

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Ben Daniel N. Gamutan

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.39	
b. Students (50%)		2.31	
TOTAL for Instruction	100%	4.70	4.70
2. Research	0%	0.00	0.00
3. Extension	0%	0.00	0.00
4. Administration & Support to Operation	0%	0.00	0.00
5. Production	0%	0.00	0.00
TOTAL			4.70

*Instructor I - January 19, 2024 to June 30, 2024


EQUIVALENT NUMERICAL RATING: 4.70
 Add: Additional Points, if any: _____
 TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding


Prepared by:


BEN DANIEL N. GAMUTAN
 Instructor I


Reviewed by:


EPIFANIA G. LORETO
 Head, DCE

Recommending Approval:


JANNET C. BENCURE
 Dean, CET

Approved:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		A4. <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>								
	PI 9: Number of instructional materials developed *	A5. <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>								
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>								
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>								

		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							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	20	34.95	5	5	5	5.00	ESci 116n, CEng 112n, CEng 122n
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	ESci 116n(2), CEng 112n(2), CEng 122n(2)
		<u>A 11</u> . 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	1	5	5	4	4.67	CIAP Document 102
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	ESci 112 - 2
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	ESci 112 - 2
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	5	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor 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							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	4	4	4.33	ESci 116n, CEng 112n, CEng 122n
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of instructional materials were 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	4	4	5	4	4	4.33	
		Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	24	24	5	5	4	4.67	
		Course Syllabus	Prepares syllabus for assigned course							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	18	18	5	5	5	5.00	ESci 112
		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							
	PI 11. Additional outputs	A 25. Number of Additional								
		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 O,IT students from VSU							

		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								
	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								
	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								

	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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 (extrn. 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							
UMFO 5. SUPPORT TO OPERATIONS										
OVPAA 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						
		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							
		On program accreditations		100% compliant						
		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	Zero % complaint						
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 performing 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 Performance Indicators Filled-up								10	
Total Over-all Rating								47.67	
Average Rating								4.77	
Adjectival Rating								O	

Average Rating (Total Over-all rating divided by 4)			4.77
Additional Points:			
Approved Additional points (with copy of			
FINAL RATING			4.77
ADJECTIVAL RATING			OUTSTANDING

Comments and Recommendations for Development Purposes:
pursue MS degree

Evaluated & Rated by:

Ef. Loreto
EPIFANIA G. LORETO
 Department Head
 Date: *July 19, 2024*

Recommending Approval:

Jannet C. Bencure
JANNET C. BENCURE
 Dean, CET
 Date: *July 22, 2024*

Approved by:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: *July 31, 2024*



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Civil Engineering

Head of Office: Assoc. Prof. Epifania G. Loreto

Number of Personnel: 11 Faculty members and 3 Support Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs
Monitoring for the Submission of OBE Syllabus for 2 nd Semester AY 2023-2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content
Monitoring for the Submission of TOS for the 1 st Sem AY 2023-2024 final exam and 2 nd Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period
Monitoring for the Submission of grade sheet for midterm and final exam, 2 nd Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2 nd Sem AY 2023-2024

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED RO8
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024 DCE Notice of Regular Meeting April 12, 2024 DCE Notice of Regular Meeting March 13, 2024	DCE Memo No. 22, s. 2024 DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
II. Coaching					
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024 DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program


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		March 13, 2024			
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


EPIFANIA G. LORETO
Immediate Supervisor

Noted by:


JANNET C. BENCURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
MFO 2. Higher Education Services								
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%			
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%			The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%			CE Research Colloquium CET Month
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%			OBE Syllabi were reviewed, submitted and approved by the Department Instructional Materials Review Committee
MFO 5. Support to Operations								
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*	Prepares documents needed for ISO certification	All faculty and staff	January-December 2024	100%	100%			Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)								
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%			No complaints received from January to June 2024

PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%			CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%			Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%			Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

EPIFANIA G. LORETO
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **Ben Daniel N. Gamutan**

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 (ESci 116, CEng 112n)	Assessment and students' grades per course taught	February 2024	May 2024	May 2024	impressive	Outstanding	All topics in the syllabus were discussed
2	Assist students through advising and consultation	Improved student performance	February 2024	May 2024	June 2024	impressive	Outstanding	Advised students, and advisee, 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	February 2024		February 2024	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class
		TOS approved by the Dept. Review Committee and Department Head	April 2024		May 2024	impressive	Outstanding	The TOS for midterm and final were approved before exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to the registrar (midterm and Final grade)	April 2024	May 2024	June 2024	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams
5	Participate in all activities conducted by the department,	Attendance to Faculty On-boarding,	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department,

	college, and the university	CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup VSU Centennial Anniversary activities						college, and the university
6	Perform other functions assigned by the head, dean, and the university	Assist activities related to instructions	January 2024	June 2024	June 2024	impressive	Outstanding	Performed the responsibilities assigned

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

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

Prepared by:



EPIFANIA G. LORETO

Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ben Daniel N. Gamutan**
Performance Rating: 4.70 (Outstanding)

Aim: Engr. Ben Daniel N. Gamutan is an effective and efficient implementer of the OBEdized four-year BSCE degree program and the department's RDE agenda.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

A review and re-orientation of the principles of Outcomes-Based Education, as well as the provisions of the Policies, Standards, and Guidelines, will be conducted for the offering and implementation of the revised BSCE curriculum as provided in CMO 92, s. 2017. Additionally, it is recommended for him to complete pursue master's degree and participate in various trainings, conferences, and conventions to enhance his competencies and qualifications.

Result:

The faculty has successfully implemented the Outcomes-Based (OBE) Teaching and Learning (OBTL) which meets the minimum requirements of CMO 92, s. 2017 and the university. Additionally, the faculty has implemented OBE in all of his subjects.

Outcome:

Successful implementation of the BSCE curriculum.


Final Step/Recommendation:

Engr. Gamutan should pursue a master's degree, which is the minimum requirement set by the Civil Service Commission for the position of regular instructor at the state university.

Prepared by:


EPIFANIA G. LORETO
Unit Head

Conforme:


BEN DANIEL N. GAMUTAN
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GAMUTAN, BEN DANIEL N.

Department: Dept. of Civil Engineering

College: College of Engineering and Technology

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
CEng 145n	CIVIL ENGINEERING LAWS, ETHICS AND CONTRACTS	LEC	5.00	Outstanding	100.0%
CEng 113n	ENGINEERING DRAWINGS and PLANS	LAB	5.00	Outstanding	100.0%
CEng 113n	ENGINEERING DRAWINGS and PLANS	LAB	5.00	Outstanding	100.0%
ESci 131n	ENGINEERING ECONOMY	LEC	4.00	Very Satisfactory	80.0%
ESci 131n	ENGINEERING ECONOMY	LEC	5.00	Outstanding	100.0%
CEng 132n	PRINCIPLES OF HIGHWAY AND RAILROAD ENGINEERING	LEC	4.00	Very Satisfactory	80.0%
CEng 132n	PRINCIPLES OF HIGHWAY AND RAILROAD ENGINEERING	LEC	5.00	Outstanding	100.0%
CEng 145n	CIVIL ENGINEERING LAWS, ETHICS AND CONTRACTS	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.62	Outstanding	92.50%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 08, 2024

Received by:

GAMUTAN, BEN DANIEL N.

Name and Signature of Faculty

Date: May 23, 2024

Distribution of copies: ODIE, College, Department, Faculty