



Website: www.vsu.edu.ph

I, ALAN M. GUARTE, Administrative Staff of the Office of the Department of Agricultural & Biosystems Engineering, commits to deliver and agree to be rated the attainment of the following targets in accordance with the indicated measures for the period July 1, 2020 to March 17, 2021.

A Art

Date: 03/08/21


ELDON P. DE PADUA

Date: 03/08/24

Date: 03/09/21

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

[illegible]

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 staff	zero non-conformity	zero non-conformity	5	5	4	4.67	
	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	100% compliant	100% compliant	5	5	5	5.00	
	On program accreditations									
PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted	Assist	Assists in preparing seminars/trainings/conventions/workshops presentations							
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops							
FO 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 from clients	Zero complaint from clients	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 performing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19		Disinfect DABE Workshop and posted COVID related information	100%	100%	5	5	5	5.00	
	Number of documents attended	Documentation	Maintenance record, maintenance checklist, masterlist of tools and etc	5	4	4	4	4	4.00	

		Number of students assisted for workshop	Prepares the machineries and tools	Assist the students for workshop.							
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the IPCR	1	1	4	4	4	4.00	
		Number of committee handled	Member of the College Lawn and Building Maintenance Committee	Plan							
		Number of machineries and handtools prepared	Preparation	Preparation of Machineries and handtools for students workshop							
		No. of Machineries and handtools monitored	Monitoring	monitoring of the machineries and handtools	30	25	4	4	4	4.00	
		No. of Machineries and handtools maintained	Maintenance	Maintenance of the machineries and handtools	30	25	4	4	4	4.00	
		Number of times of maintenance of Supplies, materials and equipment in the CPB Laboratory Room	Maintenance of the apparatus	Maintenance of the apparatus	4 times/ week	4 times/ week	4	5	5	4.67	

Number of Performance Indicators Filled-up

9

Total Over-all Rating

40.333

Average Rating

4.481

Subjective Rating

Very Satisfactory

Comments & Recommendations for Development Purpose:

Mr. Cuarte is recommended to attend trainings/workshops to improve his skills and performance further. He has a commendable performance though.

Evaluated and Rated by:


DON P. DE PADUA

Head, DABE

Date: 03/08/21

Recommending Approval:


ROBERTO C. CUARTE

College Dean

Date: 03/09/21

Approved:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: