VISAYAS
STATE UNIVERSITY

COLLEGE OF ENGINEERING AND TECHNOLOGY
Visca, Baybay City, Leyte 6521-A, Philippines
Email Address: roberto.guarte@vsu.edu.ph
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SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Roberto C. Guarte

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean/VPI (50%)	4.95	2.475	
b. Students (50%)	5.00	2.50	
TOTAL for Instruction	70%	4.975	3.483
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration	10%	5.00	0.50
5. Production			
TOTAL			4.983

EQUIVALENT NUMERICAL RATING: 4.983

Additional Points:

   Chairman of CHED TCABE   0.1

TOTAL NUMERICAL RATING: 5.083

ADJECTIVAL RATING: Outstanding

Prepared by:

ROBERTO C. GUARTE
Name of Faculty

Reviewed by:

BEATRIZ S. BELONIAS
Immediate Supervisor

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

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VISAYAS STATE UNIVERSITY

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROBERTO C. GUARTE, faculty member of the Department of Agricultural and Biosystems Engineering and Dean of the College of Engineering and Technology 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 2021.

ROBERTO C. GUARTE
Professor and Dean
Date: as of June 30, 2021

Approved:

BEATRIZ S. BELONIAS
Professor III/VP for Instruction
Date: 7/26/2021

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management 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	2	2	5	5	4	4.67	Not Graduated due to Pandemic
		A3. Number of students advised on thesis/special problem/dissertation								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	4	4.67	Not Craduated due to Pandemic
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . 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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	15.25	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4	5	5	5	5.00	
		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	0	0	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	7	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USSO*							
		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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2					0.00	
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	
		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	Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:							0.00	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		1	5	5	5	5.00	ISO 9001:2015 First Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		A 26. Other outputs implementing the new normal due to covid 19	Attendance to CHED-TCABE and CHED-tPET Virtual Meetings and COPC Monitoring Visits	4	5	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by 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	2	3	5	5	5	5.00	Conducted three (3) Research Projects with potential industry adoptability on: 1) Bioenergy geberation, 2) Evaporative Cooling for Vegetable Storage, and 3) Ram Pump Technology for Vegetable Production
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-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							
		In refereed int'l journals								
		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		3	5	5	5	5.00	Presented four (4) Research Posters as entries to the 32nd Joint ViCARP-RRDEN Regional Symposium last March 23-24, 2021.
		In int'l fora/conferences								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		In nat'l/regional fora/conferences								
	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								
		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 reviewed paper							
		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 SERVICES										
	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	Identifies and links with probable partners for extension activities and maintains this active partnership							
	PI 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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
	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								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	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							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	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							
		Number of RE Demo Unit maintained for educational purposes		9	10	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of 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-conformity	zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations			1	5	5	5	5.00	
		On institutional accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted	Spearhead and facilitates the Conduct of College Seminars/Workshops/Trainings		2	5	5	5	5.00	Constructed the following: (1) Aquaculture Demonstration Farm, and (2) CET CSSC Office

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0% Complaint	0% Complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	2	4	5	5	5	5.00	OBE-Syllabus and Modules, 5S Practices, Record Management, ISO-based Forms
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of departments and/or service units supervised and monitored	Supervising and monitoring	9	10	5	5	5	5.00	DABE, DCE, DCST, DGE, DME, DMet, RERC, VSU-TVET, Engineering Workshop, Office of the Dean-CET
		No. of management meetings conducted	Preside at least one (1) college-wide meeting per semester; at least once every month for CET ManCom Meeting and RERC	6	20	5	5	5	5.00	Conducted one (1) Collegewide Meeting, one (1) faculty meeting, one (1) CET-DRCC Meeting, one (1) Curriculum Committee Meeting and four (4) ManCom Meetings, and 12 meetings with RERC
		Number of documents attended and served	Review and Approve documents	1,000	1000	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	10	20	5	5	5	5.00	
		Area of lawn supervised (sq.m, approx.)	Supervises the maintenance of lawn	5,000	5000	5	5	5	5.00	
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	2	3	5	5	5	5.00	
	Total Over-all Rating								134.33	
	Average Rating								4.98	
	Adjectival Rating								O	

Comments and Recommendations for Development Purposes:

He's a very hardworking and inspiring Dean.

Evaluated & Rated by:

signature

BEATRIZ S. BELONIAS
Immediate Supervisor
Date: 7/26/2021

Recommending Approval

signature

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: 7/26/2021

Approved by:

signature

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/26/2021