   | Convenor/Organizer   |   | 1 | 1 | 5 | 5 | 5 | 5.00 | 48th GEPI-08 Annual Regional Convention |
|                                      | 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 immediate implementation |   |   |   |   |   |      |   |
|                                      | <b>PI 11.</b> Additional outputs *   | <b>A 42.</b> No. of extension-related awards (extn. 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                        |   |   |   |   |   |      |   |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b> |  |  |   |   |   |   |   |   |      |   |
|                                      | <b>OVPI MFO 4. Program and Institutional Accreditation Services</b>  |  |   |   |   |   |   |   |      |   |






|   |  |  |      |
|---|--|--|------|
| Average (Total Over- all rating divided by 4)     |  |  | 4.86 |
| Additional Points                                 |  |  |      |
| Approved Additional points (with copy of Approval |  |  |      |
| FINAL RATING                                      |  |  | 4.86 |
| ADJECTIVAL RATING                                 |  |  |      |


|   |
|---|
| Comments and Recommendations for<br>Development Purposes:<br><i>Please Finish your ms Degree.</i> |
|---|

Evaluated & Rated by:

  
**FLORENTINO F. MORALES, JR.**  
Department Head  
Date: *July 12, 2024*

  
**JANNET C. BENCURE**  
Dean, College of Engineering and Technology  
Date: *July 24, 2024*

Approved by:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs  
Date: *AUGUST 3, 2024*

PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| ✓ | 1 <sup>st</sup> | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| ✓ | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4 <sup>th</sup> |                                 |

Name of Office: Department of Geodetic Engineering

Head of Office: Prof. Florentino F. Morales Jr.

Number of Personnel: 8 Faculty Members (Regular) and 2 Support Staff (Job Order)

| Activity Monitoring   | MECHANISM  |   |   |                       | Remarks   |
|---|------------|---|---|-----------------------|---|
|   | Meeting    |   | Memo  | Others (Pls. specify) |   |
|   | One-on-One | Group   |   |                       |   |
| I. Monitoring   |            |   |   |                       |   |
| Monitoring for the Submission of OBE Syllabus for 2 <sup>nd</sup> Semester AY 2023-2024 | None       | DGE Notice of Regular Monthly Meeting March 4, 2024   | DGE Memo No. 09, s 2024<br>RE: Finalization of OBE CQI Form   | None                  | The faculty members were able to submit the OBE Syllabus before the start of class of 2 <sup>nd</sup> semester AY 2023-2024 |
| Monitoring for the Submission of Final Grades and Deadline for Grade Completion         | None       | DGE Notice of Regular Monthly Meeting on February 7, 2024   | CET Memo No. 07 s. 2024<br>RE: Submission of Grade Sheets on Hard Copy<br><br>CET Memo No. 20, s. 2024<br>RE: Deadline for Grade Completion is on May 6, 2024 | None                  | The faculty handling classes were able to submit the final grade sheet on time  |
| Monitoring for the forms of CET Admission and Retention Policy                          | None       | Notice of Regular Monthly Meeting on February 7, 2024<br><br>Notice of Regular Monthly Meeting on March 4, 2024 | CET Memo No. 01, s. 2024<br>RE: Forms of CET Admission and Retention Policy   | None                  | The academic adviser monitored the grades of their academic advisees  |



|  |      |  |   |      |   |
|--|------|--|---|------|---|
| Monitoring on<br>FPES and TPES<br>2 <sup>nd</sup> Semester AY<br>2023-2024   | None | None   | CET Memo No.<br>08, s. 2024<br>RE: Conduct of<br>Faculty<br>Performance<br>Evaluation by<br>Supervisors ( FPES)<br><br>CET Memo No.<br>18, s. 2024<br>RE: Conduct of<br>TPES for 2 <sup>nd</sup><br>Semester AY<br>2023-2024                      | None | The Supervisor<br>and Ddrc were<br>conducted the<br>Performance<br>Evaluation   |
| Monitoring for the<br>Submission of<br>final exam and<br>TOS for 2 <sup>nd</sup> sem<br>AY 2023-2024<br>midterm exam | None | DGE<br>Notice of<br>Regular<br>Monthly<br>Meeting<br>on<br>February<br>7, 2024<br><br>DGE<br>Notice of<br>Regular<br>Monthly<br>Meeting<br>on March<br>4, 2024 | CET Memo No.<br>12, s, 2024<br>RE: Conduct of<br>Departmental<br>TOS Preparation<br>Workshop<br><br>CET Memo No.<br>22, s, 2024<br>RE: Conduct of<br>Departmental<br>TOS Preparation<br>Workshop  | None | The faculty were<br>able to submit<br>TOS before the<br>conduct of the<br>final exam for 2 <sup>nd</sup><br>semester<br>midterm AY<br>2023-2024 |
| Monitoring of<br>Submission of<br>IFW  | None | DGE<br>Notice of<br>Regular<br>Monthly<br>Meeting<br>on March<br>4, 2024   | None  | None | The faculty were<br>able to submit<br>IFW   |
| Monitoring of<br>Consultation<br>Period of<br>Students with<br>their Academic<br>Adviser                             | None | None   | CET Memo No.<br>19, s. 2024<br>RE: Consultation<br>period of<br>Students with<br>their Academic<br>Adviser<br><br>DGE Memo No.<br>03, s. 2024<br>RE: Schedule of<br>Activities and<br>Submission of<br>Requirements for<br>Graduating<br>Students | None | Concerned<br>students were<br>able to consult<br>their respective<br>advisees in their<br>Research and<br>OJT Manuscript<br>Requirements        |
| Monitoring of the<br>of Program<br>Outcomes and<br>Course Outcome  | None | None   | CET Memo No.<br>23, s. 2024<br>RE:<br>Implementation of<br>COs and POs<br>Assessment  | None | Concerned<br>faculties submit<br>required Program<br>and Course<br>Outcomes before  |

|  |      |      |   |      |   |
|--|------|------|---|------|---|
|  |      |      |   |      | the agreed<br>deadline  |
| Monitoring for the attendance of department activities | None | None | <p>CET Memo No. 02, s. 2024<br/>RE: Alay Linis</p> <p>CET Memo No. 08, s. 2024<br/>RE: Amendment of the CET Memorandum No. 05 s. 2024, RE: Attendance of all CET Students to the CET Month 2024 Activities</p> <p>CET Memo No. 10, s, 2024<br/>RE: Addendum to the CET Memorandum No. 06 s. 2024, RE: Attendance of all CET Students to the CET Month 2024 Activities</p> <p>CET Memo No. 11, s, 2024<br/>RE: Attendance to the Workshop on the Preparation of CQI Forms</p> <p>CET Memo No. 14, s, 2024<br/>RE: Postponement of the Workshop on the Preparation of CQI Forms</p> <p>CET Memo No. 15, s. 2024<br/>RE: AbanTeknolohiya: Technology Pitch Day and Industry-Academe Fireside Chat on March 19-20, 2024 at the VSU RDE Hall</p> | None | The faculty and staff were able to attend and participate in the activities conducted by the department and college |



|   |      |   |   |      |   |
|---|------|---|---|------|---|
|   |      |   | CET Memo No.<br>17, s, of 2024<br>RE: Official<br>Opening of CET<br>Booth for VSU<br>Centennial<br>Celebration 2024<br><br>CET Memo No.<br>18, s. 2024<br>RE: Area of<br>Assignment for<br>Alay Linis 2024  |      |   |
| <b>II. Coaching</b>   |      |   |   |      |   |
| Faculty<br>Discussion and<br>Coaching on the<br>proper<br>preparation of<br>the OBTL<br>syllabus, TOS,<br>and other<br>instructional<br>materials | None | DGE<br>Notice of<br>Regular<br>Monthly<br>Meeting<br>March 4,<br>2024 | CET Memo No.<br>08. s, 2024<br>RE: Finalization<br>of OBE CQI<br>Forms<br><br>CET Memo No.<br>11, s, 2024<br>RE: Attendance<br>to the Workshop<br>on the<br>Preparation of<br>CQI Forms<br><br>CET Memo No.<br>12, s, 2024<br>RE: Conduct of<br>Departmental<br>TOS Preparation<br>Workshop<br><br>CET Memo No.<br>23, s. 2024<br>RE:<br>Implementation of<br>COs and POs<br>Assessment | None | Discussion and<br>coaching were<br>delivered to<br>Regular,<br>Temporary<br>Regular, and<br>Part-time faculty |

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

Conducted by:

  
**FLORENTINO F. MORALES JR.**  
 Immediate Supervisor

Noted by:

  
**JANNET C. BENCURE**  
 Next Higher Supervisor

**TRACKING TOOL FOR MONITORING TARGETS**

| Major Final Output/Performance Indicator  | TASK   | ASSIGNED TO   | DURATION               | TASK STATUS |             |          | REMARKS   |
|---|--|---|------------------------|-------------|-------------|----------|---|
|   |  |   |                        | Jan. -Feb.  | March-April | May-June |   |
| MFO 2. Higher Education Services  |  |   |                        |             |             |          |   |
| PI 1. Number of FTE coordinated and implemented                                   | Teaches professional courses/subjects and basic engineering subjects | Engr. Rey Mark L. Alfante<br>Engr. Wilmar P. Alfeche<br>Engr. Celestail A. Manigo<br>Engr. Martin Jan E. Mercurio<br>Engr. Florentino F. Morales, Jr.<br>Engr. Rianel April A. Palo<br>Engr. Glenda Loraine S. Sobrio | Jan. 2024-June 2024    | 40%         | 80?         | 90%      | The topics stated in the course syllabi for the professional and basic courses were discussed fully |
| PI 2. Number of Degree Programs Compliant to CMO supervised and implemented       | Ensures degree program offered in the dept are in compliant to CMO   | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure   | Jan 2024 to June, 2024 | 100%        | 100%        | 100%     | BSGE Curriculum   |
| PI 3. Percentage passing in licensure in mandated programs (Geodetic Engineering) | Monitors the number of takers and passers in licensure exam          |   |                        |             |             |          |   |
| PI 4. Number of Graduates within prescribed period produced (BSGE)                | Monitors and mentors' students to finish on prescribed period        |   |                        |             |             |          |   |
| PI 5. Number of Academe/Industry linkage established                              | Prepares MOU, recommends students for field practice                 | Engr. Florentino F. Morales<br>Dr. Jannet C. Bencure  | January – June 2024    | 40%         | 80%         | 100%     | LEIZ-Core Merida; ISRES; Smart Geo; LG Maratas; Tagha   |



|   |  |  |                        |     |     |      |   |
|---|--|--|------------------------|-----|-----|------|---|
|   |  |  |                        |     |     |      | p;Lucero;Quini<br>neza; CENRO-<br>Tagbilaran;CE<br>NRO<br>Maasin;;Oagar<br>Orillano   |
| PI 6. Student<br>Advising and<br>Consultation<br>Services<br>Coordinated:           | Assist Students<br>through advising<br>and consultation                            | Engr. Rey Mark L. Alfante<br>Engr. Wilmar P. Alfeche<br>Dr. Jannet C. Bencure<br>Engr. Celestail A. Manigo<br>Engr. Martin Jan E. Mercurio<br>Engr. Florentino F. Morales, Jr.<br>Engr. Rianel April A. Palo<br>Engr. Glenda Loraine S. Sobrio | January –<br>June 2024 | 40  | 80% | 100% | The faculty<br>provides<br>interventions<br>for the<br>improvement of<br>the students'<br>performance   |
| PI 8. Number of<br>instructional<br>materials<br>developed/revised<br>and utilized: | Develop/revise<br>instructional<br>materials                                       | Engr. Rey Mark L. Alfante<br>Engr. Wilmar P. Alfeche<br>Dr. Jannet C. Bencure<br>Engr. Celestail A. Manigo<br>Engr. Martin Jan E. Mercurio<br>Engr. Florentino F. Morales, Jr.<br>Engr. Rianel April A. Palo<br>Engr. Glenda Loraine S. Sobrio | January –<br>June 2024 | 50% | 80% | 100% | OBE Syllabi for<br>new curriculum<br>were submitted<br>and approved<br>by the College<br>Dean. For<br>Lecture and<br>Lab manuals,<br>follow the<br>format<br>prescribe by<br>MMDC |
| PI 9. Number of<br>grade sheets<br>submitted on<br>prescribed period                | Assess students<br>and submits<br>grades to<br>measure<br>students'<br>performance | Engr. Rey Mark L. Alfante<br>Engr. Wilmar P. Alfeche<br>Engr. Celestail A. Manigo<br>Engr. Martin Jan E. Mercurio<br>Engr. Florentino F. Morales, Jr.<br>Engr. Rianel April A. Palo<br>Engr. Glenda Loraine S. Sobrio                          | January –<br>June 2024 | 40% | 80% | 85%  | 22/26<br>submitted  |
| MFO 3. Research<br>Services   |  |  |                        |     |     |      |   |

|  |  |  |                     |     |     |      |  |
|--|--|--|---------------------|-----|-----|------|--|
| PI 4. Number of Research Outputs Presented in Fora/Conferences           | Presents Research Output Locally and Abroad                            |  |                     |     |     |      |  |
| PI 5. Number of Research Projects Conducted and/or Completed on Schedule | Gives direction and supervision to Co-study leaders (1 research study) | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure<br>Engr. Celestial A. Manigo | January – June 2024 | 10% | 30% | 70%  |  |
| PI 6. Amount of research money generated from VSU funding ('000)         | Conducts research with funding   |  |                     |     |     |      |  |
| MFO 4. Extension Services  |  |  |                     |     |     |      |  |
| PI 1. Number of person-days trained weighted by length of training       | Conducts Training  | Engr. Florentino F. Morales, Jr.<br>Engr. Celestial A. Manigo                          | June 2024           | -   | -   | 100% | 68 participants in 3 days training   |
| PI 2. Number of trainings conducted                                      | Extension Service (resource Speaker)                                   | Engr. Diana Christa G. Milloza<br>Engr. Juztine Jane L. Rebuyas                        | June 2024           | -   | -   | 100% | GIS and Mapping Training for BiPSU Staff/Faculty for LUDIP; Basic IS Training for CE Students (GISL) |



|  |  |  |                     |     |     |      |   |
|--|--|--|---------------------|-----|-----|------|---|
| PI 3: Number of IEC materials/techno-guides developed/used   | Prepares and Submits Manual for Copyright  | Engr. Diana Christa G. Milloza<br>Engr. Juztine Jane L. Rebuyas  | June 2024           | --  | -   | 100% | Manual for the Training of Trainors on BMIS and GIS for Baybay City |
| PI 6: Number of extension projects conducted   | Identification of Households affected by water-invoked hazards through maps and capacitating the LGU in planning for disaster mitigation through the conduct of training | Engr. Florentino F. Morales<br>Engr. Martin Jan Mercurio<br>Dr. Jannet C. Bencure  | March-June 2024     |     | 20% | 50%  | "   |
| PI 8: Number of extension proposal approved  | Prepares and Submits extension proposal  |  |                     |     |     |      |   |
| PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance | Conducts training  | Engr. Florentino F. Morales<br>Dr. Janney C. BEncure<br>Engr. Martin Jan E. Mercurio<br>Engr. Celestial A. Manigo<br>Engr. Wilmar P. Alfeche | June 2024           | --  | --  | 100% | GIS and Mapping Training for BiPSU Staff/Faculty for LUDIP          |
| MFO 5. Support to Operations   | Participate in all activities conducted by the department, college and the university  | Dr. Jannet C. Bencure<br>Engr. Martin Jan E. Mercurio  | January – June 2024 | 40% | 80% | 100% | Trainings and Seminar   |

|   |   |   |                     |      |      |      |  |
|---|---|---|---------------------|------|------|------|--|
|   | Performs other functions assign by the head, dean and the university (VSU Land Use Planning)  |   |                     |      |      |      |  |
| MFO 6. General Administration and Support Services (GASS)     |   |   |                     |      |      |      |  |
| PI 1. Number of academic lecture/ laboratory rooms maintained | Supervises in the maintenance   | Engr. Florentino F. Morales<br>Dr. Jannet C. Bencure      | January – June 2024 | 100% | 100% | 100% | There were assigned schedule for room utilization in the academic lecture and laboratory rooms |
| PI 2. Number of research Laboratory facilities maintained     | Implements schedule of facilities inventory   | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 100% | 100% | 100% |  |
| PI 3. Number of hours spent on monitoring                     | Spends one (1) hour per week or 40 hours per year in monitoring on "wearing of prescribed uniform, in logging in/out, and on classes handled by DGE faculty". | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 100% | 100% | 90%  |  |
| PI 4. Number of hours spent on coaching                       | Spends 1 hour per month or 5 hours per year in  | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 90%  | 90%  | 100% |  |



|   |   |   |                     |      |      |      |   |
|---|---|---|---------------------|------|------|------|---|
|   | coaching (by individual/group)  |   |                     |      |      |      |   |
|   | Conducts regular meeting with DGE staff/faculty twelve (12) times a year or 36 hours per year | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 100% | 100% | 100% | Monthly regular meetings were conducted every first Friday of the month |
| PI 5. Number of hours spent on performance tracking | Assigns the five (5) faculty members faculty workload and/or work assignments                 | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 100% | 100% | 100% |   |
| PI 7. Number of documents attended and served       | Signed and approved request letter, grade sheets, syllabi, etc.                               | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 90%  | 100% | 100% |   |
| PI 8. Zero percent complaint from client served     | Monitors complaints   | Engr. Florentino F. Morales, Jr.<br>Dr. Jannet C. Bencure | January – June 2024 | 100% | 100% | 100% |   |

Prepared by:



**FLORENTINO F. MORALES, JR.**  
Unit Head

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **Engr. Rianel April A. Palo**

| 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 114, GEng 135, GEng 200 and EC 133) | Assessment and students' grade per course taught  | January 2024  | June 2024                          | July 2024                | impressive         | Outstanding                     |   |
| 2        | Assist students through advising and consultation                                   | Improved student performance  | January 2024  | June 2024                          | July 2024                | impressive         | Outstanding                     |   |
| 3        | Develop/revise syllabus and instructional materials                                 | OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head | January 2024  | 1 <sup>st</sup> week February 2024 | March 2024               | impressive         | Very Satisfactory               |   |
|          |   | On-line course ware developed and submitted   | January 2024  | June 2024                          | July 2024                | 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  | January 2024  | June 2024                          | July 2024                | 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> | January - June 2024  | January - June 2024           | January -June 2024   | impressive | Outstanding | Participated in all activities conducted by the department, college and the university |
| 6 | Perform other functions assign by the head, dean and the university                   | <p>Member, DGE Social, Cultural and Sports Committee</p> <p>Department Secretary</p> <p>Alternate Deputy Document and Records Controller</p>   | August-December 2024 | August-February-December 2024 | August-December 2024 | impressive | Outstanding |  |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  | Member,<br>Department<br>Quality<br>Assurance<br>Committee |  |  |  |  |  |  |
|  |  | Member,<br>Department<br>Disaster<br>Response Team         |  |  |  |  |  |  |

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

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

Prepared by:

  
**FLORENTINO F. MORALES, JR**  
 Head, DGE



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **Rianel April A. Palo**

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

**Aim:** Engr. Palo as an effective and efficient implementor of the new OBEdized four (4) year degree program in Bachelor of Science in Geodetic Engineering (BSGE) as provided in the new CMO 89, s. of 2017 and the department's RDEI Agenda in his field of specialization.

**Proposed Interventions to Improve Performance:**

Date: January 2024

Target Date: June 2024

**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. Mentoring on making OBE instructional materials. Likewise, she should attend training, conferences, and conventions to strengthen her competencies and qualifications.

**Next Step:**

Re-orientation on Outcomes-Based Education principles, provisions of the new typical Policies, Standards, and Guidelines in offering the new BSGE curriculum as provided for in CMO 89, s. 2017. She should likewise be mentored and adopt the teaching strategies.

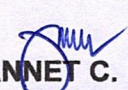
**Outcome:**

Finalize and submit instructional materials such as Outcomes-Based (OBE) Teaching and Learning (OBTL) Syllabus under the minimum requirements provided by the CMO 89, s. 2017 and the university. The faculty will implement OBE in all her subjects. The department's instruction, research, and extension activities are implemented through attending training, seminars, and conferences—Furthermore, Engr. Palo should finish her MS Degree in line with the new Faculty Development Plan of the department.

**Final Step/Recommendation:**

Recommend Engr. Palo to finish her MS degree.

Prepared by:

  
**JANNET C. BENCURE**  
Head, Dept. of Geodetic Engineering

Conforme:

  
**RIANEL APRIL A. PALO**  
Name of Ratee Faculty





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: PALO, RIANEL APRIL A.

Department: Dept. of Geodetic Engineering

College: College of Engineering and Technology

| Course No. &<br>Descriptive Title |  | Lab/<br>Lec | RATING |                   | % Evaluation<br>Rating |
|-----------------------------------|--|-------------|--------|-------------------|------------------------|
|                                   |  |             | Num.   | Adjec.            |                        |
| GEng 127                          | LAND REGISTRATION LAWS                           | LEC         | 4.00   | Very Satisfactory | 80.0%                  |
| GEng 113                          | INTRODUCTION TO LAWS ON PRIVATE AND PUBLIC LANDS | LEC         | 5.00   | Outstanding       | 100.0%                 |
| ESci 122n                         | COMPUTER -AIDED DRAFTING                         | LAB         | 5.00   | Outstanding       | 100.0%                 |
| GEng 113                          | INTRODUCTION TO LAWS ON PRIVATE AND PUBLIC LANDS | LEC         | 5.00   | Outstanding       | 100.0%                 |
| GEng 127                          | LAND REGISTRATION LAWS                           | LEC         | 4.00   | Very Satisfactory | 80.0%                  |
| Average Rating                    |  |             | 4.60   | Outstanding       | 92.00%                 |

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

PALO, RIANEL APRIL A.

Name and Signature of Faculty

Date: 5/23/24

Distribution of copies: ODIE, College, Department, Faculty