

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mr. Charlie S. Andan

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.200	
b. Students (50%)		2.000	
TOTAL for Instruction	100%	4.200	4.200
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.200

EQUIVALENT NUMERICAL RATING: 4.200

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.200

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

On Study Leave

CHARLIE S. ANDAN

Name of Faculty

Reviewed by:

ARTHUR IT. TAMBONG, FPSAE

Department Head

Approved by:

Edgardo E. Tulin
EDGARDO E. TULIN, Ph.D.

President

for 615

12/13



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **CHARLIE S. ANDAN**, Faculty of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.

on study leave
CHARLIE S. ANDAN
Instructor I
Date: 19 June 2017

[Signature]
ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: 19 June 2017

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2017)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches subjects equivalent to 18 FTE	18.00	30.55	5	5	5	5.0	
		PI 11. Number of students advised									
		On consultation	Consultation/Tutorial	Consults/Tutors students of courses under DAE	10	30	5	4	4	4.3	

	PI 13. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing								
	Revise syllabi		Prepares syllabi	1	2	5	4	4	4	4.3
	Revised lecture powerpoint presentation (per course)		Revises lecture powerpoint presentation/s	2	2	5	4	4	4	4.3
	PI 14. Additional outputs									
	No. of programs participated in the preparations of AACUP accreditation documents	AACUP document preparation	Participates in AACUP document preparation	1	1	4	4	4	4	4.0
										BSAE Program - Level III Phase 2
MFO 6 General Admin. & Support Services (GASS)	PI 10. Efficient and customer-friendly frontline service	Supervising	Supervises frontline to served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5	5.0
Number of Performance Indicators Filled-up										
Total Over-all Rating						6				
Average Rating						27.000				
Adjectival Rating						4.500				
						Outstanding				

Received by:

Calibrated by:

Planning Officer

Date:

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date:

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date:

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Andan, Charlie S. Second Semester 2016 - 2017 No. of Raters: 35
Subject: 2 - ESci 122 - Engineering Graphics 1 Class Type: Laboratory 1-4MW

<i>Work Performance</i>	NA	1 <i>Poor</i>	2 <i>Below Satisfactory</i>	3 <i>Satisfactory</i>	4 <i>Very Satisfactory</i>	5 <i>Outstanding</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester		1	2	13	9	10	4.0
2 Always prepared and organized in class			9	8	12	6	4.0
3 Uses appropriate and updated instructional materials		1	3	10	16	5	4.0
4 Gives clear instructions/guidelines in accomplishing tasks		3	10	10	8	4	3.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable		4	9	14	3	5	3.0
6 Makes classroom activities interesting and lively			11	10	6	8	3.0
7 Encourages students to ask questions and welcomes comments and suggestions			4	12	9	10	4.0
8 Has mastery of the subject matter			7	12	8	8	3.0
9 Available for student consultation even outside class time		2	2	7	10	14	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully		1	1	8	14	11	4.0
11 Gives relevant assignments, course requirements		1	1	12	10	10	4.0
12 Returns quizzes, exams, homework, assignments and exercises		1	2	6	17	8	4.0
13 Fair in giving grades		2	3	8	11	10	4.0
14 Wears clean and appropriate clothes/attire in class		1	1	5	9	18	5.0
15 Firm in implementing policies yet approachable and understanding		1	5	7	14	7	4.0
16 Commands respect of students		1	2	11	9	11	4.0
17 Exercises decency in speech and actions		1	4	7	11	11	4.0
Median Rating		4.0					Very Satisfactory
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	28.57%
2: Improve English proficiency especially grammar and pronunciation	5.71%
3: Allow students to know their class standing	2.86%
4: Always have eye contact with students when discussing the lesson	2.86%
5: Avoid favoritism	22.86%
6: Avoid giving requirements that are not related to the subject	2.86%
7: Avoid jokes that can offend students	2.86%
8: Be energetic/enthusiastic when discussing	34.29%
9: Be more approachable	11.43%
10: Be sensitive to slow learners	5.71%
11: Be sensitive to student needs & feelings	22.86%
12: Be well-organized in discussing the topic	34.29%
13: Discipline the students	2.86%
14: Dismiss the class 10 minutes before the time	2.86%
15: Do not get angry easily	5.71%
16: Don't be nervous in class	2.86%
17: Don't be too bookish	8.57%
18: Don't be too serious. Crack jokes sometimes.	11.43%
19: Don't discourage the students	5.71%
20: Don't flirt with your students	14.29%
21: Don't just be sitting the whole time while having class	8.57%
22: Don't just read the handouts or the powerpoint slides. Discuss them.	25.71%
23: Don't keep changing your decisions/instructions	20.00%
24: Don't talk too fast	20.00%
25: Emphasize the important points of the lesson	17.14%
26: Explain further lessons that are difficult to understand	48.57%
27: Give more examples and activities	14.29%
28: Give reasonable time allotment during exams	11.43%
29: Give time for students to copy notes in class	22.86%
30: Guide the students during the laboratory	34.29%
31: Have well-prepared powerpoint presentations	14.29%
32: Improve teaching & communication skills	20.00%
33: Improve teaching strategies/techniques	45.71%
34: Improve your knowledge about the subject	31.43%
35: Inform the students ahead if you can't come to class	2.86%
36: Make voice louder	22.86%
37: Smile often	2.86%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Andan, Charlie S.

Second Semester 2016 - 2017

No. of Raters: 47

Subject: 2 - ESci 122 - Engineering Graphics 1

Class Type: Lecture

11-12F

Work Performance	NA	1 Poor	2 Below Satis- factory	3 Satis- factory	4 Very Satis- factory	5 Out- standing	Median
1 Explains course objectives, requirement and grading system at the beginning of the semester		1	3	9	14	19	4.0
2 Always prepared and organized in class		1	7	10	20	9	4.0
3 Uses appropriate and updated instructional materials			4	11	19	13	4.0
4 Gives clear instructions/guidelines in accomplishing tasks		3	8	19	10	7	3.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable		3	13	15	8	8	3.0
6 Makes classroom activities interesting and lively		1	10	14	15	7	3.0
7 Encourages students to ask questions and welcomes comments and suggestions		1	4	12	17	13	4.0
8 Has mastery of the subject matter			7	17	18	5	3.0
9 Available for student consultation even outside class time			4	8	14	21	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully			2	9	19	17	4.0
11 Gives relevant assignments, course requirements		1	2	10	18	16	4.0
12 Returns quizzes, exams, homework, assignments and exercises		1		8	18	20	4.0
13 Fair in giving grades		2	5	12	16	12	4.0
14 Wears clean and appropriate clothes/attire in class		1	1	3	15	27	5.0
15 Firm in implementing policies yet approachable and understanding		1	6	12	14	14	4.0
16 Commands respect of students		1	2	12	18	14	4.0
17 Exercises decency in speech and actions		1	4	10	13	19	4.0
Median Rating		4.0					Very Satisfactory
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	21.28%
2: Allow students to know their class standing	4.26%
3: Always have eye contact with students when discussing the lesson	2.13%
4: Avoid discussing matters not related to the lesson	2.13%
5: Avoid favoritism	23.40%
6: Avoid giving green jokes	2.13%
7: Avoid giving requirements that are not related to the subject	2.13%
8: Avoid insulting the students	4.26%
9: Avoid jokes that can offend students	4.26%
10: Be energetic/enthusiastic when discussing	23.40%
11: Be more approachable	10.64%
12: Be sensitive to slow learners	8.51%
13: Be sensitive to student needs & feelings	23.40%
14: Be well-organized in discussing the topic	25.53%
15: Discipline the students	6.38%
16: Dismiss the class 10 minutes before the time	2.13%
17: Do not get angry easily	6.38%
18: Don't be too bookish	8.51%
19: Don't be too serious. Crack jokes sometimes.	10.64%
20: Don't discourage the students	6.38%
21: Don't flirt with your students	14.89%
22: Don't just be sitting the whole time while having class	10.64%
23: Don't just read the handouts or the powerpoint slides. Discuss them.	21.28%
24: Don't keep changing your decisions/instructions	21.28%
25: Don't talk too fast	17.02%
26: Emphasize the important points of the lesson	17.02%
27: Explain further lessons that are difficult to understand	40.43%
28: Give more examples and activities	6.38%
29: Give reasonable time allotment during exams	12.77%
30: Give time for students to copy notes in class	23.40%
31: Guide the students during the laboratory	23.40%
32: Have well-prepared powerpoint presentations	12.77%
33: Improve teaching & communication skills	23.40%
34: Improve teaching strategies/techniques	38.30%
35: Improve your knowledge about the subject	31.91%
36: Inform the students ahead if you can't come to class	4.26%
37: Lessen talking about your personal life	2.13%
38: Make voice louder	17.02%
39: Smile often	2.13%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Andan, Charlie S. Second Semester 2016 - 2017 No. of Raters: 11
Subject: 2 - ESci 122 - Engineering Graphics 1 Class Type: Laboratory 10-1MW

<i>Work Performance</i>	NA	1 <i>Poor</i>	2 <i>Below Satisfactory</i>	3 <i>Satisfactory</i>	4 <i>Very Satisfactory</i>	5 <i>Outstanding</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester			1	1	5	4	4.0
2 Always prepared and organized in class				3	4	4	4.0
3 Uses appropriate and updated instructional materials			1	1	6	3	4.0
4 Gives clear instructions/guidelines in accomplishing tasks			1	4	5	1	4.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable			1	6	3	1	3.0
6 Makes classroom activities interesting and lively			2	2	4	3	4.0
7 Encourages students to ask questions and welcomes comments and suggestions				3	6	2	4.0
8 Has mastery of the subject matter			1	3	3	4	4.0
9 Available for student consultation even outside class time				2	4	5	4.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				3	3	5	4.0
11 Gives relevant assignments, course requirements					5	5	4.5
12 Returns quizzes, exams, homework, assignments and exercises					8	3	4.0
13 Fair in giving grades			1	2	4	4	4.0
14 Wears clean and appropriate clothes/attire in class				1	4	6	5.0
15 Firm in implementing policies yet approachable and understanding			2	2	2	5	4.0
16 Commands respect of students			1	2	4	4	4.0
17 Exercises decency in speech and actions			1	1	7	2	4.0
Median Rating		4.0					Very Satisfactory
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	18.18%
2: Allow students to know their class standing	9.09%
3: Avoid discussing matters not related to the lesson	9.09%
4: Avoid favoritism	9.09%
5: Avoid giving green jokes	9.09%
6: Avoid insulting the students	18.18%
7: Avoid jokes that can offend students	18.18%
8: Be energetic/enthusiastic when discussing	9.09%
9: Be more approachable	9.09%
10: Be sensitive to slow learners	27.27%
11: Be well-organized in discussing the topic	9.09%
12: Discipline the students	9.09%
13: Do not get angry easily	9.09%
14: Don't be too serious. Crack jokes sometimes.	9.09%
15: Don't discourage the students	9.09%
16: Don't interfere with students' personal life	9.09%
17: Don't just be sitting the whole time while having class	9.09%
18: Don't just read the handouts or the powerpoint slides. Discuss them.	9.09%
19: Don't keep changing your decisions/instructions	18.18%
20: Don't talk too fast	9.09%
21: Emphasize the important points of the lesson	9.09%
22: Explain further lessons that are difficult to understand	36.36%
23: Give more examples and activities	9.09%
24: Give reasonable time allotment during exams	18.18%
25: Give time for students to copy notes in class	9.09%
26: Guide the students during the laboratory	9.09%
27: Have well-prepared powerpoint presentations	9.09%
28: Improve teaching & communication skills	9.09%
29: Improve teaching strategies/techniques	27.27%
30: Inform the students ahead if you can't come to class	9.09%
31: Make voice louder	9.09%

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