SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Celestial A. Manigo

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.46	
b. Students (50%)		2.13	
TOTAL for Instruction	90%	4.58	4.12
2. Research	0%	0.00	0.00
3. Extension	5%	5.00	0.25
4. Administration & Support to Operation	5%	4.93	0.25
5. Production	0%	0.00	0.00
TOTAL			4.62

*Instructor I - July 1, 2022-December 31, 2022

EQUIVALENT NUMERICAL RATING: 4.62
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.62

ADJECTIVAL RATING: Outstanding

Prepared by:

CELESTIAL A. MANIGO
Instructor I

Reviewed by:

MARTIN JAN E. MERCURIO
Head, DGE

Recommending Approval:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

DEPARTMENT OF GEODETIC ENGINEERING

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VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELESTIAL A. MANIGO**, a faculty member of the <u>DEPARTMENT OF GEODETIC ENGINEERING</u> 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 **July 1, 2022 to December 31, 2022**.

Approved:

CELESTIAL A. MANIGO
Instructor I
Date: 12 January 2023

MARTIN JAN E. MERCURIO
Department Head
Date: 12 January 2023

JANNET C. BENCURE
College Dean
Date: 13 January 2023

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	Eficiency	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								
		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							
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*							
	PI 9: Number of instructional materials developed *	*A5. 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, etc.							
		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 Moddle or Google Classroom*							
	PI 10. Additional outputs:	*A 8. 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										

	PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	*Handles and teaches courses assigned*	70	28.7	5	5	5	5.00	Jan-June: ESci 121n, GEng 134 (60.8) Jul-Dec: Geng 111, Geng 137, Geng 145n (28.70)
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	8	4	5	5	5	5.00	Jan-Jun: GEng137 (3), GEng143n (1),GEng145n (1),GEng200a-OJT (1), ESci121n (3), Geng 134 (1) Jul-Dec: Geng 200a.3 (2), Geng 200a.4 (2)
		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	3	5	5	5	5.00	Jan-Dec: CET TOS Preparation workshop, DGE VSUEE and OBS Workshop (2) Jul-Dec: CET TOS Preparation and Syllabus Preparation Workshop, IPCR/OPCR Workshop (3)
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	8	8	5	5	5	5.00	Jan-Jun: Esci 121n (3), Geng 134n (2) Jul-Dec: Geng 137 (1), Geng 145n (2) Jul-Dec: Geng 137 (4), Geng 145n (4)
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	10	16	5	5	5	5.00	Jan-Jun: Esci 121n (1), Geng 134n (2) Jul-Dec: Geng 137 (10), Geng 145n (6)

		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	*10*	11	5	5	5	5.00	Jan-Jun: Esci 121n (3), Geng 134n (2) Jul-Dec: Geng 137 (6), Geng 111 (5)
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	*51*	44	5	5	5	5.00	Jan-Jun: Academic advisees (51) Jul-Dec: Academic Advisees (44)
		A17. *Number of students advised on thesis/ field practice/special problem:*		8	6	5	5	5	5.00	Jan-Jun: OJT (1), Special Study (2) Jul-Dec: OJT (4), Thesis (2)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	4	5	5	4	4.67	Jan-Jun: (2) Jul-Dec: (4)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	5	5	4	4.67	Jun-Dec: (2)
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	51	74	5	5	5	5.00	consultation forms, emails, messenger, thesis, survey camp
	PI 9: Number of student organizations advised/ assisted *	*A19*. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	1	5	5	5	5.00	Viscan Youthmappers
		A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	1	7	5	5	5	5.00	Jan-Jun: Assited during the CET week Jul-Dec: VYM Orientation and Training, GIS month Opening and Culmination, MAPamazing, PataGISan, KoboTraining (7)
	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							

										Remarks
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	3	3	5	5	5	5.00	Jan-Jun: Geng 134n, ESci121n (2) Jul-Dec: Geng 137, Geng 145n, Geng 111 (3)
		Supplemental learning resource	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	3	10	5	5	5	5.00	Jan-Jun: Esci 121n (10), GEng134 (4) Jul-Dec: Geng 137 (5), Geng 145n (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	13	13	5	5	4	4.67	Jan-Jun: Esci 121n (5), Geng 134n (3) Jul-Dec: Geng 137 (8), Geng 145n (5)
		Flexible Instructional Materials	Prepares instructional materials for courses		2	5	5	4	4.67	Jan-Jun: Esci 121n, GEng134 (2) Jul-Dec: Geng 137, Geng 145n (2)
		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	3	5	5	5	5.00	Jna-Jun: Esci 121n, GEng134 (2) Jul-Dec: Geng 137, Geng 145n, Gemg 111 (3)
	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	3	5	5	4	4.67	Institutional AACUP (Research) and BSGE Level 3 AACCUP Documents, PRC Monitoring
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** 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								
PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	**A 29.** 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								
	In refereed int'l journals									
	In refereed nat'l/regional journals									
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
	In int'l fora/conferences									
	In nat'l/regional fora/conferences									
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								

PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	A 33. 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								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES										
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	1							Jan-Jun: LGU - Baybay
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		112	5	5	5	5.00	Jan-Jun: CDRA-Training (LGU CDRRMO, Planning Office)(9.5), Jul-Dec: KoboTraining to VYM members (60), KoboTraining to Inopacan Youth(10), KoboTraining for VSU faculty and staff(7), GIS Training for DBS faculty and Staff(20), Drone Mapping training for GEP8 members(15)

	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	Implementes duly approved extension projects	1						Jan-Jun: Baybay City's Water-invoked Hazard-prone Household Identification, Mitigation and Emergency Response Project (1)
	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							Jan-Jun: Brgy. Ambacan, Bunga, Mailhi, Can-ipa, Pangasugan, Kantagnos (Drone Survey and GCP Survey) (6)
	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	GIS Month 2022
	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 (extn. 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							
	Survey and Mapping Activities	Landslide Post-Disaster Assessment of Baybay City,							Jan-Jun: Brgy. Ambacan, Bunga, Mailhi, Can-ipa, Pangasugan, Kantagnos (Drone Survey and RTK Survey After Tropical Strom Agaton)
		Flood Assessment of Brgy Pangasugan							Jan-Jun: Pangasugan-Drone Survey of the Displaced River Channel-After Tropical Storm Agaton
	Attended Extension Project Proposal Training-Workshop			1	5	5	5	5.00	Attended Extension Project Proposal Training-Workshop on November 23-25, 2022

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 theQMS 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	5	5	5	5.00	2nd ISO Surveilance Audit

		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	5	5	5	5.00	
		On program accreditations			2	5	5	5	5.00	Jan-Jun: Area 5 and Area 7 for BSGE Level 3 AACCUP Accreditation (2) Jul-Dec: Extension and Performace in Licensure Exam Areas in AACCUP Level 3 Accreditation (2)
		On institutional accreditations								Jan-June: Evaluation Survey on the faculty and staff satisfaction of purchased instruments. (2)
	Additional Output	Insttrument Training	Prepares the instruments and trained the personnel							Jan-June: Instrument training for Planning Office personnel (1)
		Number of departmental or college activities involved as Working Committee	Assits in the preparation of the activities		6	5	5	5	5.00	Jan-Jun: CET Strategic Planning and RDEI Agenda Setting, CET Week and DGE Publication Writeshop (3) Jul-Dec: GIS Month Opening, Culmination, WebSeries 1&2, Training Series 1 & 2 (6)
		Number of committee meetings attended	Attends committee meeting of the department and college		4	5	4	5	4.67	Jan-Jun: ManCom meetings and CET-SSSAC (4) Jul-Dec: ManCom Meetings (4)

		Number of days proctored for VSU-CAT	proctored examinees for the VSU-CAT							Jan-Jun: 2
		Number of Minutes prepared	Prepares minutes for departmental and college-based committees		4	5	5	4	4.67	Jan-Jun: DGE meetings, committee meetings, ManCom meetings (7) Jul-Dec: ManCom meetings (4)
		Provided technical assistance in Drone mapping	Conducted Drone Mapping		1	5	5	5	5.00	Conducted Drone Mapping for Eco-Farmi partner Demo farm in Merida Leyte
		Provided technical assistance as resource person	Trained students, faculty and staff and other professionals outside the university		5	5	5	5	5.00	Jul-Dec: GIS Training fro HUMAIN Project, KoboCollect Training for VYM members, Inopacan Youth, and VSU Faculty members and Staff, Drone Mapping workshop for GEP8 members
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	5	5	5	5.00	
	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 performfing 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							

		Number of Maps generated for Student's Thesis (Graduate and Undergraduate)								Jan-Jun: Master's thesis request for map layout (6)
	Total Over-all Rating								152.67	
	Average Rating								4.92	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)		4.92	**Comments and Recommendations for Development Purposes:**
Additional Points:			To conduct and involved in research activities.
Approved Additional points (with copy of approval)			
FINAL RATING		4.92	
ADJECTIVAL RATING		**OUTSTANDING**	

Evaluated & Rated by:

MARTIN JAN E. MERCURIO
Head, DGE
Date: 12 January 2023

Recommending Approval

JANNET C. BENCURE
Dean, CET
Date: 13 January 2023

Approved by:

BEATRIZ S. BELONIAS
VP Academic Affairs
Date: 17 January 2023

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 111, GEng 145n)	Assessment and students' grades per course taught	September 2022	January 2023	November 2022 (midterm topics for 1st Sem AY 2022-2023)	impressive	Outstanding	Midterm topics were accomplished on November 2022 for 1st Sem AY 2022-23
2	Assist students through advising and consultation	Improved student performance	July 2022	December 2022	December 2022	impressive	Outstanding	Advised students, and advisees, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	August 2022	2nd week of September 2022	2nd week of September 2022	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class
		TOS approved by the Dept. Review Committee and verified by the	November 2022	2nd week of November 2022	2nd week of November 2022	impressive	Outstanding	The TOS of GEng 137, GEng 111, GEng 145n for the midterm exam were approved before the

		Dean and IMD Head							conduct of midterm exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to registrar	September 2022	December 2022	December 2022	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams for midterm. Midterm exam submitted thru online (cumulus)	
5	Participate in all activities conducted by the department, college and the university	Attendance at the BSGE Orientation and Acquaintance Party Attendance at the 1st Annual GIS Month 2022 Celebration Attendance at CET College-Wide Faculty and Staff Sportsfest 2022 Attendance at University-wide Christmas Party	July-December 2022	December 2022	December 2022	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university	

		Attendance at University-wide Intramural						
6	Perform other functions assign by the head, dean and the university	College Secretary	July 2022	December 2022	December 2022	impressive	Outstanding	Attended and recorded regular meetings of the College and prepared minutes of the meetings of the College

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

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

Prepared by:

MARTIN JAN E. MERCURIO
Head