

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Dr. DANIEL LESLIE S. TAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction (25%)			
a. Head/Dean (50%)	<b>12.5%</b>	5.00	0.625
b. Students (50%)	<b>12.5%</b>	5.00	0.5
2. Research	<b>15%</b>	5.00	0.75
3. Extension	<b>5%</b>	5.00	0.25
4. Production	<b>5%</b>	5.00	0.25
5. Administration/Support to Operation	<b>50%</b>	4.99	2.49
<b>TOTAL</b>	<b>100%</b>		<b>4.87</b>

EQUIVALENT NUMERICAL RATING:

4.87

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.87

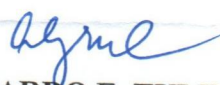
ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

  
**DANIEL LESLIE S. TAN**  
Name of Faculty

Approved:

  
**EDGARDO E. TULIN**  
President

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

"Exhibit B"  
**RECEIVED**  
 A24-104  
 26 JUL 2024

I, **DANIEL LESLIE S. TAN**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December, 2023**.

  
**DANIEL LESLIE S. TAN**  
 Vice President for Administration & Finance  
 Date:

Approved:

  
**EDGARDO E. TULIN**  
 President  
 Date:

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplishment	Rating				Remarks
					Q	E	T	A	
MFO1: Advanced & Higher Education Services									
	Number of FTE implemented	5.00	18.50	370%	5	5	5	5.00	
Instruction Services:									
To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE and BSAE student	1 MSAE Student, 8 BSAE Students	300%	5	5	5	5.00	
To teach BSABE Courses	No. Courses/ Students taught	1 Course	ABEn 147, ABEN178,	200%	5	5	5	5.00	
	Sub-total (Points):				15.00	15.00	15.00	15.00	
	Sub-Total (Average Score):				5.00	5.00	5.00	5.00	
MFO3: Research Innovation Services									
Research Services:									
To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	Research workload units conducted	13.5 units (whole year)	Development of an Automated Drying System for Cassava Grates Using a Real-time Moisture Content Sensor	100%	5	5	5	5.00	
			Enhancing the Resilience of the Communities at Risk to Natural Hazards						
	Technologies Generated	1 Technology	1. Improved pneumatic dryer for grates, 2. Sweetpotato Aeroponics system	200%	5	5	5	5.00	
	Proposal Submitted	1 Project proposal	Evalauation of the Different Fruit and Vegetable Products using the PhilRootcrops Vacuum Fryer	100%	5	5	5	5.00	
	Sub-total (Points):				15.00	15.00	15.00	15.00	
	Sub-Total (Average Score):				5.00	5.00	5.00	5.00	



**MFO4: Extension Services****Extension Services**

To share technologies/information	Technical expert service conducted as resource person	Resource Person to at least 1 training/seminar	Resource person to Balangkoy: DOST supported project in Kalinga, Apayao	100%	5	5	5	5.00	
OTHER Services (Additional)	Awards		Regional HAP Awardee (Lingkod Bayan Group Category)	100%	5	5	5	5.00	
	Paper Reviewer		Reviewed 3 articles for PJUST (Phil Journal for Agriculture, S&T)	300%	5	5	5	5.00	

**Production/Income- Generating Projects**

Fabricate processing machines for clientele	Fabricate processing machines	Fabricate at least 2 processing machines	Flour processing system (4 machines) for Surigao, c/o Licensing Agreement.	200%	5	5	5	5.00	
	<b>Sub-total (Points):</b>				<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	
	<b>Sub-Total (Average Score):</b>				<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	

**MFO 5: Support to Operations**

Administrative Services and Management	Number of Offices and units directly supervised and monitored	19	25	132%	5	5	5	5.00	
	Number of university-wide committees chaired and coordinated	7	14 (NAPB, PMT, AO25, SIAC, VACDUPOA, VASC, Crisis Mgt., OSH, VSU Finance Comm., Director's under OVPAF, Inspectorate, Energy Conservation, Calibration Comm., Risk Mgt/)	200%	5	5	5	5.00	
	Number of university-wide committees meetings conducted	45	49	189%	5	5	5	5.00	
	Number of administrative and financial documents reviewed	2,000	4,070	204%	5	5	4	4.67	
	Number of Memorandum issued	2	7 (Memo Circular-4; Memorandum-2)	500%	5	5	5	5.00	
	Number of linkages with external agencies maintained	10	20 (COA, DBM, BTr, LBP, NEDA, CHED, BIR, PHILHEALTH, Pag-ibig Fund, GSIS, CSC, PASUC, NAP, Local ITF, Ombudsman, CPOWLI, PhilGEPS, Bureau of Fire Protection, DOST, Local LGU)	200%	5	5	5	5.00	
Physical facilities development and	Number of infrastructure coordinated and monitored	4	6	150%	5	5	4	4.67	

maintenance	Percentage of building and facilities inspected for preventive and corrective maintenance	100% of scheduled maintenance inspected	100% of scheduled maintenance inspected	100%	5	5	4	4.67	
	Percentage of repair and maintenance of light vehicles and heavy equipment programs	100% of scheduled maintenance monitored	100% of scheduled maintenance monitored	100%	5	5	4	4.67	
	Percentage of solid waste collected and disposed	100% collected and disposed	100% collected and disposed	100%	5	5	5	5.00	
	Percentage of laboratory instruments and equipment for prepreventive and corrective	100% of scheduled maintenance works	100% of scheduled maintenance works	100%	5	5	4	4.67	
	Percentage of well-maintained campus beautification and landscape	100% of scheduled campus landscape well-maintained	100% of scheduled campus landscape well-maintained	100%	5	5	5	5.00	
Financial Management Services	Percentage of financial documents received and approved	Documents released within 45 mins	Documents released within 30 mins	150%	5	5	4	4.67	
	Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committess and agencies	100% submission, 80% approved as NEP/PRE Tier 1 & 2	1 volume of budget proposal submitted	100%	5	5	5	5.00	
	Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for a ll funds; error free	100% budgetary accountability reports submitted on time, error free	100% budgetary accountability reports submitted on time, error free	100%	5	5	5	5.00	
Personnel Services and Management	No. of activities conducted in compliance to ISO requirements/alignment to QMS coordinated & monitored	2 RSP, 2 L&D, 1 PM and 3 R&R processes	2 RSP, 2 L&D, 1 PM and 3 R&R processes	100%	5	5	5	5.00	
	Number of human resource management systems monitored	6	6	100%	5	5	5	5.00	
Medical and Dental Health Services	Percentage of medical-related services monitored	100%	100%	100%	5	5	5	5.00	
	Percentage of dental-related services monitored	100%	100%	100%	5	5	5	5.00	
	Percentage of emergency calls responded	100%	100%	100%	5	5	5	5.00	
	Percentage of public health services in the new normal traced and monitores	100%	100%	100%	5	5	4	4.67	
Disaster and Risk-Reduction Management Services	Percentage of investigation and reported incidents conducted	95%	95%	100%	5	5	4	4.67	
	Percentage of emergency calls responded	95%	95%	100%	5	5	5	5.00	



Information and Communications Technology Management Services	Percentage of system development, enhancement and debugging maintained	50%	50%	100%	5	5	5	5.00	
	Percentage of network infrastructure and internet connectivity established	50%	50%	100%	5	5	5	5.00	
Support Services	Efficient customer friendly frontline service	Zero complaint	Zero complaint	100%	5	5	5	5.00	
	Sub-total (Points):				130.00	130.00	<del>122.00</del> 127.00	<del>127.33</del> 129.00	
	Sub-Total (Average Score):				5.00	5.00	<del>4.69</del> 4.88	<del>4.90</del> 4.96	
Total Over-all Rating							<del>479.00</del>	177.33	
Average Rating (Total Over-all rating divided by # of entries)			4.97 4.93		Comments & Recommendations for Development Purpose  excellent work ✓				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.97 4.93						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

  
**EDGARDO E. TULIN**  
 Immediate Supervisor

Date: \_\_\_\_\_

1 - quality

3 - timeliness

2 - efficiency

4 - average

Approved by:

  
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

Head of Office: DANIEL LESLIE S. TAN

Number of Personnel: 5


	1st	Q U A R T E R
	2nd	
	3rd	
	4th	


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocumented informal discussion with concerned staff				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
**DANIEL LESLIE S. TAN**  
Immediate Supervisor

  
**EDGARDO E. TULIN**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DANIEL LESLIE S. TAN  
Performance Rating: July 1 – December 31, 2023

Aim:

Development of capability to manage existing resources and personnel to cope up with the "New Normal".

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: July - December 31, 2023

First Step: Attend to seminars on strategies and innovations to cope with administrative responsibilities.

Result:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
**EDGARDO E. TULIN**  
President

Conforme:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance

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