

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS

Name of Faculty Member: Jessie B. Corrales

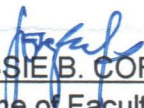
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
2. Instruction			
a. Head/Dean (50%)		2.21	
b. Students (50%)		1.80	
TOTAL for Instruction	85%	4.01	3.41
3. Research			
4. Extension			
5. Support to Operations	10%	5.00	0.50
6. Administration	5%	5.00	0.25
TOTAL			4.16

EQUIVALENT NUMERICAL RATING: 4.16  
 Add: Additional Points, if any: 0  
 TOTAL NUMERICAL RATING: 4.16

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

Reviewed by:

  
JESSIE B. CORRALES  
 Name of Faculty

  
EPIFANIA G. LORETO  
 Department Head

Recommending Approval:

  
ROBERTO C. GUARTE  
 Dean, CET

Approved by:

  
BEATRIZ S. BELONIAS  
 VP for Academic Affairs



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Jessie B. Corrales, 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 2021

**Jessie B. Corrales**  
Instructor I  
Date 7/21/2021

Approved:   
**Epifania G. Loreto**  
Department Head  
Date: 7/21/2021

**Roberto C. Guarate**  
College Dean  
Date: 7/22/2021

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January to June)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	36	40.45	4	4	4	4.00	As of 2nd Sem, AY: 2020-2021
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	8	4	5	5	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	12	5	4	5	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	24	5	4	5	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	2	4	4	4	4.00	



	<b>PI 8:</b> Number of students advised: *	<b>A16:</b> Number of students advised:	Acts as academic advisor to students	40	33	5	5	4	4.67	
		<b>A17:</b> Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	2	4	5	4	4.33	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		4	3	4	4	3.67	
		<b>A18:</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	12	5	5	4	4.67	
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	15	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	32	4	4	4	4.00	
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	4	5	5	4.67	
	<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	4	5	4	4.33	
		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	1	1	4	4	5	4.33	

UMFO 5. SUPPORT TO OPERATIONS									
	OVPA MFO 4. Program and Institutional Accreditation Services								
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00
		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	1	1	5	5	5	5.00
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		100%	5	5	5	5.00
Number of Performance Indicators Filled-up						19			
Total Over-all Rating						85.667			
Average Rating						4.509			
Adjectival Rating						Outstanding			

Average Rating (Total Over-all rating divided by 5)	4.509
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.509
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

*To go on study leave for Master's Degree*

Evaluated & Rated by:

*E. G. Loreto*  
**EPIFANIA G. LORETO**  
 Department Head  
 Date: *7/21/2021*

Recommending Approval

*Roberto C. Guarate*  
**ROBERTO C. GUARATE**  
 Dean, College of Engineering and Technology  
 Date: *7/22/2021*

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *7/24/2021*



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **JESSIE B. CORRALES**

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 and submission of OBE Syllabus	OBE Syllabus for CEng courses handled	December 2020	January 2021	January 19, 2021	Impressive	Very satisfactory	Submitted syllabus for all courses assigned
2.	Preparation of Teaching Manual/Student Learning Guide	Teaching Manual /Student Learning Guide for courses handled	January, 2021	March 31, 2021	In progress	Impressive	Satisfactory	Prepared teaching manuals
3.	Preparation of Power Point/Video Presentation	Power Point/Video Presentations for CEng courses handled	January, 2021	Within the semester	Within the semester	Impressive	Outstanding	Videos were uploaded
4.	Preparation and submission of TOS	TOS with exam	February 1, 2021	February 8, 2021	Within the semester	Impressive	Outstanding	Prepared TOS in 1 <sup>st</sup> Semester, 2020-2021
5.	Consultation with students (academic advising)	Consultation log book	During enrollment	After enrollment	After enrollment	impressive	Outstanding	Must submit record
6.	Preparation of documents for AACCUP	Documents for AACCUP	February, 2021	Before November 2021	In progress	impressive	Satisfactory	No documents are collected yet

\* 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: Jessie B. Corrales

Performance Rating: 4.509 (Outstanding)

**Aim:** Engr. Jessie B. Corrales as an effective and efficient implementor of the new OBEdized four (4) year BSCE degree program and the department's RDE Agenda.

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

**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 2021 Target Date: December 2021

**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. Corrales will be sent to his graduate studies in order for him to help in the full implementation of the BSCE curriculum. Similarly, he will conduct regular continuous quality improvement in the offering of the new BSCE Curriculum

Prepared by:

  
Epifania G. Loreto  
Unit Head

Conforme:

  
Jessie B. Corrales  
Name of Ratee Faculty/Staff