



**Exhibit K**

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

Name of Faculty Member: **Engr. Andrew C. Merafuentes**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	5.00	1.88
b. Students (50%)	40%	<del>4.60</del> 4.50	<del>1.84</del> 1.80
Total for Instruction	80%		3.72 3.68
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	0		0
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	0		0
4. Administration	20%	4.60	0.92
5. Production	0		0
TOTAL	100%		<del>4.64</del> 4.60

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.64~~ 4.60

0.0

~~4.64~~ 4.60

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

**ANDREW C. MERAFUENTES**  
Name of Faculty

**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

**JANNET C. BENCURE**  
College Dean

Approved:

**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ENGR. ANDREW C. MERAFUENTES, 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, 2022.

Approved:

**ANDREW C. MERAFUENTES**

Instructor I

Date: *July 8, 2022*

**JUNDY R. CASTIL**

Department Head

Date: *July 8, 2022*

**JANNET C. BENCURE**

College Dean

Date: *July 11, 2022*

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	Handles and teaches courses assigned	61%	54.55%	5	5	4	4.67	Feb 2022: 6 out of 11 examinees
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	24	33.80	5	5	4	4.67	Meng 137, Meng 142, ESci 134a



[illegible]



		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Mechanical Engineering Week and House Cup 2022
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	5	5	4	4.67	(1) ESci 134a - Fluid Mechanics (1) MEng 137 - Fluid Machineries (1) MEng 142 - Machine Elements II
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	25	5	5	5	5.00	(10) ESci 134a - Fluid Mechanics (10) MEng 137 - Fluid Machineries (5) MEng 142 - Machine Elements II
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	25	5	5	4	4.50	(10) ESci 134a - Fluid Mechanics (10) MEng 137 - Fluid Machineries (5) MEng 142 - Machine Elements II
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	4	4.67	ESci 134a - Fluid Mechanics
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							



		<b>A 27.</b> Number of review sessions conducted for ME Licensure Exam	Prepares review material (powerpoint) and conducts review discussions.		4	4	5	5	4.67	Thermodynamics Fluid Mechanics Fluid Machineries
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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**

<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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>Consultancy</i>	<i>Consultant</i>								
<i>Evaluator</i>	<i>Evaluator</i>								
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								



		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	4	4	4	4.00	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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		2	5	5	5	5.00	1. Tribute to Retirees: Leader of the Band Tribute Video 2. CET Week Live Band Presentation
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		1	5	5	5	5.00	Design, Development and Training for Fabrication of Foot
	<b>Total Over-all Rating</b>								4.69	

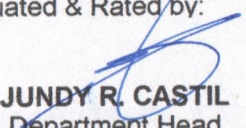
<b>Average Rating</b> (Total Over-all rating divided by 4)	<b>4.69</b>
<b>Additional Points:</b>	
<b>Approved additional points</b> (with copy of approval)	
<b>FINAL RATING</b>	<b>4.69</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

Keep up the good works. You are a very hard working faculty member. You need this characteristics in your future endeavors in this profession. Do your best in your applications for your graduate studies. Continue practicing excellence in your works.



Evaluated & Rated by:

  
**JUNDY R. CASTIL**

Department Head

Date: *July 8, 2022*

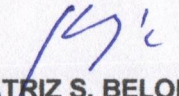
Recommending Approval

  
**JANNET C. BENCURE**

College Dean, CET

Date: *July 11, 2022*

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *July 15, 2022*





**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Engr. Andrew C. Merafuentes**

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	24	January 2022	December 2022	June 2022	Very impressive	Outstanding	Handled Meng 137, Meng 142, ESci 134a
2	Prepares gradesheet and submits on or before deadline	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	(3) MEng 132, (3) MEng 131, (3) MTec 121
3	Acts as academic adviser to students	90	January 2022	December 2022	June 2022	Very impressive	Outstanding	Advises 2nd Year BSME Students
4	Advises and corrects research outline and thesis/SP manuscript	18	January 2022	December 2022	June 2022	Very impressive	Outstanding	SRC member
5	Advises student organizations recognized by USOO	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	PSME VSU-SU
6	Assists student organizations in implementing student related activities	1	January 2022	December 2022	June 2022	Very impressive	Outstanding	Mechanical Engineering Week and House Cup 2022
7	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	January 2022	December 2022	June 2022	Very impressive	Outstanding	(1) ESci 134a, (1) MEng 137, (1) MEng 142
8	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	January 2022	December 2022	June 2022	Very impressive	Outstanding	(10) ESci 134a, (10) MEng 137, (5) MEng 142
9	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	January 2022	December 2022	June 2022	Very impressive	Outstanding	(10) ESci 134a, (10) MEng 137, (5) MEng 142



10	Creates virtual classroom using either Moodle or Google Classroom	3	January 2022	December 2022	June 2022	Very impressive	Outstanding	ESci 134a, MEng 137, MEng 142
11	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	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
12	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	January 2022	December 2022	June 2022	Very impressive	Outstanding	Complied to all requirements
13	Provides customer friendly frontline services to clients	Zero % complaint	January 2022	December 2022	June 2022	Very impressive	Outstanding	No complaint received

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

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

Prepared by:

**JUNDY R. CASTIL**  
Unit Head





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Andrew C. Merafuentes**

Performance Rating: **Outstanding**

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

### **Proposed Interventions to Improve Performance:**

**Date:** January 2022

**Target Date:** December 2022

#### **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 on his IPCR.
- To recommend for conferences, conventions, seminars and trainings aligned to his field of specialization to further strengthen his competencies and qualifications.

#### **Results:**

- He is able to prepare and submit approved Outcomes-Based Teaching and Learning (OBTL) Syllabi of his assigned courses for the second semester SY 2021-2022.
- 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
- Participate department-based workshop on writing Extension and Research proposals to strengthen the Department's RDE
- Recommend the faculty member to attend relevant trainings and seminars aligned to his field of specialization

#### **Outcomes:**

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



**Final Steps / Recommendations:**

- Engr. Merafuentes will be pursuing his MSME degree in line with his field of specialization as per the Faculty Development Program.

Prepared by:

  
**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**ANDREW C. MERAFUENTES**  
Name of Ratee