



Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Engr. Iñigo Ezekiel Q. Cabase**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)	80%	4.52	3.62
d. Students (50%)	0		0
Total for Instruction	80%		3.62
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	0		0
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension	0		0
9. Administration	20%	4.33	0.87
10. Production	0		
TOTAL	100%		4.49

EQUIVALENT NUMERICAL RATING:

4.49

Add: Additional Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.49


ADJECTIVAL RATING:

Very Satisfactory


Prepared by:

Reviewed by:


IÑIGO EZEKIEL Q. CABASE
Name of Faculty


VIC ANGELO L. IMPAS
Department Head

Recommending Approval:


JANNET C. BENCURE
College Dean

Approved:


ROTACIO S. GRAVOSO
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**MECHANICAL
ENGINEERING**

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ENGR. IÑIGO EZEKIEL Q. CABASE, a faculty member of the DEPARTMENT OF MECHANICAL 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 1 - JUNE 30, 2024.

IÑIGO EZEKIEL Q. CABASE

Instructor I

Date: July 8, 2024

Approved:

VIC ANGELO L. IMPAS

Department Head

Date: July 9, 2024

JANNET C. BENCURE

College Dean

Date: July 11, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	A1. Percentage of first time takers that passed the licensure exams	<i>Handles and teaches courses assigned</i>	60%	92%	5	5	5	5.00	Feb 2024 - 23/25
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	A3. Provide support to RQAT compliance for BSME Program	<i>Follow the CMO for BSME program</i>	100%	90%	4	4	4	4.00	on-going compliance
	PI 4. Percentage of undergraduate programs with accreditations	A4. Percentage of undergraduate programs with accreditations	<i>Prepares AACCUP Level II documents</i>	100%	85%	5	4	3	4.00	Area I In-charge
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	70	29.25	4	4	5	4.33	2nd Sem AY 2023-2024

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		5	5	5	5	5.00	2nd Sem AY 2023-2024
		A11. 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	5	5	5	5.00	AutoCAD 2D and 3D Fundamentals
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		10	5	4	4	4.33	2nd Sem AY 2023-2024
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		16	5	4	4	4.33	2nd Sem AY 2023-2024
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		35	5	4	4	4.33	2nd Sem AY 2023-2024
	PI 8: Number of	A16. Number of students advised:	Acts as academic adviser to students							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	4	4	4	4.00	ME Project Study
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5.00	PSME VSU SU
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of	A 21 : Number of on-line course ware	Prepares and submits for review by the							
		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		46	5	5	5	5.00	2nd Sem AY 2023-2024
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		61	5	4	4	4.33	2nd Sem AY 2023-2024
		A 23 : Number of on-line course ware	Submits the course ware duly reviewed							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs								

		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		9	5	5	4	4.67	OJT
		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	A 28. Number of research outputs completed within the year *	Conducts and completes research or project 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage 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								
		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							
		A 3. Number of research proposal submitted/endorsed for funding	Submits research proposal with funding							
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							
	PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among							
	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	Implements duly approved extension projects							
	PI 4. Percentage of	A 39. Percentage of beneficiaries who	Provides quality and relevant training							
	PI 5. Number of technical/expert	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research	Research Mentor								
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
		Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 7. Number of extension proposal submitted	A 41. Number of extension proposal submitted	Submits extension project proposals							
	PI 8. Percent of extension proposals approved *	A 42. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs	A 43. No. of extension-related awards								
		A 44. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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 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	80%	85%	4	4	4	4.00	complied, no NC
		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	80%	85%	4	4	4	4.00	complied
		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%	100%	5	5	5	5.00	no complaint received
	PI 3. Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces improvements in							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								76.33	

Average Rating (Total Over-all rating divided by 4)	4.49
Additional Points:	
Approved additional points (with copy of approval)	
FINAL RATING	4.49
ADJECTIVAL RATING	Very Satisfactory


Comments & Recommendations for Development Purpose:

- Pursue MS Degree Program
- Attend trainings and seminars related to field of specialization

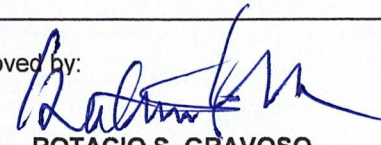
Evaluated & Rated by:


VIC ANGELO L. IMPAS
 Department Head
 Date: July 9, 2024

Recommending Approval


JANNET C. BENCURE
 College Dean, CET
 Date: July 11, 2024

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: July 30, 2024



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Vic Angelo L. Impas

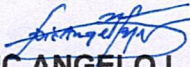
x	1 st	Q U A R T E R
x	2 nd	
	3 rd	
	4 th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
I. Monitoring					
Submission of printed copy of grade sheets for 1 st semester AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty in-charge were able to submit grade sheets for the 1 st Sem of AY 2023-2024
Preparation for the AACUP Level II Accreditation	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	Area in-charge gives updates on their preparation of documents
Submission of syllabus in all courses	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were able to submit syllabus on the courses assigned to them
Assigning of teaching load for 2 nd Sem AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were assigned with teaching load for preparation of syllabus
Preparation for the Hard hatting Ceremony	None	Agenda for DME Regular Meeting dated May 6, 2024	None	None	All faculty were assigned with specific area task for the preparation of the event.
Conduct of TPES per faculty per courses	None	Agenda for DME Regular meeting dated May 2024	None	None	All faculty were able to conduct TPES
Conduct of CQI every end of semester	None	Agenda for DME Regular Meeting dated May 8, 2023	None	None	All faculty were required to conduct CQI
Coaching					
Attendance to training, conference and seminars					All faculty and staff were recommended to attend training for development


Completion of MS degree					Faculty are encouraged to finish their degree as soon as possible
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


VIC ANGELO L. IMPAS
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA- TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2 nd sem 2023-2024 and 1 st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		60% completed
PI 3: Average percentage passing in licensure exam	Monitor students taking licensure exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BSME students	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No official list of graduates yet
PI 7: Number of academe/industry linkages established	Establish linkages to the industry	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		15 companies
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist PSME VSU SU student organization	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BSME graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Only 10 out of 22 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT requirements for the BSME program	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		For on-site visit
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Subjected to AACCUP Level II
PI 20: Number of	Submit application	Dept. Head	Jan.-		On-		Waiting for

programs applying for COPC	for COCP	& Faculty	Dec. 2024		going		on-site visit by CHED
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All courses has an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPA on time	Submit IFW to OVPA on time	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were able to submit IFW
PI 29: Number of OJT MOUs prepared	Prepare and submit MOA for OJT	Dept. Head & Faculty	Jan.-Dec. 2024	On-going			DIPC facilitated signing of MOA
PI 30: Number of student interns deployed and monitored	Monitor students for OJT	Dept. Head & Faculty	Jan.-Dec. 2024	On-going			Continual monitoring
MFO 3. Research Services							
PI 1: Number of published papers in internationally indexed journals	Publish papers n internationally indexed journals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 4. Extension Services							
PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 5. Support to Operations							
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		On-going monitoring of Engr. Castil, Engr. Merafuentes and Engr. Durotan
PI 2: Number of faculty granted with external scholarships	Faculty was approved for external	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Engr. Castil and Engr. Merafuentes

	scholarship						has external scholarships
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Engr. Durotan availed fellowship grant
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		9 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire two (2) new faculty	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Has requested for posting of faculty
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		All faculty were rated at least VS
PI 6: Number of in-house seminars/ training/ workshops/ reviews conducted/ attended	Conduct/ attend in-house training	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		Attended CQI workshop by CET
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP Level I accredited	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			BSME is AACCUP Level I accredited
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Attended the AACCUP program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No NC and OFI pending
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Submitted under general fund
PI 3. Number of coaching sessions	Conduct coaching among faculty and	Dept. Head & Faculty	Jan.-Dec.		On-going		

among faculty & staff	staff		2024				
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted planning and monitoring during meetings
PI 5: Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted 5 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DME office	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		DME is supervised by designated head
PI 9: Number of routine documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		833 documents acted (417% accomplished versus target)
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		8 out of 9 faculty and staff complied
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Department head submits monthly accomplishment (100%)

Prepared by:


VIC ANGELO L. IMPAS
 Department Head



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: dme@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: **Engr. Iñigo Ezekiel Q. Cabase**

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	Handles and teaches courses assigned	70	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	2 nd Sem AY 2023-2024: 29.25
2	Prepares AACCUP Level II documents	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Very satisfactory	currently preparing for accreditation on July 2024
3	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	80%	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	No NC and OFI pending
4	Prepares required documents and complies all requirements as prescribed in the accreditation tools	80%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Very satisfactory	currently preparing for accreditation on July 2024
5	Provides customer friendly frontline services to clients	100%	Jan. 2024	Dec. 2024	June 2024	Very impressive	Outstanding	No complaint received

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

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

Prepared by:


VIC ANGELO L. IMPAS
Department Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Iñigo Ezekiel Q. Cabase**

Performance Rating: **Very Satisfactory**

Aim: To be an effective implementer of the new OBE'dized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: December 2024

First Step:

- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.
- Monitoring and coaching on the performance of the faculty member to his committed outputs as reflected in his IPCR.
- To recommend for conferences, conventions, seminars and training aligned to his field of specialization to further strengthen his competencies and qualifications.

Results:

- He was able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2023-2024.
- Perform his duties and responsibilities as faculty of the Department of Mechanical Engineering.

Next Step:

- Continue monitoring his accomplishments and performance to his committed outputs as reflected in his IPCR
- Continue to recommend the faculty member to attend relevant training and seminars aligned to his field of specialization


Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Continuously perform his duties and responsibilities
- Be able to attend relevant training and seminars aligned to his field of specialization

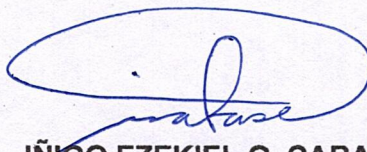
Final Steps / Recommendations:

- Engr. Cabase will be pursuing his master's degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:


VIC ANGELO L. IMPAS
Unit Head

Conforme:


IÑIGO EZEKIEL Q. CABASE
Name of Ratee