#### Exhibit K

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MA. GRACE C. SUMARIA

Program Involvement	Percentage	Numerical	Equivalent
(1)	Weight of	Rating	Numerical
	Involvement	(Rating x %)	Rating
	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.272.35	
b. Students (50%)		2.50	
Total for Instruction	80%60%	4.7744.85	3.82 2.91
2. Research			
a. Client/Dir. for Research (0%			
b. Dept. Head/Center Director (0%)			
Total for Research	10% 20%	5.004.67	0.500.93
3. Extension			
a. Client/Dir. for Extension (0%)	6)		
b. Dept Head/Center Director (0%)			
Total for Extension	10%	5.00	0.50
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			4.84 4.84

EQUIVALENT NUMERICAL RATING:

4.83 4.84

Add: Additional Points, if any: TOTAL NUMERICAL RATING:

4.824 4.84

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

MA. GRACE C. SUMARIA

Description of Head

Department Head

Name of Faculty

Recommending Approval:

JANNET C. BENCURE

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President





DESTABLE

## "Exhibit B" INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,MA. GRACE C. SUMARIA, a faculty member of the <u>DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING</u> commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period <u>January to June 2024.</u>

MA. GRACE C. SUMARIA

Ratee

Date: 19 July 2024

Approved:

ELDON P. DE PADUA

Department Head

Date: 24 July 2024

MFO	Description of MFO's/PAPs	Success/ Performance	Tasks Assigned				F	Ratin	g 	REMARKS (Indicators in
No.	WIFO S/FAFS	Indicators (PI)		Target	Actual Accompli shment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
UMFC	1. ADVANCED EDUCAT	TON SERVICES								
OVPI N	IFO 2. Graduate Student Man	agement Services								
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								

	As GAC Chairman	Advis and corrects research outline and thesis/SP/dissertation manuscript		
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		
PI 9: Number of instrumaterials developed *	ctional  A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems		
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		
	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:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
/IFO	2. HIGHER EDUCATION SERV	ICES								
/PI U	MFO 3. Higher Education Man	agement Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned		18.75	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	4	4.67	ABEn 156 - 1; ABE 176 - 1 ; ABEn 200 1; ABEn 200.3 - 1
		A 11 . 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	2	1	5	5	5	5.00	Faculty On-boarding
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	4	4.67	ABEn 156 - 2; ABE 176 - 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	4	4.67	ABEn 156 - 5; ABE 176 - 5
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	8	5	5	4	4.67	ABEn 156 - 2; ABE 176 - 6
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	50	42	5	5	4	4.67	
		A17 . Number of students advised on thesis/ field practice/special problem:		5	26	5	5	5	5.00	

						(			
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		17	5	5	4	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	6	9	5	5	4	4.67	
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	35	5	5	5	5.00	
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 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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	4	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	37	5	5	4	4.67	Aben 156 - 18; ABEn 1 - 19
	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	Creaces virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	ABen 156 ; ABEn 176
P	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
		Program	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
		Agency/firm/Industry Iinkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	JE Hydro & Bio-Energ Corp.
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
FO 3	. RESEARCH SERVICES									
o y	Pl 1. Number of research utputs in the last three (3) ears utilized by the industry or y other beneficiaries *	A27. 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	1	1	5	5	4	4.67	Hydraulic Ram Pur Development and Automation for Sm Irrigation System in Upland Barangays
0	Pl 2. Number of research utputs completed within the ear *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	0					
o ir C	PI 3. Percentage of research outputs published in neternationally-referred or CHED recognized journal within the year (2%) *	A 29. 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		1	5	5	4	4.67	Performance Evaluati of a Taro (Colocasia Esculenta) Assisted Vermifilter for Swine Wastewater Treatmen

	In refereed int'l journals		1	0		
	In refereed nat'l/regional journals					
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences				
	In int'l fora/conferences		1	0		
	In nat'l/regional		1	0		
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation				
PI 6. Additional outputs*	A 32. No. of research- related awards (research conducted by faculty or student w/ faculty)					
	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				
	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 SERVI	CES					

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	Identimes and links with probable partners for extension activities and maintains this active partnership							
Pl 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	Implementes 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							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								ļ
 Resource Persons	Resource Persons		1	0	+-	_	-		Manda M-1 D
Convenor/Organizer	Convenor/Organizer			1	5	5	5	5.00	World Water Da 2024
Consultancy	Consultant				-		_		
 Evaluator	Evaluator				+				
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 (extn. 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							
JMFO	5. SUPPORT TO OPERATIONS									
	OVPI MFO 4. Program and Ins	titutional Accreditation Ser	vices							
	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 theQMS 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- confor mity	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% compli ant	100% compliant	5	5	4	4.67	
		On program accreditations								
		On institutional accreditations								
JMFO	6. General Admin. & Support S	ervices (GASS)								
	Pl 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % compla int	Zero % complaint	5	5	5	5.00	

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PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initial Introduces improvements in performfing functions resulting to best practice			
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/managem ent related activities and other outputs to implement new normal			
Total Over-all Rating				100.67	
Average Rating				4.79	
Adjectival Rating				Outstand	ing

#### Comments & Recommendations for Development Purposes:

Explore strategies to improve your instruction rating. Attend seminars/conferences/trainings to improve RDE and instruction capabilities.

Evaluated & Rated by:

ELDON P. DE PADUA
Department Head

Recommending Approval:

JANNET C. BENCURE

Dean, CET
Date: 24 July 2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 26 July 2014

## PERFORMANCE MONITORING & COACHING JOURNAL

~	1st	Q U
1	2 <sup>nd</sup>	A
	3 <sup>rd</sup>	R T
	4th	E R

Name of Office: DABE

Head of Office: Engr. Eldon P. De Padua

Number of Personnel: \_\_\_\_\_8

Activity Manitarina	Meeti	ng		Others	D
Activity Monitoring	One-on-One	Group	Memo	(Pls. specify)	Remarks
Monitoring					
Monitoring of classes conducted by DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcem ent in the department 's online communicat ion platform			Faculty members conducted their classes regularly (through Face to face)
Monitoring of the submission of OBE Syllabus and TOS by department	Reminded the faculty members regarding the submission of Course Syllabi and TOS	Included in DABE regular meeting for the month of August and September 2023		Notice of meeting	Some of the faculty members have submitted their OBTL Syllabus and TOS
Monitoring of the submission of IPCR with targets	Reminded the faculty members to submit their IPCR with targets	Included in DABE regular meeting for the month of June		Notice of meeting	All faculty members have submitted their IPCRs with targets
Monitoring of the attendance of faculty members in the Mandatory Orientation and Reorientation of	Reminded the assigned faculty members to attend in the Mandatory Orientation and	Posted an announcem ent in the department 's online communicat	OP Memo Circular No.22 s.2023		All assigned faculty members attended the orientation and re-orientation

Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	Re-orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	ion platform			event
Monitoring of faculty members' preparations for the 1st Sem AY 2023-2024 classes	Reminded the faculty members regarding the start of classes in the 1st Sem AY 2023-2024	Included in DABE regular meeting for the month of July 2023	,	Notice of Meeting	Faculty members have started the preparation of their assigned courses for the coming semester (1st Sem AY 2023- 2024)
Monitoring of the conduct of midterm exam for 1st Sem AY 2023-2024	Reminded the faculty members regarding the conduct of midterm exam for 1st Sem AY 2023-2024	Posted an announcem ent in the department 's online communicat ion platform			All faculty members conducted the midterm exam
Monitoring of the submission of midterm grades for 1 <sup>st</sup> Sem AY 2023-2024	Reminded the faculty members to submit the midterm grades of their students	Included in DABE regular meeting for the month of April		Notice of meeting	Some of the faculty members have submitted their midterm grades
Monitoring of DABE projected faculty workload	Reminded the faculty members regarding the Subject Offerings for the 1st Sem AY 2023-2024	Included in DABE regular meeting for the month of September 2023		Notice of meeting	Distributed and monitored the projected faculty workload for 1 <sup>st</sup> Sem AY 2023- 2024
Coaching					
Coaching on the conduct of classes regularly using the blended-learning strategy to DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcem ent in the department 's online communicat ion platform	DABE Memo. No. 03 s. 2024		Faculty members conducted their classes regularly (through blended/flexible teaching- learning method)

Coaching on the	Reminded the	Included in	Notice of	Majority of the
preparation of OBTL	faculty	DABE	meeting	faculty
Syllabus and TOS prior	members	regular		members have
to submission by	regarding the	meeting for		submitted their
department	submission of	the month		OBTL Syllabus
	Course Syllabi	of August		and TOS
	and TOS	and		
		September		
		2023		

 ${\it Note: Please indicate the date in the appropriate box when the monitoring was conducted.}$ 

Conducted by:

ELDON P. DE PADUA Head, DABE Noted by:

NET C. BENCURE
Dean, CET

## TRACKING TOOL FOR MONITORING TARGETS

Major Final					T	ASK S	TATU	S		
Major Final Output/Performanc e Indicator	TASK	ASSIGNED TO	DURATIO	1 <sup>st</sup> Mo nth	2 <sup>nd</sup> Mon th	3 <sup>rd</sup> Mo nth	4 <sup>th</sup> Mo nth	5 <sup>th</sup> Mo nth	6 <sup>th</sup> Mo nth	REMARKS
MFO 1. Advanced						-				
OVPI MFO 2.				-						
Graduate Study Management Services										
PI 2. Percentage of accredited graduate programs	Offering MS Program	Dept. Head and Graduate Faculty	Continuin g Task							
PI 3. Number of graduate degree specializations offered and monitored	Offering MS Program	Dept. Head and Graduate Faculty	Continuin g Task							
MFO 2. Higher Education Services										
PI 1. Percentage of	Teaching	Dept. Head								11 out of 22
first-time licensure exam takers that pass the licensure exams	rodoriing	and Faculty				50 %				first-time takers passed the exam
PI 2. Percentage of graduates (2 years prior) that are employed	Teaching	Dept. Head and Faculty								Tracer study for 2023 graduates is to be conducted on October 2024
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority.	Enrolling students	Dept. Head and Faculty	Jan-June 2024	x	×	x	x	x	x	100% of the students
identified priority programs										
PI 5: Total FTE, coordinated, implemented and monitored	Offering BS Program	Dept. Head and Faculty	Continuin g Task	x	х	x	х	x	x	DABE FTE for BS courses are coordinated, implemented and monitored
PI 8. Number of students advised										
On thesis/field practice/special problem	Advising	Dept. Head and Faculty	Continuin g Task	x	x	x	x	x	x	Thesis and Field Practice
No. of Approved Manuscript submitted within the	Advising	Dept. Head and Faculty		34						EPDePadua- 1; MGCSumari

Advision									DLSTan-1
Advising	Dept. Head and Faculty	Continuin g Task	х	x	x	x	х	x	Course/subj ect related, Enrollment, Career guidance
					,				
Organiza tion advising	Org. Adviser/Fac ulty	Continuin g Task	x	x	x	х	x	х	PSABE VSU-SC; CET-SSC
Assisting student related activities	Dept. Head and Faculty	Continuin g Task	,					x	ABE Day
Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	х	x	x	x	х	x	Some online courseware are continuously updated
Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	х	х	x	х	х	х	Some online instructional materials are continuously updated
Making assessm ent tools	Dept. Head and Faculty	Jan-June 2024	X	x	×	x	х	x	Assessment tools are continuously monitored and updated by all faculty members
Creating and operation alizing virtual classroo ms	Dept. Head and Faculty	Jan-June 2024			4				Virtual classrooms are already available
Conducti ng research es	Faculty	Continuin g task	x	x	x	x	х	x	1.Hydraulic ram pump demo unit (technical evaluation of 1 ram pump model # 2 prototype) 2. Evaporative cooling system demo unit (automated proto-type), 3 optimization of single
	tion advising Assisting student related activities  Making instructio nal materials  Making instructio nal materials  Making assessm ent tools  Creating and operation alizing virtual classroo ms  Conducting research	Organiza tion Adviser/Fac ulty  Assisting student related activities  Making instructio nal materials  Making instructio nal materials  Making assessm ent tools  Creating and operation alizing virtual classroo ms  Conducti ng research  Org. Adviser/Fac ulty  Dept. Head and Faculty  Dept. Head and Faculty  Faculty  Faculty	Organiza tion Adviser/Fac ulty  Assisting student related activities  Making instruction nal materials  Making assessm ent tools  Creating and operation alizing virtual classroo ms  Conducti ng research  Org. Adviser/Fac ulty  Park Head and Faculty  Dept. Head and Faculty  Dept. Head and Faculty  Jan-June 2024  Jan-June 2024  Jan-June 2024  Jan-June 2024  Creating and Faculty  Operation alizing virtual classroo ms  Conducti ng research  Faculty  Continuin g Task	Organiza tion Adviser/Fac ulty Grask x  Assisting student related activities  Making instructio nal materials  Making assessm ent tools  Creating and operation alizing virtual classroo ms  Conducti ng research es  Continuin g Task  Continuin g Task  Continuin g Task  X  Continuin g Task  X  As Dept. Head and Faculty  Dept. Head and Faculty  Dept. Head and Faculty  Dept. Head and Faculty  As Dept. Head and Faculty  Dept. Head and Faculty  Continuin g Task  X  X  X  Continuin g Task  X  X  X  Continuin g Task  X  X  X  Continuin g Task  X  X  Continuin g Task  X  X  Creating and Faculty  Continuin g Task  X  Continuin g Task  X	Organiza tion Adviser/Fac ulty  Assisting student related activities  Making instructio nal materials  Making assessm ent tools  Creating and Faculty  Dept. Head and Faculty  Assisting student related and Faculty  Dept. Head and Faculty  Dept. Head and Faculty  Dept. Head and Faculty  Assisting student related and Faculty  Dept. Head and Faculty  Creating and operation alizing virtual classroo ms  Conducti ng research es  Faculty  Continuin g task	Organiza tion Adviser/Fac ulty	Organiza tion Adviser/Fac ulty Assisting student related activities  Making instructio nal materials  Making assessm ent tools  Dept. Head and Faculty Dept. Hea	Organiza tion Adviser/Fac ulty  Assisting student related activities  Making instructio nal materials  Making assessm ent tools  Dept. Head and Faculty nal materials  Making assessm ent tools  Dept. Head and Faculty nal materials  Making assessm ent tools  Dept. Head and Faculty nal materials  Making assessm ent tools  Dept. Head and Faculty nal pan-June 2024  X X X X X X X X X X X X X X X X X X X	Organiza tion Adviser/Fac grask ulty  Assisting Student related and Faculty nal materials  Making instruction nal materials  Making and Faculty and Faculty and Faculty nal materials  Making instruction nal materials  Making and Faculty and Faculty and Faculty nal materials  Making instruction nal Faculty and Facu

PI 2. Number of	Conducti	Faculty	Continuin							dryer All research
research outputs completed within the year	ng research es		g Task	x	x	x	x	x	х	activities of the faculty members are on-going
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%										
In refereed int'l journals	Preparin g technical papers	Dept. Head and Faculty								
In refereed nat'l/regional journals	Preparin g technical papers	Dept. Head and Faculty								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences										
In int'l fora/conferences	Preparin g technical papers	Dept. Head and Faculty								Hydraulic Ram Pump Developme nt and Automation for Small Irrigation System and Upland Barangays
In nat'l/regional fora/conferences	Preparin g technical papers	Dept. Head and Faculty								(1) Biodiesel Production from Chicken (Gallus gallus domesticus ) Fat Oil and Waste Cooking Oil, (2) Developme nt of Solar- based Evaporative Cooling System for Intermediat e Field Storage of Fruits and Vegetables, (3) Bioenergy Generation from Agriculrural

PI 5. Percent of	Preparin	Dept. Head					Wastes, Seaweeds Algae, Cellulosic Materials and Plant Oils for Climate Change Mitigation and Food Security
research proposals approved	g research proposal s	and Faculty					
MFO 4. Extension Services							
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Coordina ting, cooperating, or collabora ting with different gov't and nongovernment agencies and offices	Dept. Head and Faculty					Maintained partnership s with 4 LGUs
PI 2. Number of trainees weighted by the length of training	Conducti ng trainings	Dept. Head and Faculty			x		Rice Machinery Operation Training
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Dept. Head and Faculty			100		
PI 5. Number of technical/expert services							
Research Mentoring	Researc h mentorin g	Dept. Head and Faculty	NA				No opportunity yet
Resource Persons	Serving as resource person	Faculty					
Convenor/Organizer	Serving as organizer	Dept. Head and Faculty	Jan-June 2024			x	ABE Day a Baybay City Agri-Aqua Fair
Consultancy	Serving as consulta	Dept. Head and Faculty					BIOMECH, AMTECH, DOE-

	nt									CHED, LGU Ormoc
MFO 5. Support to Operations										1
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaching	Dept. Head and Faculty	Jan-June 2024			x			x	6 out of 9 by September
PI 8. Compliance to all requirements thru the established/adequat e implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	Complyin g the requirem ents of the core processe s of the college/d epartmen t under ISO 9001:201	Dept. Head and Faculty	Continuin g task							All requirement are complied
MFO 6. General Admin. & Support Services (GASS)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Preparin g and submittin g of departme nt's PPMP	Dept. Head and Admin. Staff	Jan-June 2024					x		PPMP was submitted within the deadline
PI 2. Zero percent complaint from clients served	Teaching /serving students and other clients	Dept. Head, Faculty, & Admin. Staff	Jan-June 2024	x	x	x	x	x	х	Zero Non- conformity
PI 3. Number of coaching sessions among faculty & staff	Coaching faculty and staff	Dept. Head and Faculty	Every DABE regular, special, or emergenc y meeting	х	х	x	x	x	х	Discuss ways to improve the execution of assigned tasks
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets	Conducti ng meeting/ worksho p for planning, tracking and monitorin g of targets	Dept. Head, Faculty, & Admin. Staff	Every DABE regular, special, or emergenc y meeting	х	x	x	x	x	x	Discuss updates, concerns, and ways to improve the execution of assigned tasks
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducti ng meeting with faculty and staff	Dept. Head	Every month	х	х	x	x	х	х	Every first Friday of the month
PI 3: Additional Outputs										

Number of Best practices/new initiatives in academic units' management replicated/benchmar ked by other depts/agencies	Observin g 5S within the unit	Dept. Head, Faculty, & Admin. Staff	Continuin g Task	x	x	x	x	х	x	5S practice was observed within the department
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Prepared by:

ELDON P. DE PADUA

#### PERFORMANCE MONITORING FORM

Name of Employee: MA. GRACE C. SUMARIA

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	1-1-2024	6-30-2024	6-30-2024	VI	О	ABEn 156; ABEn 163; ABEn 200.2; ABEn 200.3
3	Research services	Research Conducted	1-1-2024	6-30-2024	6-30-2024	VI	VS	Hydraulic Ram Pump Dev't for Small Irrigation System of Upland Barangays; Spatial and Multi-temporal Assessment of Groundwater Quality; Decoding Sanitary Pads and its Impact on Water Resources
4	Extension services	-	1-1-2024	6-30-2024	6-30-2024		-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2024	6-30-2024	6-30-2024	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2024	6-30-2024	6-30-2024	VI	VS	Assigned gen. docs. & services done

<sup>\*</sup>Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)
\*\*Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:

ELDON P. DE PADUA Head, DABE



#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Ma. Grace C. Sumaria

Performance Rating: 4.82

Aim: Engr. Ma. Grace C. Sumaria as an effective instructor, researcher, and extensionist of the

Department of Agricultural and Biosystems Engineering (DABE).

### Proposed Interventions to Improve Performance:

Note:

Engr. Sumaria will be developed into a more effective instructor, researcher, and extensionist of DABE.

Date: January 1, 2024 Target Date: June 30, 2024

#### First Step

• Re-orientation on the roles and responsibilities of a faculty not only in the area of instruction but also in the areas of research, development, extension and innovation.

#### Second Step

 Send to relevant trainings/workshops/seminars/short-term courses to improve the technical and professional proficiency of the staff.

#### Results:

- Improved technical and professional skills.
- Mastery on the delivery of instruction in BSABE curriculum.
- Mastery on making project proposals and implementing/managing approved research and extension projects.

Prepared by:

ELDON P. DE PADUA

Head, DABE

Conforme:

MA. GRACE C. SUMARIA

Instructor, DABE

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#### TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: SUMARIA, MA. GRACE C.

Department: Dept. of Agricultural and Bio-system Engineering

College: College of Engineering and Technology

	Course No. &	Lab/	F	RATING	% Evaluation
	Descriptive Title	Lec	Num.	Adjec.	Rating
ABEn 163	PLANT AND LIVESTOCK SYSTEMS AND ENVIRONMENTAL CONTROL ENGINEERING	LEC	5.00	Outstanding	100.0%
ABEn 163	PLANT AND LIVESTOCK SYSTEMS AND ENVIRONMENTAL CONTROL ENGINEERING	LAB	5.00	Outstanding	100.0%
ABEn 163	PLANT AND LIVESTOCK SYSTEMS AND ENVIRONMENTAL CONTROL ENGINEERING	LEC	5.00	Outstanding	100.0%
ABEn 163	PLANT AND LIVESTOCK SYSTEMS AND ENVIRONMENTAL CONTROL ENGINEERING	LAB	5.00	Outstanding	100.0%
ABEn 156	IRRIGATION AND DRAINAGE ENGINEERING	LEC	5.00	Outstanding	100.0%
ABEn 156	IRRIGATION AND DRAINAGE ENGINEERING	LAB	5.00	Outstanding	100.0%
	Average R	lating	5.00	Outstanding	100.00%

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:

SUMARIA. MA. GRACE C. Name and Signature of Faculty

Date:

Distribution of copies: ODIE, College, Department, Faculty