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I, ALAN M. GUARTE, Administrative Staff of the Office of the Department of Agricultural & Biosystems Engineering, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period March 18, 2020 to June 30, 2020.

*Alan M. Guarte*  
**ALAN M. GUARTE**  
Welder  
Date: 07/08/20

Approved:

**ELDON P. DE PADUA**  
Head, DABE  
Date: 07/08/20

  
**ROBERTO C. GUARTE**  
Dean, CET  
Date: 07/09/20

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 9: Number of student organizations advised/ assisted *	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional							
UMFO 5. SUPPORT TO OPERATIONS											

OVPI 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 staff	zero non-conformity	zero non-conformity	5	5	5	5.00	
	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	2	1	5	4	4	4.33	
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops							
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 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.	5							
		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	5							
		No. of Machineries and handtools monitored	Monitoring	monitoring of the machineries and handtools	30	15	4	4	4	4.00		
		No. of Machineries and handtools maintained	Maintenance	Maintenance of the machineries and handtools	30	15	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	4	5	4.33		
Number of Performance Indicators Filled-up							10					
Total Over-all Rating							44.667					
Average Rating							4.467					
Adjectival Rating							Very Satisfactory					
Comments & Recommendations for Development Purpose:												
Attend more in-house seminars/workshops related to current responsibilities.												

Evaluated and Rated by:

  
**ELDON R. DE PADUA**

Head, DABE

Date: 07/08/20

Recommending Approval:

  
**ROBERTO C. GUARATE**

College Dean

Date: 07/09/20

Approved:

**BEATRIZ S. BELONIAS, Ph.D**

Vice Pres. Academic Affairs

Date: