

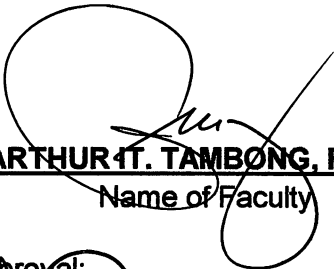
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

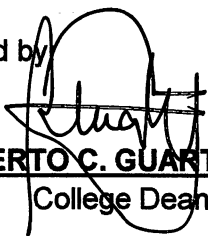
Name of Faculty Member: Arthur It. Tambong (Professor III)

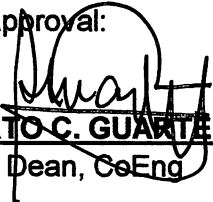
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	37.5%	4.94	1.85
b. Students (50%)	37.5%	4.33	1.62
Total for Instruction	75.0%		3.48
2. Research			
a. Client/Dir. for Research (50%)	10.0%	5.00	0.50
b. Dept. Head /Center Director (50%)			
Total for Research	10.0%		0.50
3. Extension			
a. Client/Dir. for Research (50%)	10.0%	5.00	0.50
b. Dept. Head /Center Director (50%)			
Total for Extension	10.0%		0.50
4. Administration	5.0%	4.98	0.25
5. Production	0.0%	0.00	0.00
TOTAL	100.0%		4.73


EQUIVALENT NUMERICAL RATING: 4.73
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

ARTHUR IT. TAMBONG, FPSAE
Name of Faculty

Reviewed by:

ROBERTO C. GUARTE, PhD.
College Dean

Recommending Approval:

ROBERTO C. GUARTE, PhD.
Dean, CoEng

Approved by:

BEATRIZ S. BELONIAS, PhD.
VP for Instruction



Visayas State University
College of Engineering
 Department of Agricultural Engineering
 Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTHUR IT. TAMBONG, Head of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2018.

ARTHUR IT. TAMBONG, FPSAE
 Professor III & Department Head
 Date: _____

ROBERTO C. GUARTE, Ph.D.
 College Dean
 Date: _____

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 (Jul-Dec 2018)	Rating				Remark	
							Quality	Efficiency	Timeliness	Average		
UMFO 1. ADVANCED EDUCATION SERVICES												
OVPI MFO 1. Graduate Degree Program Management Services												
		PI 1. Graduate degree program monitored	Supervising/ Monitoring	Supervises/Monitors graduate degree specializations	1	1	5	5	5	5.0	MSAE (specializations: Soil and Water, Crop Processing, Renewable Energy, Total graduate FTE computed in 1st sem., SY 2018-2019	
		PI 2. Total Graduate FTE monitored	Teaching/Monitoring	Teaches one (1) MSAE subject per semester/Monitors FTE	0.25	0.25	5	4	5	4.7		
		BEST PRACTICES:										
		Number of MS graduate study linkages made on masteral programs	Coordinating	Establishes linkage/s with academe/industry	2	2	5	4	5	4.7	UP-Diliman and UP-Los Baños	
OVPI MFO 2. Graduate Student Management Services												
		PI 1. Number of graduate students awarded with scholarships/ assistantships	Supervising/ Monitoring	Screens, monitors & evaluates students with scholarship/ fellowship/grants	2	6	5	5	5	5.0	6 graduate students awarded with scholarship/ assistantships (CHED, DOST, etc.)	

		PI 4. Number of graduate students advised	Advising	Advises graduate student/s on matters related to MS Program	5	11	5	5	5	5.0	11 graduate students
		BEST PRACTICES:									
		Number of MS Degree Programs initiated for OBE-alignment	OBE-alignment of old MS curriculum	Conducts initial activities of curriculum revision into an OBE-aligned curriculum	1	1	5	5	5	5.0	OBE-alignment of MSAE curriculum
						Total points:				29.3	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI MFO 1. Curriculum Program Management Services											
		PI 1. Total Undergraduate FTE monitored	Teaching/Monitoring	Teaches two (2) BSAE subjects per semester/Monitors FTE	155.05	218.35	5	5	5	5.0	Department Head/ VSL
		PI 2. Number of undergraduate curricular programs compliant to CMO, approved and offered	Supervising/ Monitoring	Ensures that the BSAE degree program is compliant to CHED CMO	1	1	5	5	5	5.0	BSAE
		PI 3. Average passing percentage in licensure examinations in mandated programs	Supervising/ Monitoring	Supervises/monitors the passing percentage in licensure examination	60%	67.74%	5	4	5	4.7	VSU Passing (All takers)
		PI 6. Percentage increase in the number of undergraduate students enrolled	Supervising/ Monitoring	Supervises the percentage (%) increase of number of undergraduate students enrolled	20%	35.59%	5	5	5	5.0	2nd sem SY 17-18 : 118 ; 1st sem SY 18-19 : 160 undergraduate students enrolled
		PI 7. Number of academe/industry linkage established	Coordinating	Establishes linkage/s with academe/industry	10	13	5	5	5	5.0	PSAE, CHED, UPLB, UP Diliman, PAGASA, PhilRice, PhilMech, EDC, SC Global, SPMI, MSU-GenSan, SPAMAST
		PI 8. Number of students advised	Advising/revising	Advises students on thesis/ field practice/special problem	50	150	5	5	5	5.0	150 undergraduate students advised
		PI 9. No. of Student organizations advised	Advising/revising	Advises students on thesis/ field practice/special problem	2	2	5	5	5	5.0	PSAE-VSUSC, CBI-VSU
		PI 10. Number of instructional materials developed	Preparing/ Revising/ Encoding/ Printing	Prepares instructional materials	2	2	5	4	5	4.7	2 instructional materials developed (AE 157 & AE 198)
		PI 11. Additional outputs									
		Number of subjects handled in AE Board Exam Review	Preparing/ Encoding/ Printing	Prepares Board Review Materials	4	4	5	5	5	5.0	Rural Electrification, Farm Structures, Waste Mgt & Renewable Energy (MSU-Gensan & SPAMAST-Digos AE Review)
		Number of Board Review Materials Updated	Preparing/ Updating Encoding/ Printing	Updates Board Review Materials	4	4	5	5	5	5.0	Rural Electrification, Farm Structures, Waste Mgmt and Renewable Energy
		Best Practices:									
		Number of BS Degree Programs maintained for OBE-alignment	OBE-alignment of old BS curriculum	Conducts initial activities of curriculum revision into an OBE-aligned curriculum	1	1	5	5	5	5.0	OBE-alignment of BSAE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Center of Excellence in BSAE degree program
		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP	1	1	5	5	5	5.0	BSAE Level III Phase 2
		Number of ISO 9001:2015 applied	Supervising/ Preparing	Supervises/Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	ISO 9001:2015 Certification
		Number of international exchange students	Supervising/ Monitoring	Supervises/Facilitates papers, monitors	1	1	5	5	5	5.0	To Tokyo Univ. of Agric. and Tech. (TUAT) - Mr. Allen Glen Gil
						Total points:				74.3	

UMFO 3. RESEARCH SERVICES

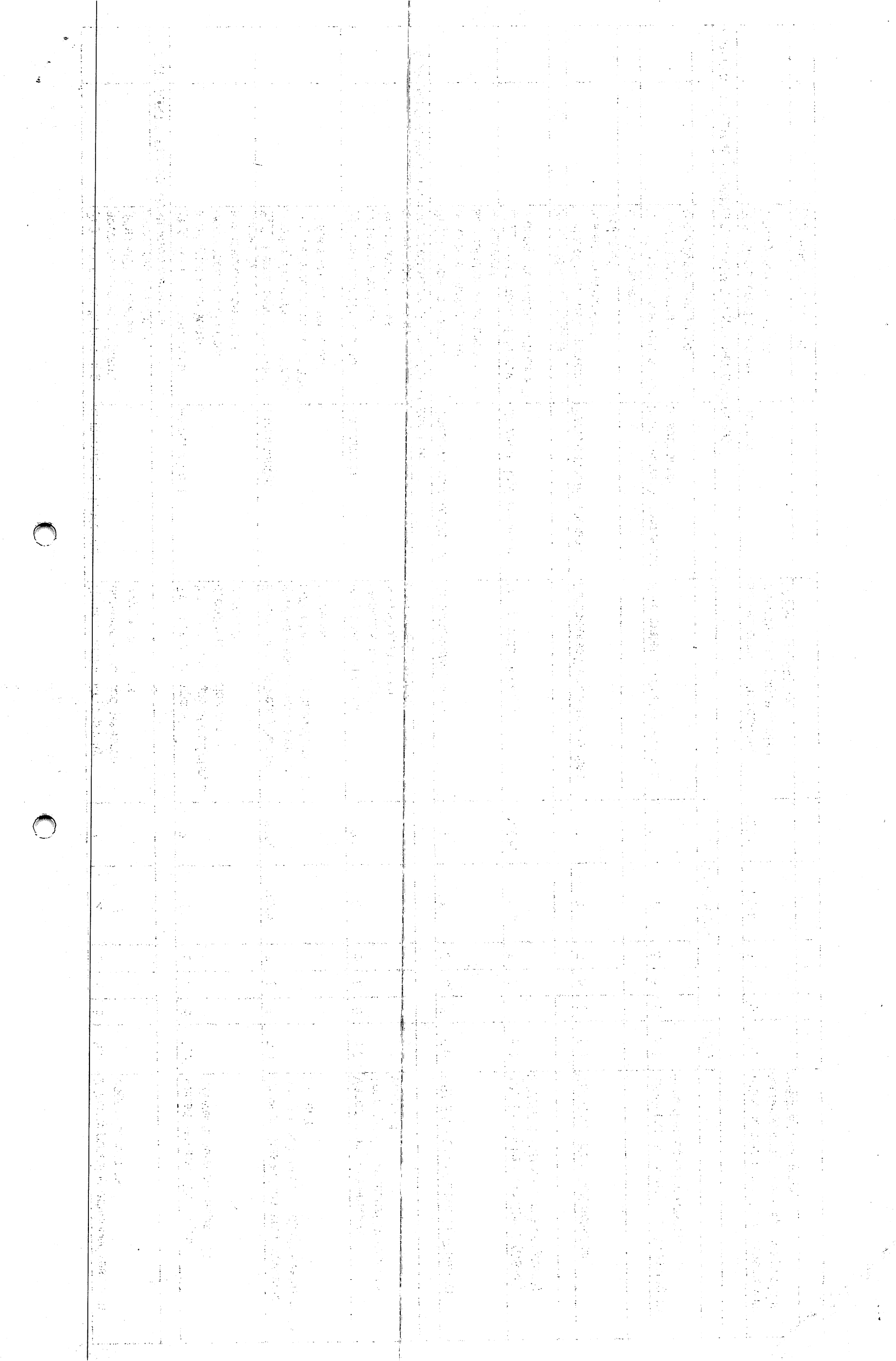
		PI 3. Number of research projects conducted and/or completed on schedule	Conducting research study	Conducts research project and/or completed on schedule	1	1	5	5	5	5.0	Climate Change Project (CC3.DAE.1718) - 4 studies
		PI 4. Number of research proposals submitted	Preparing/ Encoding/ Printing	Prepares and submits research project proposal for funding	1	2	5	5	5	5.0	Farm Machinery (DA-BAR) & Climate Change (VSU)
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	Research project	Prepares and submits project proposal funding	122	122	5	5	5	5.0	Project No.: CC3.DAE.1718 - 2018 budget: P122,090.40
		Best Practices/New Initiatives:									
		No. of research outputs presented in international conferences	Presentation of Resaearch Results in Conferences	Paper writing and actual presentation	1	1	5	5	5	5.0	Paper presentation on engineering economics in Latvia (Europe) international conference
						Total points:				20.0	

UMFO 4. EXTENSION SERVICES

		PI 4. Number of technical/ expert services									
		Resource Persons	Preparing/ Encoding/ Printing	Prepares documents for board review	1	3	5	5	5	5.0	AE Board reviewer in MSU-Gensan & SPAMAST-Digos; Latvia paper
		Techno demos made to visitors and field trippers	Techno demo	Conduct of techno demos	2	5	5	5	5	5.0	Various groups from outside VSU
		Best Practices:									
		No. of DOST CRADLE projects participated	DOST CRADLE Program	Provision of expert services	1	1	5	5	5	5.0	DNSN Farms (Class AAA or Int'l slaughterhouse), Albura, Leyte
		Consultancy	Consulting/Tutoring	Consults/tutors, expert services	1	2	5	5	5	5.0	Kurin at Mandaue City & MSU-GenSan NAFES-funded Biogas Project
						Total points:				20.0	

UMFO 5. SUPPORT TO OPERATIONS (STO)

OVPI MFO 1. Faculty Development Services



		Number of departments and/or service units supervised and monitored	Supervising/ Monitoring	Department Head (supervises CoE Workshop Personnel) & VSU-PAGASA Acting Coordinator	2	2	5	5	5	5.0	DAE, VSU-PAGASA
		Number of university committees/ boards/council participated	Service	University committee/ board/council	1	1	5	5	5	5.0	Graduate School Council
		Number of management meetings conducted	Planning & Implementing	Conducts meeting per semester	2	3	5	4	5	4.7	Regular meetings
		Number of documents attended and served	Checking and action to official documents	Approved documents	450	650	5	5	5	5.0	Varied documents
		Number of academic lecture/laboratory rooms maintained	Supervising	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	12	12	5	5	5	5.0	DAE lec and lab rooms, Comfort rooms
		Number of heavy equipment maintained	Supervising	Supervises the maintenance of heavy equipment	4	4	5	5	5	5.0	2 Tractors (Hand Tractor & Ford), 1 Universal Testing Mach. (UTM), Radial Flow
		Number of office and laboratory & office equipment purchased	Strengthening of office/laboratory facilities	Approves request to purchase laboratory/office equipment	10	35	5	5	5	5.0	Varied new laboratories/office equipment
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE/BSABE
						Total points:				49.7	Comments & Recommendations for Development Purpose: <i>Improve leadership skills towards more senior members of the faculty under your office.</i>
Total Over-all Rating							233.333				
Average Rating							4.965				
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating							4.965				
Adjectival Rating							Outstanding				

Evaluated and Rated by:

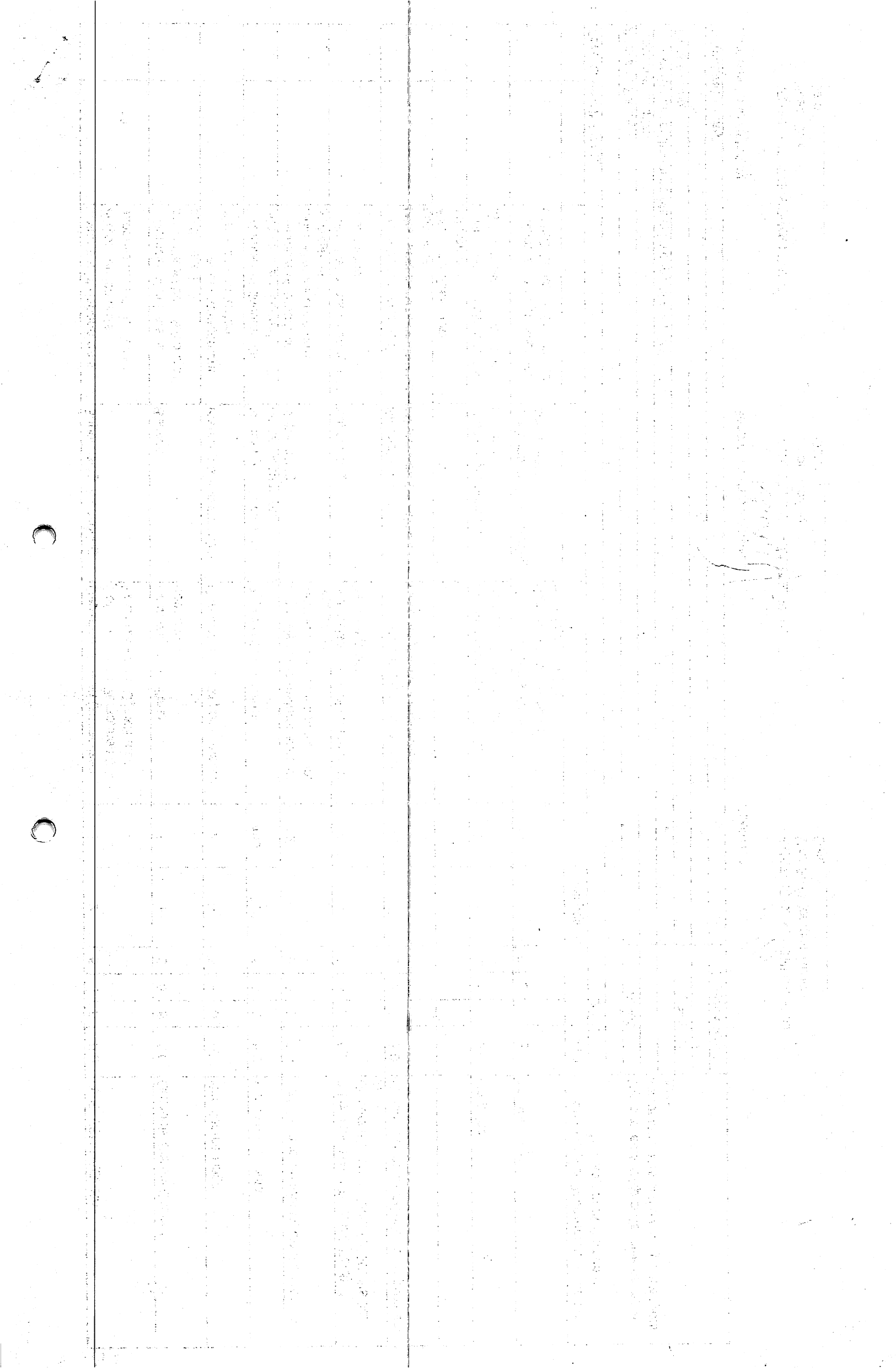
ARTHUR IT. TAMBONG, FPSAE
Head, DAE
Date: _____

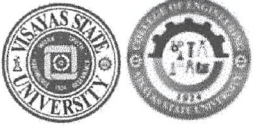
Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
Dean, CoEng
Date: _____

Approved:

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





Visayas State University
College of Engineering
 Visca, Baybay City, 6521-A, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Prof. Engr. Arthur It. Tambong**
 Performance Rating: **4.993 (O)**

Aim: Enhance the managerial skills of **Prof. Engr. Arthur It. Tambong** in managing the Department of Agricultural and Biosystems Engineering (DABE) and in the implementation and monitoring of the different OBE-based policies, guidelines, and forms for Continues Quality Improvement of the BS in Agricultural and Biosystems Engineering Degree Program

Proposed Interventions to Improve Performance:

- Orientation, familiarization, and implementation of existing and new nationally and internationally-based policies, standards, and guidelines (PSG), including appropriate forms and templates, for continuous quality improvement of the BS in Agricultural and Biosystems Engineering Degree Program.

Date: July 2018

Target Date: December 2018

First Step

- Reorientation of the OBE and Washington Accord PSG, forms, and templates for the BS in Agricultural and Biosystems Engineering (BSABE)

Results:

- Mastery of existing and new OBE and Washington Accord PSG, forms, and templates for CQI of BSABE

Next Step:

- Started the implementation of the required basic monitoring activities and data gathering for CQI

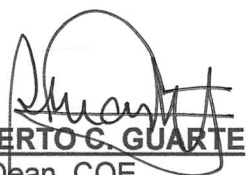
Outcomes:

- Strict implementation of the formulation and production of OBE Syllabus prior to teaching an ABE Course
- Implemented the OBE-based Course Assessment, Evaluation, and CQI in the department
- Conducted class observations
- Conducted the Exit Survey for Graduating Students

Final Steps/Recommendations:

- Gathered and analyzed data for continuous quality improvement of degree program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the for the efficient implementation of the degree program
- Attend relevant training and conferences

Prepared by:


ROBERTO C. GUARATE
 Dean, COE

Conforme:


ARTHUR IT. TAMBONG
 Head, DABE

MEMORANDUM FOR THE RECORD

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