


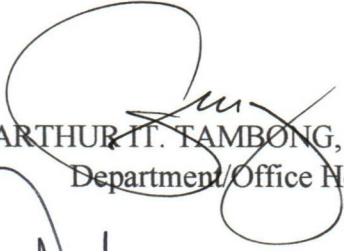
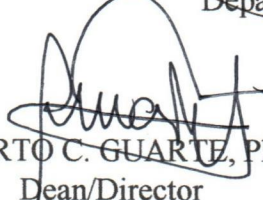
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: MANUEL E. CASANGCAPAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical (2x3)
1. Instruction			
a. Head/Dean (50%)		2.37	
b. Students (50%)		2.00	
Total for Instruction	40%	4.37	1.75
2. Research			
a. Client/Dir. for Research (50%)		Not Available	
b. Dept.Head/Dean/Director (50%)		4.26	
Total for Research	30%	4.26	1.28
3. Extension			
a. Client/Dir. for Extension (50%)		Not Available	
b. Dept Head/Dean/Director (50%)		4.70	
Total for Extension	15%	4.70	0.71
4. Administration	10%	4.67	0.47
5. Production	5%	4.85	0.24
TOTAL			4.44

EQUIVALENT NUMERICAL RATING: 4.44
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: _____
ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MANUEL E. CASANGCAPAN
Name of Faculty/Staff
Recommending Approval:

Reviewed by:

ARTHUR T. TAMBONG, FPSAE
Department/Office Head

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

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

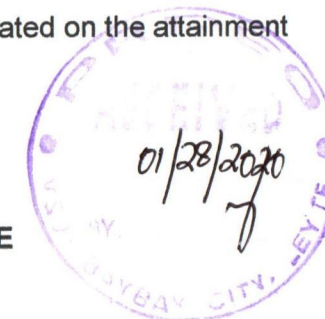
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MANUEL E. CASANGCAPAN, of the Department of Agricultural and 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 January to June, 2019.


MANUEL E. CASANGCAPAN
 Ratee

Approved:


ARTHUR T. TAMBONG, FPSAE
 Head of Unit



MFOs/ PAPs	Success Indicators	Task Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1.	ADVANCED EDUCATION SERVICES								
	OVPI MFO 1. Graduate Degree Program Management Services								
	PI 1: Number of graduate degree specializations offered and monitored	Assisting	1	1	5	5	4	4.67	MSAE with 3 specializations
	PI 2: Total FTE monitored								No MS teaching load
	PI 3: Percentage of students who graduated within the prescribed period	Assisting	50%	29%	5	4	4	4.33	2 out of 7 (low % is normal in MS degree programs)
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction	Assisting	0	2	5	5	4	4.67	DABE Best Thesis Awards in Water Res., Renewable Energy
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Assisting	60%	100%	5	5	4	4.67	MS Students
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
	a. Pursuing advanced research degree program								No opportunity yet

Control No. 09

	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:				27.67	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Teaching	200	318	5	5	5	5.00	Individual FTE
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Teaching	100%	100%	5	5	5	5.00	BSAE & BSABE
	PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)	Teaching	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 licansure exam (compared to previous year's percentage)	Teaching	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	Teaching	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	Teaching	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	Teaching	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	Teaching	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	Teaching	10	21	5	5	5	5.00	21 BS Thesis/OJT manuscripts approved
	PI 10: Number of student organizations advised/assisted								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	Teaching	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	Teaching	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:				78.00	

UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted	Researcher/ assisting	1	7	5	5	4	4.67	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
	PI 2. Number of research proposals approved	Researcher/ assisting	1	1	5	4	4	4.33	DOST Balik Scientist Project: ROC -1
	PI 3. Number of research studies conducted	Researcher/ assisting	6	1	5	5	4	4.67	DOST Balik Scientist Roject: ROC -1
	PI 4. Number of research projects/studies completed within the year	Researcher/ assisting	3	4	5	5	4	4.67	4 Climate Change Studies: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences								
	In int'l fora/conferences	Researchr/asstng	0	0	N/A	3	4	3.50	No opportunity yet
	In nat'l fora/conferences	Researchr/asstng	1	1	5	4	4	4.33	In PSABE Nat'l Convention: AIT-1
	In reg'l fora/conferences	Researchr/asstng	1	1	5	4	4	4.33	AIT-1 in ATI, Isabela
	In institutional fora/conferences	Researchr/asstng	2	3	5	5	4	4.67	AIT-2 in OVPRE, ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of paper submitted for publication in internationally indexed journals	Researchr/asstng	0	1	5	4	4	4.33	AIT-1: EB Journal (Europe)
	PI 7. Number of published papers in peer-reviewed journals								
	In refereed int'l journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	In refereed nat'l journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	In institutional journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Researchr/asstng	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
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Researchr/asstng	0	465	5	5	4	4.67	DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Researchr/asstng	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	Research/assistant	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)	Research/assistant	0	0	N/A	3	4	3.50	Many papers presented, unfortunately no award received so far
	Total Points			Subtotal:				160.50	
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Extensionist, 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	Extensionist, 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	Extensionist, 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	Extensionist, 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	Extensionist, assisting	15	255	5	5	5	5.00	Biogas Training=50 persons; RERC Field Trips = 100 persons; Senior High Schools = 80 students from VSULHS, Ormoc, Hilongos, & Baybay; TESDA Training=25 persons
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring	Cooperating/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 & Technology

	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	Evaluator	0	6	5	5	4	4.67	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:				70.50	
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

	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	Support	1	2	5	5	4	4.67	RCG-1: ISO Workshops
	PI 4: Number of seminars/trainings/conventions/workshops outside the university	Support	2	2	5	5	4	4.67	RCG-1:CHED-TPET Workshops
	PI 5: 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
	PI 6: 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

	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	Workforce	1	2	5	5	4	4.67	BSAE & BSABE
	PI 2: Degree program compliant with CHED requirements	Workforce	1	2	5	5	4	4.67	BSAE & BSABE
	PI 2a. QMS on faculty recruitment, development	Workforce			N/A	N/A	N/A		Not applicable

UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES

	PI 1. Number of Risk Assessment/Review conducted	Support	1	1	5	5	4	4.67	DAE Risk Assessment in coordination with Dean's Office
	PI 2. Number of risks identified	Support	5	10	5	5	4	4.67	10 Risks identified
	PI 3. Number of risks adressed/minimized	Support	5	10	5	5	4	4.67	10 Risks minimized
	PI 4: Number of legitimate complaints received	Support	0	0	5	5	4	4.67	Outstanding; none received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescibed period	Support	100%	100%	5	5	4	4.67	100% or equivalent to "no complaint to comply"

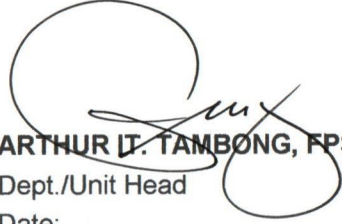
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
	Board Topnotchers	Teaching	0	2	5	5	5	5.00	2 ABE Board Exam Topnochers: Top 3 - Gerald Ompod, Top 7 - Donna Pagliawan
	International Accreditation	Workforce	0	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	Assisting	0	4	5	5	5	5.00	4 Field Trips Oriented at RERC
			Subtotal:					53.33	
Total Over-all Rating						334.667			
Average Rating						4.648			
Adjectival Rating						Outstanding			

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

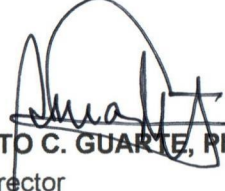
**Comments &
Recommendations for
Development Purpose:**

*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: _____

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUAR TER
	2nd	
X	3rd	
X	4th	

Name of Office: **Dept. of Agricultural & Biosystems Engineering**

Head of Office: **Prof. Manuel E. Casangcan**

Signature: _____ Date: _____

Number of Personnel: **7 (Including 1 Faculty on Sabbatical Leave)**

Name & Position of Immediate Supervisor: **Dr. Roberto C. Guarte, Dean, College of Engineering**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. MONITORING					
Monitoring of the submission of Outcomes-Based Syllabus by Department for July-Dec. 2019	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	COE Memos 02, 05, 14 s. 2019	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Monitoring of Faculty members performance with OBE principles for July-Dec. 2019	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos 08, 14 s. 2019	Notices of Meeting	All faculty members have adopted OBTL Syllabus
Monitoring of Attendance of Faculty and Staff members for July-Dec. 2019	Reminded heads to monitor attendance of faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos 05, 06, 14 s. 2019	Notices of Meeting	Monitored using logbook
Monitoring of Classroom observations by the Department Heads for July-Dec. 2019	Reminded heads to monitor the conduct of classroom instruction by faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos, 06, 14 s. 2019	Notices of Meeting	Conducted unscheduled monitoring of classroom instruction
Monitoring of the conduct of exit survey of graduating students for July-Dec. 2019	Reminded heads to conduct exit survey of graduating students following the established COE OBE format	Included in ManCom and Collegewide Meetings	COE Memos 06, 14 s. 2019	Notices of Meeting	Most of the departments have started conducting OBE-based Exit Survey of graduating students
Monitoring of the submission of OPCR-IPCR for July-Dec. 2019	Reminded heads to monitor submission of OPCR and IPCR following COE template	Included in ManCom and Collegewide Meetings	COE Memo 05, 06, 08, 14 s. 2019	Notices of Meeting	Faculty and staff were constantly reminded to submit on time their OPCR-IPCR

II. COACHING					
Coaching on the submission of Outcomes-Based Syllabus by Department for July-Dec. 2019	Reminded heads to strictly monitor submission of OBE Syllabus by the faculty members	Included in ManCom and Collegewide Meetings	COE Memos 02, 05, 14 s. 2019	Notices of Meeting	Faculty members have submitted OBE Syllabus of their respective subjects
Coaching of Faculty members performance with OBE principles for July-Dec. 2019	Reminded heads to monitor faculty members regularly	Included in ManCom and Collegewide Meetings	COE Memos 08, 14 s. 2019	Notices of Meeting	All faculty members have adopted OBTL Syllabus
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Conducted by:


ROBERTO C. GUARTE
 Dean, College of Engineering
 Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS
 Vice Pres. for Instruction
 Next Higher Supervisor

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: Prof. Manuel E. Casangcapan

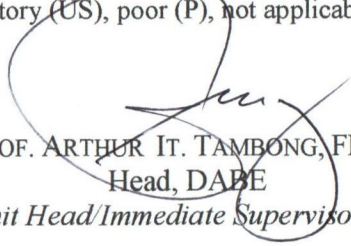
Period: January-June 2019

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	I	VS	Improve more
3	Research	Researches conducted	1-2-2019	6-30-2019	6-30-2019	I	VS	Improve more
4	Extension	Extension conducted	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)

Prepared by:


PROF. ARTHUR IT. TAMBONG, FPSAE
Head, DABE
Unit Head/Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MANUEL E. CASANGCAPAN**

Performance rating: **4.44 (0)** 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

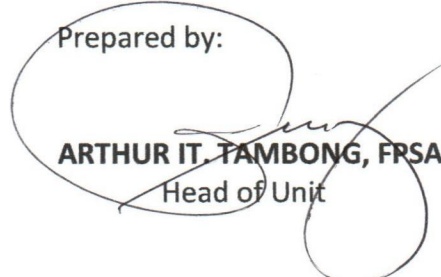
Final Step/Recommendation:

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

Conforme:


MANUEL E. CASANGCAPAN
Ratee

Prepared by:


ARTHUR I. TAMBONG, FPSAE
Head of Unit