





DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ALAN M. GUARTE</u>, 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.

ALAN M. GUARTE

Welder

Date: 03/08/24

Approved:

ELDON P. DE PADUA

Head, DABE Date: 03/08/14 ROBERTO C. GUARTE

Dean CET

Date: 63/69/21

Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair

									Ra	ting)	
FO lo.	MFO Descrip-tion	Success/Perf Indicator		Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark
FO 2.	HIGHER EDUCATION SERVICES											
PIUN	IFO 3. Higher Education Manage	ment Services										
		A20. Number of Sorganizations assistudent related ac	sted on		Assists student organizations in implementing student related activities	1			я	.,		
	PI 11. Additional outputs	A 25. Number of A outputs accomplis			- cm five annex		- 1					
		Program accreditation/eval			Prepares documents and /or program profile and other materials required during program/institutional							1
IFO 5	SUPPORT TO OPERATIONS							_	_			
	OVPI MFO 4. Program and Insti	tutional Accredita	tion Service	es								

ADDRESS OF THE PARTY OF THE PAR	pliance to all	A 44. Compliance to all requirements of theQMS core		Ensures that all the QMS core processes of the	zero non- conformity	zero non- conformity	5	5	4	4.67	
establishe	ed/adequate	processes of the university under ISO 9001:2015*		university are complied with in the performance of							
improvem	ent of the QMS of the esses of the	under 130 9001,2015)/h, h,	his/her functions as staff							- 40
College/de 9001:201	epartment under ISO 5*										1
		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. Addi	tional 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							
6. General A	Admin. & Support Servi										
PI 2. Zero clients ser	percent complaint from	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: Add	itional 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					,		
	,	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	7

	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	the apparatus	Maintenance of the apparatus	4 times/ week	4 times/ week	4	5	5	4.67	
mber of Performance Indicators Filled-up							40			
tal Over-all Rating erage Rating								.481		
jectival Rating							Very Satisfactory			

Mr. Guarte is recommended to attend trainings/workshops to improve his skills and partermonce turther. He has a commendable performance though.

valuated and Rated by:

Recommending Approval:

Approved:

DON/P. DE PADUA ead, DABE ate: 03/08/01

ROBERTO C. GUARTE

College Dean
Date: 03/09/11

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