

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Alan Guarte

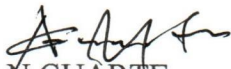
| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.686                   | 70%                      | 3.280                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 2.335*                  | 30%                      | 0.701                                   |
| TOTAL NUMERICAL RATING  |                         |                          | 3.981                                   |

*\*Only 50% of Supervisor's Rating is counted since Mr. Alan Guarte worked under DABE for half of the rating period (Jan-June 2019) only.  
Succeeding ratings will be full if appointment will be renewed.*

TOTAL NUMERICAL RATING: 3.981  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_  
FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: Satisfactory

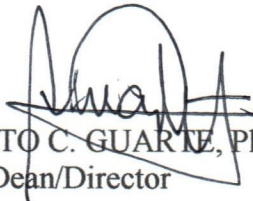
Prepared by:

  
ALAN GUARTE  
Name of Staff


Reviewed by:

  
ARTHUR H. TAMBONG, FPSAE  
Department/Office Head


Recommending Approval:

  
ROBERTO C. GUARTE, Ph.D.  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
Vice President

**ALAN GUARTE**  
Ratee

  
**ARTHUR H. TAMBONG, FPSAE**  
Head of Unit

[illegible]



|         |  |           |      |           |   |   |   |       |  |
|---------|--|-----------|------|-----------|---|---|---|-------|--|
|         | b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research) |           |      |           |   |   |   |       | RCG, AIT & DLST are all engaged in research  |
|         | c. Producing technologies for commercialization or livelihood improvement  | Assisting | 100% | 100%      | 5 | 5 | 4 | 4.67  | RCG - solar lighting; AIT - employment generation from FS; DLST -processing machines commercializatr.              |
|         | d. whose research work resulted in an extension program  | Assisting | 0%   | 33%       | 5 | 5 | 4 | 4.67  | RCG renewable energy research  |
|         | Total Points:  |           |      | Subtotal: |   |   |   | 29.00 |  |
| UMFO 2. | HIGHER EDUCATION SERVICES  |           |      |           |   |   |   |       |  |
|         | OVPI MFO 1. Curriculum Program Management Services   |           |      |           |   |   |   |       |  |
|         | PI 1: Total FTE Monitored  | Assisting |      |           |   |   |   |       | No BS teaching load  |
|         | PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered   | Assisting | 100% | 100%      | 5 | 5 | 5 | 5.00  | BSAE & BSABE   |
|         | PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)   | Assisting | 60%  | 84%       | 5 | 5 | 5 | 5.00  | 21/25 or 84.00% for 1st takers, 25/34 or 73.53% overall  |
|         | PI 4: Percentage of first time licensure exam takers who passed the licensure exam (compared to previous year's percentage)                            | Assisting | 100% | 121%      | 5 | 5 | 5 | 5.00  | Computation: 100%+((84-69.23)/69.23 x100%); Previous Yr Passing: 69.23% = 121%                                     |
|         | PI 5: Number of students who graduated within the prescribed period  | Assisting | 60%  | 91%       | 5 | 5 | 5 | 5.00  | 20 of 22   |
|         | PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period   | Assisting | 5%   | 110.98%   | 5 | 5 | 5 | 5.00  | Last yr graduates: 14/17 or 82%  |
|         | PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies  | Assisting | 82%  | 100%      | 5 | 5 | 5 | 5.00  | All graduates are employed (based on student monitoring feedback)  |
|         | PI 8: Number of academe/industry linkages established  | Assisting | 1    | 8         | 5 | 5 | 5 | 5.00  | 8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc |
|         | PI 9: Number of thesis/special problems of students:   |           |      |           |   |   |   |       |  |

|  |   |           |     |           |   |   |   |       |   |
|--|---|-----------|-----|-----------|---|---|---|-------|---|
|  | a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved            | Assisting | 10  | 21        | 5 | 5 | 5 | 5.00  | 21 BS Thesis/OJT outlines approved  |
|  | a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved | Assisting | 10  | 21        | 5 | 5 | 5 | 5.00  | 21 BS Thesis/OJT manuscripts approved   |
|  | PI 10: Number of student organizations advised/assisted   |           | N/A | N/A       |   |   |   |       | AIT & JJDL: PSABE-VSC; RCG: CoE-SSC; AIT: CBI-International VSU Chapter   |
|  | PI 11: Number of instructional materials developed/revised  |           |     |           |   |   |   |       |   |
|  | a. OBE-compliant syllabi  | Workforce | 4   | 8         | 5 | 5 | 4 | 4.67  | AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1  |
|  | b. Teaching guides/Student guides/Laboratory Manuals  | Workforce | 1   | 1         | 5 | 4 | 4 | 4.33  | AIT-1   |
|  | c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)               | Workforce | 4   | 6         | 5 | 5 | 4 | 4.67  | PowerPoint visual matls: AIT-1, RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1  |
|  | d. On-line interactive learning resources per subject   | Workforce | 0   | 1         | 5 | 4 | 4 | 4.33  | AIT-1: Bytex Feasibility Analyzer Datasets Version 2019 (interactive but offline or on classroom only)  |
|  | PI 12: Number of instruction-related awards   |           |     |           |   |   |   |       |   |
|  | Number of national student awards   | Assisting | 0   | 8         | 5 | 5 | 5 | 5.00  | NAT'L Major Award - 1: Allen Glen Gil - Most Outstanding ABE Student Leader awarded by PSABE National Chapter; NAT'L Student Awards - 7: Various Awards Obtained during the PSABE Nat'l Conventn, Bacolod, April 2019 - AutoCAD, Harvester Parts Identificatn, Dance, PSABE Chapter Video, Ms. ABE, Mr. ABE |
|  | Number of honor graduates   | Assisting | 2   | 1         | 5 | 5 | 5 | 5.00  | Fatima Gumamac, BSAE - Cum Laude; (2 board topnotchers-Top 3 & Top 7; placed under additional outputs)  |
|  | Total Points  |           |     | Subtotal: |   |   |   | 73.00 |   |



| UMFO 3. RESEARCH SERVICES |  |           |    |     |     |   |   |      |   |
|---------------------------|--|-----------|----|-----|-----|---|---|------|---|
|                           | <b>PI 1.</b> Number of research proposals submitted  | Assisting | 1  | 7   | 5   | 4 | 4 | 4.33 | DA-BAR Proposal: AIT-1; DOST-CRADLE Proposal: RCG-1; CHED Proposals: RCG-1, TFS-1, JJDL-1, TFS-1; DOST Balik Scientist Proposal: ROC -1 |
|                           | <b>PI 2.</b> Number of research proposals approved   | Assisting | 1  | 1   | 5   | 4 | 4 | 4.33 | DOST Balik Scientist Project: ROC -1  |
|                           | <b>PI 3.</b> Number of research studies conducted  | Assisting | 6  | 1   | 5   | 4 | 4 | 4.33 | DOST Balik Scientist Project: ROC -1  |
|                           | <b>PI 4.</b> Number of research projects/studies completed within the year   | Assisting | 3  | 4   | 5   | 4 | 4 | 4.33 | 4 Climate Change Studies: AIT-1, MEC-1, TFS-1, JJDL-1   |
|                           | <b>PI 5.</b> Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences |           |    |     |     |   |   |      |   |
|                           | <i>In int'l fora/conferences</i>   | Assisting | 0  | 0   | N/A | 3 | 4 | 3.50 | No opportunity yet  |
|                           | <i>In nat'l fora/conferences</i>   | Assisting | 1  | 1   | 5   | 4 | 4 | 4.33 | In PSABE Nat'l Convention: AIT-1  |
|                           | <i>In reg'l fora/conferences</i>   | Assisting | 1  | 1   | 5   | 4 | 4 | 4.33 | AIT-1 in ATI, Isabela   |
|                           | <i>In institutional fora/conferences</i>   | Assisting | 2  | 3   | 5   | 5 | 4 | 4.67 | AIT-2 in OVPRE, ATI-VSU; RCG-1 in OVPRE   |
|                           | <b>PI 6.</b> Number of paper submitted for publication in internationally indexed journals   | Assisting | 0  | 1   | 5   | 4 | 4 | 4.33 | AIT-1: EB Journal (Europe)  |
|                           | <b>PI 7.</b> Number of published papers in peer-reviewed journals  |           |    |     |     |   |   |      |   |
|                           | <i>In refereed int'l journals</i>  | Assisting | 0  | 0   | N/A | 3 | 4 | 3.50 | None published yet  |
|                           | <i>In refereed nat'l journals</i>  | Assisting | 0  | 0   | N/A | 3 | 4 | 3.50 | None published yet  |
|                           | <i>In institutional journals</i>   | Assisting | 0  | 0   | N/A | 3 | 4 | 3.50 | None published yet  |
|                           | <b>PI 8.</b> Number of patents/Utility Models/copyrights filed and registered  | Assisting | 1  | 3   | 5   | 5 | 4 | 4.67 | AIT-3 Copyrights: Bytex Feasibility Analyzer Datasets Version 2019, Global Food Security System Version 3, Open Channel Designer Ver. 2 |
|                           | <b>PI 9.</b> Amount of research money generated from external funding (Thousand PHP)   | Assisting | 0  | 465 | 5   | 5 | 4 | 4.67 | DOST Balik Scientist Sponsorship  |
|                           | <b>PI 10.</b> Amount of research money generated from institutional funding (Thousand PHP)   | Assisting | 50 | 100 | 5   | 5 | 4 | 4.67 | RCG Researches  |

|         |   |           |     |           |     |   |   |        |   |
|---------|---|-----------|-----|-----------|-----|---|---|--------|---|
|         | PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries | Assisting | 0   | 4         | 5   | 5 | 5 | 5.00   | 4 Climate Change Studies utilized by PAGASA: AIT-1, MEC-1, TFS-1, JJDL-1  |
|         | PI 12. Number of research-related awards (research conducted by faculty or students with faculty)         | Assisting | 0   | 0         | N/A | 3 | 4 | 3.50   | Many papers presented, unfortunately no award received so far   |
|         | Total Points  |           |     | Subtotal: |     |   |   | 154.50 |   |
| UMFO 4. | EXTENSION SERVICES  |           |     |           |     |   |   |        |   |
|         | PI 1: Number of trainees weighted by the length of training (man-hours)                                   | Assisting | 240 | 2,690     | 5   | 5 | 5 | 5.00   | ROC (Balik Scientist): Biodiesel Production Training at RERC; AG: TESDA-VSU Training co-managed with ME Dept.   |
|         | PI 2: Number of trainings conducted   | Assisting | 1   | 2         | 5   | 5 | 5 | 5.00   | ROC: Biodiesel Production; AG: TESDA-VSU Training co-managed with ME Dept.  |
|         | PI 3: Number of IEC materials/techno-guides developed/used  | Assisting | 1   | 2         | 5   | 5 | 5 | 5.00   | RCG-1: Solar Technoguide; AIT-1: ABE Brochure for Incoming Students   |
|         | PI 4: Number of beneficiaries served  |           |     |           |     |   |   |        |   |
|         | Groups  | Assisting | 2   | 9         | 5   | 5 | 5 | 5.00   | 1 Biogas Training Batch; 3 RERC Field Trip Groups; 4 Senior High Schools: VSULHS, Ormoc, Hilongos, & Baybay; 1 TESDA Training Batch                           |
|         | Individuals   | Assisting | 15  | 255       | 5   | 5 | 5 | 5.00   | Biogas Training=50 persns; RERC Field Trips = 100 persons; Senior High Schools = 80 students from VSULHS, Ormoc, Hilongos, & Baybay; TESDA Training=25 persns |
|         | PI 5: Number of technical/expert services provided/rendered   |           |     |           |     |   |   |        |   |
|         | Research Mentoring  | Assisting | 1   | 2         | 5   | 5 | 5 | 5.00   | RCG-1 & AIT-1: Separate research mentorings to junior DABE faculty  |
|         | Peer reviewers/Panelists  |           |     |           |     |   |   |        | AIT-1: Journal of Society & Technoly  |



|  |  |           |     |           |     |   |   |       |   |
|--|--|-----------|-----|-----------|-----|---|---|-------|---|
|  | Resource Person  |           |     |           |     |   |   |       | RCG-2: CHED-TPET; AIT-4: ATI Trainings in Isabela and VSU; 2 Board Reviews handled in MSU-Gensan & SPAMAST-Digos      |
|  | Convenor/Organizer   | Assisting | 1   | 1         | 5   | 4 | 4 | 4.33  | RCG-1:CHED-TPET Forum   |
|  | Consultancy  |           |     |           |     |   |   |       | AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns |
|  | Evaluator  | Assisting | N/A | N/A       |     |   |   |       | All Faculty as Thesis/OJT evaluators  |
|  | PI 6: Number of extension projects conducted   | Assisting | 1   | 3         | 5   | 5 | 4 | 4.67  | ROC: Biogas Training at RERC; AG: TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting              |
|  | PI 7: Number of extension proposals submitted  | Assisting | 1   | 1         | 5   | 5 | 4 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 8: Number of extension proposal approved  | Assisting | 1   | 1         | 5   | 5 | 4 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 9: Amount of extension money generated from external funding (Thousand PhP)   | Assisting | 0   | 100       | 5   | 5 | 4 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 10: Amount of extension money generated from institutional funding (Thousand PhP)   | Assisting | 30  | 100       | 5   | 5 | 4 | 4.67  | VSU Counterpart in kind   |
|  | PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance | Assisting | 60% | 100%      | 5   | 5 | 4 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)  | Assisting | 0   | 0         | N/A | 3 | 4 | 3.50  | No opportunity yet  |
|  | Total Points   |           |     | Subtotal: |     |   |   | 65.83 |   |
| UMFO 5. SUPPORT TO OPERATIONS (STO)            |  |           |     |           |     |   |   |       |   |
| OVPI MFO 1. Faculty Development Services       |  |           |     |           |     |   |   |       |   |
|  | PI 1: Number of faculty pursuing advanced degree programs  | Support   | 2   | 2         | 5   | 5 | 4 | 4.67  | Engr. Eldon De Padua & Engr. Ma. Grace Sumaria  |
| OVPI MFO 2. Faculty Recruiting/Hiring Services |  |           |     |           |     |   |   |       |   |
|  | PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM  | Support   | 0   | N/A       |     |   |   |       | N/A, none hired during the period   |

**OVPI MFO 3. Faculty Evaluation Services**

|  |   |         |     |      |   |   |   |      |   |
|--|---|---------|-----|------|---|---|---|------|---|
|  | <b>PI 3:</b> Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university     | Support | 1   | 2    | 5 | 5 | 5 | 5.00 | RCG-1: ISO Workshops  |
|  | <b>PI 4:</b> Number of seminars/trainings/conventions/workshops outside the university                                | Support | 2   | 2    | 5 | 5 | 4 | 4.67 | RCG-1:CHED-TPET Workshops                                     |
|  | <b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated | Support | 60% | 100% | 5 | 5 | 4 | 4.67 | All faculty were rated VS or higher on the average            |
|  | <b>PI 6:</b> Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated | Support | 3   | 3    | 5 | 5 | 4 | 4.67 | Undergrad Theses Review, MS Theses Review, OJT Reports Review |

**OVPI MFO 4. Program and Institutional Accrediation Services**

|  |   |           |   |   |     |     |     |      |                |
|--|---|-----------|---|---|-----|-----|-----|------|----------------|
|  | <b>PI 1:</b> Number of degree programs which passed accreditation/evaluation at least level 1 | Workforce | 1 | 2 | 5   | 5   | 5   | 5.00 | BSAE & BSABE   |
|  | <b>PI 2:</b> Degree program compliant with CHED requirements                                  | Workforce | 1 | 2 | 5   | 5   | 5   | 5.00 | BSAE & BSABE   |
|  | <b>PI 2a.</b> QMS on faculty recruitment, development   | Workforce |   |   | N/A | N/A | N/A |      | Not applicable |

**UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES**

|  |   |         |      |      |   |   |   |      |  |
|--|---|---------|------|------|---|---|---|------|--|
|  | <b>PI 1.</b> Number of Risk Assessment/Review conducted   | Support | 1    | 1    | 5 | 5 | 5 | 5.00 | DAE Risk Assessment in coordination with Dean's Office |
|  | <b>PI 2.</b> Number of risks identified   | Support | 5    | 10   | 5 | 5 | 5 | 5.00 | 10 Risks identified                                    |
|  | <b>PI 3.</b> Number of risks adressed/minimized   | Support | 5    | 10   | 5 | 5 | 5 | 5.00 | 10 Risks minimized                                     |
|  | <b>PI 4:</b> Number of legitimate complaints received   | Support | 0    | 0    | 5 | 5 | 5 | 5.00 | Outstanding; none received                             |
|  | <b>PI 5:</b> Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period | Support | 100% | 100% | 5 | 5 | 5 | 5.00 | 100% or equivalent to "no complaint to comply"         |



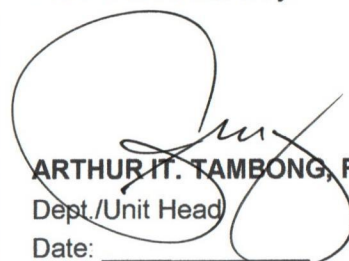
|                              |   |           |   |   |                    |   |   |              |  |
|------------------------------|---|-----------|---|---|--------------------|---|---|--------------|--|
|                              | <b>PI 6. ADDITIONAL OUPUTS*</b> (In instruction, research, extension, production, and/or administration not found in the original commitment) |           |   |   |                    |   |   |              |  |
|                              | Board Topnotchers   | Support   | 0 | 2 | 5                  | 5 | 5 | 5.00         | 2 ABE Board Exam Topnochers: Top 3 - Gerald Ompod, Top 7 - Donna Pagliawan |
|                              | International Accreditation   | Workforce | 0 | 1 | 5                  | 5 | 5 | 5.00         | 1 International Accreditation obtained - Washington Accord                 |
|                              | Nationa Accreditation   | Workforce | 0 | 1 | 5                  | 5 | 5 | 5.00         | AACCUP Level 3 Phase 2 (2nd to highest level)                              |
|                              | Regional Accreditation  | Workforce | 0 | 1 | 5                  | 5 | 5 | 5.00         | CHED-RQAT Region VIII  |
|                              | Number of DOST Balik Scientists Hosted  | Support   | 0 | 1 | 5                  | 5 | 5 | 5.00         | 1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz                   |
|                              | Number of Field Trips Entertained   | Support   | 0 | 4 | 5                  | 5 | 5 | 5.00         | 4 Field Trips Oriented at RERC   |
|                              |   |           |   |   | <b>Subtotal:</b>   |   |   | <b>55.00</b> |  |
| <b>Total Over-all Rating</b> |   |           |   |   | <b>328.000</b>     |   |   |              |  |
| <b>Average Rating</b>        |   |           |   |   | <b>4.686</b>       |   |   |              |  |
| <b>Adjectival Rating</b>     |   |           |   |   | <b>Outstanding</b> |   |   |              |  |

LEGEND: AIT - Arthur It. Tambong; RCG - Roberto C. GuarTE; MBL-Manolo B.. Loreto; MEC - Manuel C. Casangcapan; TFS - Triana F. Soroño; JJDL - Jessie James D. Layan; FLS - Feliciano L. Sinon Jr.  
DLST - Daniel Leslie S. Tan; ROC - Rico O. Cruz (DOST Balik Scientist hosted at RERC); LGM - Lorbert G. Mazo; AG - Alan GuarTE

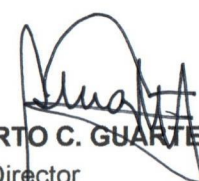
**Comments &  
Recommendations for  
Development Purpose:**

*Enhance participation in  
reasearch & extension.*

Evaluated/Rated by:

  
**ARTHUR IT. TAMBONG, FPSAE**  
Dept./Unit Head  
Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. GUARTE, Ph.D.**  
Dean/Director  
Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
Vice President  
Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2019  
 Name of Staff: Alan Guarte Position: Welder

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| Scale | Descriptive Rating | Qualitative Description   |
|-------|--------------------|---|
| 5     | Outstanding        | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4     | Very Satisfactory  | The performance meets and often exceeds the job requirements  |
| 3     | Satisfactory       | The performance meets job requirements  |
| 2     | Fair               | The performance needs some development to meet job requirements.  |
| 1     | Poor               | The staff fails to meet job requirements  |

| A. Commitment (both for subordinates and supervisors)                              |   | Scale |   |   |   |   |
|--|---|-------|---|---|---|---|
| 1.   | Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  | 5     | 4 | 3 | 2 | 1 |
| 2.   | Makes self-available to clients even beyond official time   | 5     | 4 | 3 | 2 | 1 |
| 3.   | Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay | 5     | 4 | 3 | 2 | 1 |
| 4.   | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  | 5     | 4 | 3 | 2 | 1 |
| 5.   | Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks   | 5     | 4 | 3 | 2 | 1 |
| 6.   | Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.  | 5     | 4 | 3 | 2 | 1 |
| 7.   | Keeps accurate records of her work which is easily retrievable when needed.   | 5     | 4 | 3 | 2 | 1 |
| 8.   | Suggests new ways to further improve her work and the services of the office to its clients   | 5     | 4 | 3 | 2 | 1 |
| 9.   | Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university                             | 5     | 4 | 3 | 2 | 1 |
| 10.  | Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele               | 5     | 4 | 3 | 2 | 1 |
| 11.  | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  | 5     | 4 | 3 | 2 | 1 |
| 12.  | Willing to be trained and developed   | 5     | 4 | 3 | 2 | 1 |
| Total Score  |   |       |   |   |   |   |
| B. Leadership & Management (For supervisors only to be rated by higher supervisor) |   | Scale |   |   |   |   |
| 1.   | Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors  | 5     | 4 | 3 | 2 | 1 |
| 2.   | Visionary and creative to draw strategic and specific plans and targets of the  | 5     | 4 | 3 | 2 | 1 |



|  |      |   |   |   |   |
|--|------|---|---|---|---|
| office/department aligned to that of the overall plans of the university.  |      |   |   |   |   |
| 3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.  | 5    | 4 | 3 | 2 | 1 |
| 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.   | 5    | 4 | 3 | 2 | 1 |
| 5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit | 5    | 4 | 3 | 2 | 1 |
| Total Score  | 56   |   |   |   |   |
| Average Score  | 4.67 |   |   |   |   |

Overall recommendation

improve recording,  
 Note: Since the employee started work at end of march 2019, the  
 rating will be decided by 2 for rating period Jan-Dec. 2019.

ARTHUR H. TAMBONG, FPSAE  
 Name of Head

"Exhibit I"

## PERFORMANCE MONITORING FORM

Name of Employee: Mr. Alan M. Guarte

Period: January-June 2019

| 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        | Teaching in MS Courses                    | Grade reports          | 1-2-2019      | 6-30-2019                   | 6-30-2019                | NA                 | NA                              | Not Teaching MS         |
| 2        | Teaching in BS Courses                    | Grade reports          | 1-2-2019      | 6-30-2019                   | 6-30-2019                | NA                 | NA                              | Not Teaching            |
| 3        | Research                                  | Research support       | 1-2-2019      | 6-30-2019                   | 6-30-2019                | I                  | VS                              | Improve more            |
| 4        | Extension                                 | Extension support      | 1-2-2019      | 6-30-2019                   | 6-30-2019                | I                  | VS                              | Improve more            |
| 5        | Support to operations                     | Documents and services | 1-2-2019      | 6-30-2019                   | 6-30-2019                | VI                 | O                               | Improve more            |
| 6        | General administration & support services | Documents and services | 1-2-2019      | 6-30-2019                   | 6-30-2019                | VI                 | O                               | Improve more            |
| 7        | ISO preparations                          | Documents and services | 1-2-2019      | 6-30-2019                   | 6-30-2019                | VI                 | O                               | Improve more            |

\* Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP), not applicable (NA)

\*\*Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P), not applicable (NA)

NOTE: Mr. Alan M. Guarte started work at DABE in April 2019.

Prepared by:

PROF. ARTHUR IT. TAMBONG, FPSAE  
Head, DABE



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALAN M. GUARTE**

Performance rating: **3.90 (S) for the period January-June 2019**

**Aim:** The employee as an effective and efficient implementor of 5S and ISO standards in the Department of Agricultural and Biosystems Engineering (DABE).

**Proposed Interventions to Improve Performance:** Standardization of office management

**Date:** January 2019

**Target Date:** June 2019

**First Step**

- Re-orientation on 5S
- Re-orientation on ISO standards

**Result:**

- Refreshed knowledge on 5S
- Refreshed knowledge on ISO standards

**Date:** July 2019

**Target Date:** December 2019

**Next Step:**

- Implementation of 5S
- Implementation of ISO standards

**Outcome:**

- No outcome yet/Not applicable for period January-June 2019

**Final Step/Recommendation:**

- Enhance implementation of 5S
- Enhance implementation of ISO standards

**Conforme:**

  
**ALAN M. GUARTE**

Ratee

Prepared by:

  
**ARTHUR IT. TAMBONG, FPSAE**  
Head of Unit