SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FELICIANO L. SINON JR.

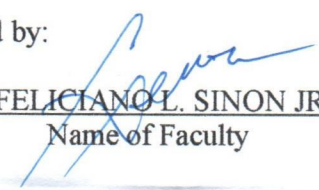| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
i. Head/Dean (50%)		4.72	
j. Students (50%)			
Total for Instruction	80%	4.72	3.78
2. Research			
i. Client/Dir. for Research (0%)			
j. Dept. Head/Center Director (0%)			
Total for Research	20%	4.83	0.97
3. Extension			
i. Client/Dir. for Extension (0%)			
j. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING: 4.75
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

FELICIANO L. SINON JR.   ELDON P. DE PADUA
Name of Faculty   Department Head

Recommending Approval:

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

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELICIANO L. SINON JR., a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

Approved:

FELICIANO L. SINON JR.
Instructor I
Date: 04 Jan 2021

ELDON P. DE PADUA
Department Head
Date: 14 Jan 2021

ROBERTO C. GUARTE
Dean, CET
Date: 18 Jan 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
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							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		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							
		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		25.25	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2	4	5	5	4.67	ESci123 (Midterm Grade), ESci132 (Midterm Grade)

PI	Activity	Description						Average	Remarks
	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							
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1						
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	2	4	4	4	4.00	Esci123 (1LE), ESci132 (1LE)
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	4	4	4	4	4.00	Esci123 (2), ESci132 (2)
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4						
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	10	10	5	5	5	5.00	

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10						
		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	120	23	4	4	4	4.00	
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO							
		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	2	2	5	5	5	5.00	ESci123 and ESci132
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	5	5	5.00	ESci123 and ESci132
		Supplemental learnin	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	2	5	5	5	5.00	ESci123 and ESci132
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	ESci123 and ESci132
		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	2						Passed Dept TRP, not reviewed by MMDC yet.

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3		5	5	5	5.00	ESci123, ESci132 and ESci114 (Lab)
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		4		5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								

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			1	4	5	5	4.67	Development of an Emeregency Shelter using Engineered Bamboo
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								
	In int'l fora/conferences									
	In nat'l/regional fora/conferences				1	5	5	5	5.00	

	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 faculty or student w/ faculty)								
		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							
	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							

	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								
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-confor mity	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	100% complia nt	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complai nt	Zero % 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							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all Rating									81.33	
	Average Rating									4.78	
	Adjectival Rating									Outstanding	

Comments & Recommendations for Development Purposes:

Engr. Simon has shown excellence in his work. Nonetheless, I recommend that he will be sent for trainings/workshops to improve his potential in research and extension.

Evaluated & Rated by:

ELDON P. DE PADUA
Department Head
Date: 14 Jan 2021

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date: 18 Jan 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/27/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **FELICIANO L. SINON JR.**

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	7-1-2020	12-31-2020	11-31-2020	VI	O	ESci 114, ESci 123 & ESci 132
3	Research services	Research Conducted	2019	On-going	On-going	VI	VS	Bamboo Shed Shelter
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)
**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:

ELDON P. DE PADUA
Head, DABE