

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 (2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		2.36	
Total for Instruction	40%	4.81	1.92
2. Research			
a. Client/Dir. for Research (50%)		Not Available	
b. Dept.Head/Dean/Director (50%)		4.70	
Total for Research	30%	4.70	1.41
3. Extension			
a. Client/Dir. for Extension (50%)		Not Available	
b. Dept Head/Dean/Director (50%)		4.73	
Total for Extension	15%	4.73	0.71
4. Administration	10%	5.00	0.50
5. Production	5%	5.00	0.25
TOTAL			4.79

EQUIVALENT NUMERICAL RATING: 4.79

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Outstanding

Prepared by: _____


FELICIANO L. SINON, JR.
Name of Faculty/Staff

Reviewed by: _____


MANUEL E. CASANGCAPAN
Department/Office Head

Recommending Approval: _____


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

Approved: _____


BEATRIZ S. BELONIAS, Ph.D.
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FELICIANO L. SINON, JR., 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 July to December, 2019.

FELICIANO L. SINON, JR.
Ratee

Approved:


MANUEL E. CASANGCAPAN
Head of Unit/Immediate Supervisor

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	5	5.00	MSAE with 3 specializations
	PI 2: Total FTE monitored		6.7	16	5	4	5	4.67	Total FTE for 6 MS Thesis; Non-Graduate School accomplishments of DLST are counted at PhilRootcrops
	PI 3: Percentage of students who graduated within the prescribed period	Assisting	N/A	N/A					No graduation schedule during this period
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction	Assisting	N/A	N/A					No graduation schedule during this period
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Assisting	60%	100%	5	5	5	5.00	MSAE Students as raters
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
	a. Pursuing advanced research degree program		0%	N/A					No opportunity yet

	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	Assisting	100%	100%	5	5	5	5.00	RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood improvement	Assisting	100%	100%	5	5	5	5.00	RCG - Protus Cookstove & solar lighting; AIT - employment generation from FS; DLST - machines
	d. whose research work resulted in an extension program	Assisting	0%	33%	5	5	5	5.00	RCG renewable energy research
	Total Points:			Subtotal:				29.67	
UMFO 2. HIGHER EDUCATION SERVICES									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Assisting	150	402.67	5	5	5	5.00	This is Individual FTE; Total DABE FTE = 1,932.67 for 1st Sem 2019-20
	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)	Teaching	(60%)	(84%)					Students who graduated May 2019 (Reported in Jan-June period): 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)	Teaching	(100%)	(121%)					Students who graduated May 2019: Computation: 100%+((84-69.23)/69.23 x100%)
	PI 5: Number of students who graduated within the prescribed period	Teaching	(60%)	(91%)					Students who graduated May 2019: 20 of 22
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Teaching	N/A	N/A					No graduation during this period
	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 or pursuing MS (based on student monitoring feedback)
	PI 8: Number of academe/industry linkages established/maintained	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	N/A	N/A					No defense during this period
	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Teaching	N/A	N/A					No defense during this period
	PI 10: Number of student organizations advised/assisted	Advising/Assisting	2	2	5	4	5	4.67	JJDL: PSABE-VSC; RCG: CoE-SSC
	PI 11: Number of instructional materials developed/revised								
	a. OBE-compliant syllabi	Workforce	4	6	5	5	5	5.00	AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1
	b. Teaching guides/Student guides/Laboratory Manuals	Workforce	1	1	5	4	5	4.67	AIT-1: Irrigation Engineering (partial only; sabbatical output)
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Workforce	4	5	5	4	5	4.67	PowerPoint visual matls: RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1
	d. On-line interactive learning resources per subject	Workforce	0	1	5	4	5	4.67	AIT-1: Bytex Feasibility Analyzer - Revised Datasets Version 2019 (interactive but offline or on classroom only)
	PI 12: Number of instruction-related awards								
	Number of national student awards	Teaching	0	N/A					No regular convention or contest during this period
	Number of honor graduates	Teaching	N/A	(3)					Reported in Jan-June 2019: Fatima Gumamac, BSAE - Cum Laude; plus 2 board topnotchers- Top 3 & Top 7; placed under additional outputs)
	Total Points			Subtotal:				43.67	

UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted	Researcher/ assisting	1	1	5	5	5	5.00	DA-BAR Proposal: MEC -defended proposal at DA-BAR En Banc. AIT- Revised & submitted proposal at DA-BAR
	PI 2. Number of research proposals approved	Researcher/ assisting	1	1	5	4	5	4.67	ROC-1: DOST Balik Scientist Project
	PI 3. Number of research studies conducted	Researcher/ assisting	6	5	5	4	5	4.67	ROC: DOST Balik Scientist Roject; MGS: MS Research (UPD); EDP: MS Research (UPLB); RCG: 2 Researches
	PI 4. No. of research projects/studies completed w/in the year	Researcher/ assisting	3	3	5	4	5	4.67	RCG - 2 Varied researches; ROC - Balik Scientist Rersearch on Biodiesel
	PI 5. No. of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora & conferences								
	<i>In int'l fora/conferences</i>	Researchr/asstng	0	0	N/A				No opportunity yet
	<i>In nat'l fora/conferences</i>	Researchr/asstng	1	1	5	4	5	4.67	MGS: MS Research, UP Dilimn
	<i>In reg'l fora/conferences</i>	Researchr/asstng	1	1	5	4	5	4.67	AIT-1 in ATI-Reg. 2, Isabela
	<i>In institutional fora/conferences</i>	Researchr/asstng	2	3	5	4	5	4.67	AIT-2 in OVPRE & ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of papers submitted for publication in internationally indexed journals	Researchr/asstng	0	1	5	4	5	4.67	AIT-1: Submitted to Science and Humanities Journal. Title: <i>Hydropower Potentials of Biliran Islands in the Philippines Assessed Through ArcSWAT Simulation and Synthetic Aperture Radar Spatial Data - by Tambong, Bacordo, Martinez & Garcia</i>
	PI 7. Number of published papers in peer-reviewed journals								
	<i>In refereed int'l journals</i>	Researchr/asstng	0						
	<i>In refereed nat'l journals</i>	Researchr/asstng	0						
	<i>In institutional journals</i>	Researchr/asstng	0						
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Researchr/asstng	0						
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Researchr/asstng	0	465	5	4	5	4.67	ROC: DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Researchr/asstng	50	100	5	4	5	4.67	RCG: 2 Researches

	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Researchr/asstng	0	4	5	4	5	4.67	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)	Researchr/asstng	0	0	N/A				Many papers presented, unfortunately no award received so far
	Total Points			Subtotal:				95.33	
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Extensionist, assisting	240	5,280	5	5	5	5.00	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Extensionist, assisting	1	1	5	4	5	4.67	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 3: Number of IEC materials/techno-guides developed/used	Extensionist, assisting	1	2	5	4	5	4.67	RCG-2: Solar Technoguides
	PI 4: Number of beneficiaries served								
	<i>Groups</i>	Extensionist, assisting	3	4	5	4	5	4.67	4 RERC Field Trip Groups
	<i>Individuals</i>	Extensionist, assisting	15	100	5	5	5	5.00	RERC Field Trips = 100 to 120 persons
	PI 5: Number of technical/expert services provided/rendered								
	Extension Mentoring	Cooperating/ Assisting	1	2	5	4	5	4.67	RCG-2: research mentorings to junior DABE faculty
	Peer reviewers/Panelists		0	0	N/A				No opportunity yet
	Resource Person		2	5	5	4	5	4.67	RCG: 1 CHED-TPET & 2 ISO Orientatns; AIT: 2 ATI Trainings

	Convenor/Organizer	Assisting	1	1	5	5	5	5.00	RCG-1:CHED-TPET Forum
	Consultancy		1	3	5	4	5	4.67	AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns
	Evaluator	Evaluator	0	N/A					No opportunity yet
	PI 6: Number of extension projects conducted	Assisting	1	3	5	4	5	4.67	RCG - Solar ; AG: Assisting TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting
	PI 7: Number of extension proposals submitted	Assisting	1	1	5	4	5	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 8: Number of extension proposal approved	Assisting	1	1	5	4	5	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	4	5	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	4	5	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	4	5	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						No opportunity yet
	Total Points				Subtotal:			71.00	
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	5	5.00	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	5	5.00	RCG-2: ISO Workshops
	PI 4: Number of seminars/trainings/conventions/workshops outside the university		Support	2	2	5	5	5	5.00	RCG-1:CHED-TPET Workshops; FLS - Machinery workshops
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated		Support	60%	100%	5	5	5	5.00	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	4	5	5	5	5.00	4 Various local seminars/workshops attended by diff. DABE faculty
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	5	5.00	BSAE & BSABE
	PI 2: Degree program compliant with CHED requirements		Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2a. QMS on faculty recruitment, development		Workforce	0		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	5	5.00	DAE Risk Assessment in coordination with Dean's Office
	PI 2. Number of risks identified		Support	5	10	5	5	5	5.00	10 Risks identified
	PI 3. Number of risks adressed/minimized		Support	5	10	5	5	5	5.00	10 Risks minimized
	PI 4: Number of legitimate complaints received		Support	0	0	5	5	5	5.00	Outstanding; none received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescibed period		Support	100%	100%	5	5	5	5.00	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)								
	ISO Evaluation undergone	Teaching	0	1	5	5	5	5.00	Passed Stage 1 of ISO evaluation (whole VSU including DABE & CET)
	International Accreditation maintained	Workforce	0	1	5	5	5	5.00	1 Int'l Accreditation maintained - Washington Accord
	Nationa Accreditation maintained	Workforce	0	1	5	5	5	5.00	AACCUP Level 3 Phase 2 (2nd to highest level) - BSAE/BSABE
	Regional Accreditation maintained	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 (ROC)
	Number of Field Trips Accommodated	Assisting	0	3	5	5	5	5.00	3 Field Trips Oriented at RERC
					Subtotal:			55.00	
Total Over-all Rating					286.000				
Average Rating					4.847				
Adjectival Rating					Outstanding				

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

Comments & Recommendations for Development Purpose:

Needs to exert further on research and extension.

Evaluated/Rated by:

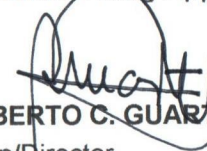


MANUEL E. CASANGCAPAN

Unit Head/Immediate Supervisor

Date: _____

Recommending Approval:

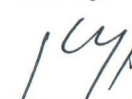


ROBERTO C. GUARTE, Ph.D.

Dean/Director

Date: _____

Approved by:



BEATRIZ S. BELONIAS, Ph.D.

Vice President

Date: _____

1 - Quality, 2 - Efficiency, 3 - Timeliness, 4 - Average

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **Feliciano L. Sinon Jr.**

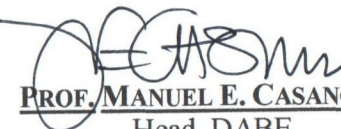
Period: July-December 2019

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	7-1-2019	12-29-2019	12-29-2019	NA	NA	Not Teaching MS
2	Teaching in BS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
3	Research	Researches conducted	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
4	Extension	Extension conducted	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
5	Support to operations	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
6	General administration & support services	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
7	ISO preparations	Documents and services	7-1-2019	12-29-2019	12-29-2019	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. MANUEL E. CASANGCAPAN
Head, DABE
Unit Head/Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

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

Performance rating: **4.79 (O) for the period July-Dec. 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

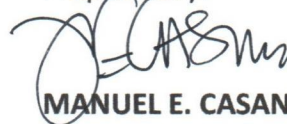
Outcome:

- Started implementing 5S
- Started implementing ISO standards

Final Step/Recommendation:

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

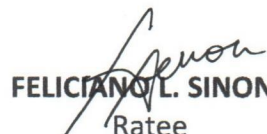
Prepared by:



MANUEL E. CASANGCAPAN

Head of Unit

Conforme:



FELICIANO L. SINON, JR.
Ratee