SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Jannet C. Bencure

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		~~2.38~~ 2.2	
TOTAL for Instruction	70%	~~4.88~~ 4.7	~~3.41~~ 3.29
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration & Support to Operation	10%	4.96	0.50
5. Production			
TOTAL			~~4.91~~ 4.79

*Assistant Professor IV- January 1, 2021 to June 30, 2021
*Department Head - March 1, 2021-June 30, 2021
EQUIVALENT NUMERICAL RATING: ~~4.91~~ 4.79
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: ~~4.91~~ 4.79

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

JANNET C. BENCURE   **BEATRIZ S. BELONIAS**
Assistant Professor IV   Immediate Supervisor

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANNET C BENCURE, Dean of the College of Engineering and Technology and a faculty member of the DEPARTMENT OF GEODETIC ENGINEERING, commit to the deliver and agree to be rated on theattainment of the following targets with accomplishments in accordance with the indicated measures for the period January 1, 2022 to June 30, 2022.

Approved:

JANNET C. BENCURE
Dean, CET
Date: 13 July 2022

BEATRIZ S. BELONIAS
VP, OVPAA
Date: July 12, 2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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		Monitors the names of examinees and results of GE, ME, and CE licensure examination	61%	51%	5	5	5	5.00	DCE: 29/32 (47.54%); DME: 6/5 (54.55%)
	PI 2. Percentage of graduates (2 years prior) that are employed		Conducts survey on employability of CET graduates	85%	92%	5	5	5	5.00	BSABE, BSCS, BSGE graduates obtain 100% employed, while BSCE and BSME ongoing graduate

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	
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority		Monitors student enrolled in the programs under CET	100%	100%	5	5	5	5.00	BSABE, BSCE, BSCS, BSGE, BSME, BSMet
	PI 4. Percentage of undergraduate programs with accreditations		Facilitates the accreditation activities of the program	100%	100%	5	5	5	5.00	Level IV AACCUP Accreditation of BSCS, BSABE program
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	50	15.20	5	5	5	5.00	FTE for 2nd Semester AY 2021-2022 only
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	5	4	4.67	GEng 111 (3), GEng 127 (2), GEng 200a (1), GEng 114 (1), GEng 138 (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	5	1	5	5	5	5.00	GEng 138: Giva
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	5	5	5.00	Geng 138 (4), GEng 114 (4), GEng 146 (2)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	*10*	18	5	5	5	5.00	Geng 138 (7), GEng 114 (8); GEng 146 (3)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	*2*	8	5	5	4	4.67	Geng 138 (7), Geng 162 (1) Manuscript
	PI 8: Number of students advised: *	**A16.** Number of students advised:	*Acts as academic adviser to students*	*10*	16	5	5	5	5.00	BSGE Student-Advisee
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	GEng 200 (1: Orillano); GEng 162 (1: Aniban)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	3	5	5	5	5.00	GEng 200 (3: Asid, Cablitas, Alvero)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	16	27	5	5	4	4.67	Student Consultations other than enrollment matters
	PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1						

| 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	
		A20. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	1						
	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							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	3	2	5	5	5	5.00	GEng 138, GEng 114
		Flexible instructional materials		3	2	5	5	5	5.00	GEng 138, GEng 114
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	20	5	5	5	5.00	GEng 138, GEng 114
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	24	5	5	4	4.67	Geng 138 (11) GEng 114 (12), GEng 146 (4)
		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	2	3	5	5	5	5.00	GEng 138, GEng 114, GEng 146
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								

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	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	4	5	5	5	5.00	Level IV AACCUP Accreditation of BSABE, BSCS; collected/ consolidated documents of 3 Areas (II, III, IV) of Institutional Accreditation; ISO SA
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	2						
		Number of Virtual Classrooms (VSUEE) evaluated	Ensures that essential components of virtual classrooms and expected outcomes of the learners are met	10	10	5	5	5	5.00	ABE 152, ABE 172, Ceng 138, GEng 124, GEng 142n, GEng 200, MENg 123, Meng 158, Mete 132, Mete 151
		Number of Virtual Classrooms (VSUEE) monitored	Ensures that students and faculty members are actively accessing the virtual classrooms	10	20	5	5	5	5.00	ABE 152, ABE 172, Ceng 138, GEng 124, GEng 142n, GEng 200, MENg 123, Meng 158, Mete 132,
		Number of classes observed	Ensures that proper classroom management and instructional techniques are employed	4	6	5	5	4	4.67	CENg 138, Meng 123, CSCi 123, ABEn 172, Mete 151, GEng 124
		A 26. *Other outputs implementing the new normal due to covid 19*	Designs experiential learning activities and other outputs to implement new normal		8	5	4	5	4.67	GEng 138 (3), GEng 114 (2), GEng 146 (3) - Video of students performing exercises & group activities to encourage interaction

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
			Designs an online consultation platform for students		1	5	5	5	5.00	Online consultation form that allow students raise concerns or ask questions, and also records and monitors concerns of students
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	1						
	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 (2%) *	**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		1						
		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								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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	50%	50%	5	5	5	5.00	(1/2): Mapping Fire Hydrants as Baseline Data for Fire Emergency Response in Leyte Province, Philippines
	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	6	2	5	5	5	5.00	International Journal of Geoinformatics (1), Sustainable Cities and Communities (1)
		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 36. Expert on Call of study research	Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project		1	5	5	5	5.00	Expert-on-call for the project entitled " High-Throughput Field Phenotyping of Major Rootcrops Using Unmanned Aerial Vehicle"

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	2	3	5	5	5	5.00	LGU-Ormoc, LGU-Inopacan, National Resilient Council Philippines,
	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							
	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		2	5	5	5	5.00	VSU Collabdev, Leadership for Resilient LGU (LRLGU)
	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							
	Research Mentoring	*Research Mentor*			1	5	5	5	5.00	Thesis adviser in VSUIHS Senior HS

| 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	
	Peer reviewers/Panelists	*Peer reviewers/Panelists*		6	2	5	5	5	5.00	Journal article reviewer in International Journal of Geoinformatics, Sustainable Cities and Communities
	Resource Persons	*Resource Persons*			2	5	5	5	5.00	46th GEP Regional Convention (Mar 25-26, 2022, Tacloban City); VSUIHS Career Day 2022
	Convenor/Organizer	*Convenor/Organizer*								
	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	50%	50%	5	5	5	5.00	1/2: VSU CollabDev Project
	PI 10. Amount of extension money generated from institutional funding (Thousand Peso)	**A 42.** Amount of extension money generated from institutional funding (Thousand Peso)		100	100	5	5	5	5.00	VSU Collabdev
	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							
		CET RDE Agenda	Facilitates the setting of RDE Agenda for the		Agenda set	5	5	5	5.00	RDE is accordingly recorded in Activity
UMFO 5. SUPPORT TO OPERATIONS										

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	
	OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted		Monitors the progress of faculty members pursuing graduates studies	1	2	5	5	5	5.00	CET Faculty members pursuing PhD: Mejia & Morales
	PI 1.1 Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted		Monitors the progress of faculty members pursuing graduates studies	2	7	5	5	5	5.00	CET Faculty members pursuing MS: Corales, Oppus, Sobrio, Layan, Triana, Sinon, Cortez
	PI 1.2 Number of faculty who finished advanced degree programs on time		Monitors the progress of faculty members pursuing graduates studies							
	PI 2: Number of faculty granted with external scholarships		Facilitates the scholarships aplications of faculty members							
	PI 3: Number of faculty granted with internal fellowship grants		Facilitates the scholarships aplications of faculty members							
	PI 4: Number of faculty granted with sabbatical leave		Facilitates the sabbatical leave applications of faculty members							
	PI 5: Number of faculty sent for trainings, seminars, conferences		Recommends and endorses faculty members for attendance/participation in trainings, seminars,	6	15	5	5	5	5.00	DGE (7), DCE (2), DCST (4), DME (1), DABE (1)

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	
	PI 6. Additional outputs	Number of Additional outputs accomplished:								
		Number of Workshops related to Faculty Development initiated and conducted	Plans, prepares workshop materials, and trains faculty members		3	5	5	5	5.00	CET Workshop on TOS Preparation and Tips in Making Exam in VSUEE; IPCR/OPCR Preparation;
		Number of faculty mentored, coached, and trained measured in man-hours	Conduct mentoring and coaching activities to CET faculty members and staff		480	5	5	5	5.00	TOS Preparation, Examination Preparation in VSUEE, IPCR Accomplishments Preparation
		Approved CET Coaching and Mentoring Program of Junior Faculty Members	Drafts, submits, and follw up CET Coaching and Mentoring Program of Junior Faculty Members		Approved	5	5	5	5.00	Program approved by OVPAA
	MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired aligned with ISO standards		Prepares required documents and complies all requirements as	2						
	MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university		Facilitates and conducts seminars/trainings/ conventions/workshops for entire university	1						
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university		Facilitates and conducts seminars/trainings/ conventions/workshops outside the university	1						
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated		Monitors teaching performance of the faculty members	80%						

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended		Attend in-house seminars/trainings/ workshops/reviews conducted/attended	1						
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		Prepares required documents and complies all requirements as prescribed in the accreditation tools	1	2	5	5	5	5.00	Level IV: BSABE & BSCS
	PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		Ensures that all the QMS core processes of the university are complied with in the performance of		Zero non-conformity	5	5	5	5.00	
	PI 3: Degree program compliant with CHED		Ensures that programs are compliant wit CHED	1	3	5	5	5	5.00	BSABE, BSCS, BSGE
	PI 4 : Number of activities organized/attended/ assisted/participated/facilitated		Facilitates, organize, assists, and attend the conduct of activities		7	5	5	5	5.00	University meetings on ISO (3), AACCUP (4)
	PI 8.Compliance to all requirements thru the established/adequate	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	100%	Zero non-conformity	5	5	5	5.00	2nd ISO Surveliance Audit
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as							
		On program accreditations			100%	5	5	5	5.00	BSABE & BSCS Level IV Accreditation: Prepared CET Planning Process;

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		On institutional accreditations			100%	5	5	5	5.00	Consolidated the collected documents (Areas II, III, & IV) for Institutional AACCUP Level IV; ISO 2nd
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	0	Zero compliant	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			5	5	5	5.00	Online Consultation Platform (adopted by other depts in CET)
		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 departments and/or service units supervised and monitores	Supervising and monitoring	6	7	5	5	5	5.00	6 Academic Depts, 1 Research
		Number of management meetings conducted	Preside at least one (1) college-wide meeting per semester; at least once everymonth for CET ManCom Meeting	12	6	5	5	5	5.00	1 College-Wide; 5 ManCom for the 1st half of the year
		Number of documents attended and served	Review and approve documents	1,000	1500	5	5	5	5.00	
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecure/laboratory/comfort rooms and facilitates	20	20	5	5	5	5.00	Engineering Building, CET Annex and Engineering Workshop

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	
		Area of lawn supervised (sq.m. approx)	Supervises the maintenance of lawn	5,000	5000	5	5	5	5.00	Engineering Building, CET Annex and Engineering Workshop Lawn
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	10	5	5	5	5	5.00	
		Number of DGE newsletter produced	Write and edits articles for DGE		1	5	5	4	4.67	GE Horizon Vol. 1, Series 1 (2022)
		Number of committee meetings conducted	Conducts meeting to CET Committee chairperson/ members		6	5	5	4	4.67	11 CET Committees; 1 DGE Committee
		Number of memorandum issues to the CET Heads/faculty/staff	Issues relevant memorandum		19	5	5	5	5.00	CET Memos, Series of 2022
		Number of staff mentored, coached, and trained measured in man-hours	Conduct mentoring and coaching activities to CET faculty members and staff		96	5	5	5	5.00	IPCR Accomplishments Preparation
	Best Practices	Crafted CET Guidelines on Tools, Equipment, and Facilities Inventory and Maintenance	Initiates and spearheads the crafting of CET Guidelines on Tools, Equipment, and Facilities Inventory and Maintenance		Draft produced	5	5	4	4.67	For final review by CET ManCom
		CET Database of Accreditation Documents	Initiates the creation of CET Cloud Database of Accreditation Documents		Database components produced	5	5	5	5.00	For final review by CET ManCom

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		Crafted CET Guidelines on RDE Projects Record Keeping and Monitoring	Initiates and spearheads the crafting of CET Guidelines on RDE Projects Record Keeping and Monitoring		Draft produced	5	5	5	5.00	For final review by CET ManCom
	Total Over-all Rating								316.67	
	Average Rating								4.95	
	Adjectival Rating								O	
Comments & Recommendations for Development Purpose:										

Evaluated & Rated by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: July 18, 2022

1 - Quality　　　　2 - Efficiency　　　　3 - Timeliness　　　　4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>Jannet C. Bencure</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1.	Monitors the names of examinees and results of ABE, CE, GE, and ME licensure examination	61%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
2.	Conducts survey on employability of GE graduates	85%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
3.	Monitors student enrolled in the programs under CET	100%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
4.	Facilitates the accreditation activities of the program	100%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
5.	Monitors, handles, and teaches courses assigned	50	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
6.	Prepares grade sheet and submits on or before deadline	4	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
7.	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
8.	Attend mandated trainings	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
9.	Administers and checks long examination for subjects taught	4	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
10.	Prepares and checks quizzes for lec and lab	4	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
11.	Checks lab reports and term papers submitted as required	2	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
12.	Advises, and corrects research outline and thesis/SP manuscript	5	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	

Exhibit I

13.	Entertains students consulting on subject taught, thesis and grades	16	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
14.	Advises student organizations in implementing student-related activities	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
15.	Prepares Instructional module/ laboratory guide/ workbook or a combination thereof	3	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
16.	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
17.	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
18.	Creates virtual classroom using either Moddle or Google Classroom	2	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
19.	Prepares documents and / or program profile and other materials required during program/institutional accreditation and/or evaluation	2	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
20.	Ensures that essential components of virtual classrooms and expected outcomes of the learners are met	10	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
21.	Ensures that students and faculty members are actively accessing the virtual classrooms	10	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
22.	Ensures that proper classroom management and instructional techniques are employed	4	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
23.	Designs experiential learning activities and other outputs to implement new normal	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	

Exhibit I

24.	Conducts research for possible utilization by industry or other beneficiaries	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
25.	Writes publishable materials out of research outputs and submits for publication	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
26.	Prepares, submits and presents research paper in scientific fora/conferences	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
27.	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
28.	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
29.	Work closely with project leaders and co-project Leader and assist in the establishment, assessment and development of the study project	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
30.	Identifies and links with probable partners for extension activities and maintains this active partnership	2	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
31.	Implements duly approved extension projects	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
32.	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
33.	Monitors the progress of faculty members pursuing graduate studies	2	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
34.	Facilitates the scholarships applications of faculty members		Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	
35.	Recommends and endorses faculty members for	6	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory	

Exhibit I

	attendance/participation in trainings, seminars, workshop						
36.	Facilitates and conducts seminars/trainings/conventions/workshops for the entire and/or outside the university	1	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory
37.	Monitors teaching performance of the faculty members	80%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory
38.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory
39.	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	100%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory
40.	Provides customer friendly frontline services to clients	100%	Jan. 2, 2022	Jun. 30, 2022	Jun. 30, 2022	Impressive	Very Satisfactory
41.	Conducts meeting						

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

BEATRIZ S. BELONIAS
Immediate Supervisor