

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Engr. Eldon P. De Padua

Program involvement (1)	Percentage Weight of involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		2.50	
TOTAL for Instruction	90%	4.95	4.46
2. Research	5%	4.30	0.22
3. Extension	5%	4.40	0.22
4. Administration/Support to Operation			
5. Production			
TOTAL			4.89

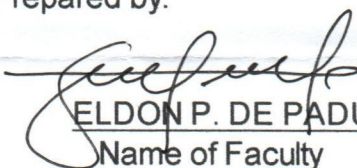
EQUIVALENT NUMERICAL RATING: 4.89

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: Outstanding


Prepared by:


ELDON P. DE PADUA
Name of Faculty

Reviewed by:


ARTHUR T. TAMBONG, FPSAE
Department Head

Approved by:


EDGARDO E. TULIN, Ph.D.
President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ELDON P. DE PADUA***, Faculty of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2016.

*started September 2016

ELDON P. DE PADUA
Instructor I

Date: 14 December 2016

ARTHUR IT. TAMBONG, FPSAE
Department Head

Date: 14 December 2016

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

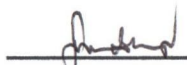
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Sept-Dec 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Teaching	Teaches two (2) BSAE subjects per semester or four (4) subjects per year equivalent to 16 FTE	8.00	20.95	5	5	5	5.0	Teacher's Leave (1st sem SY 2016-2017 only)
		PI 10. Number of academe/industry linkage established	Coordinating	Establishes at least one (1) linkage with academe / industry	1	1	5	5	4	4.7	MSU-General Santos
		PI 11. Number of students advised									
		<i>On consultation</i>	Consultation/Tutorial	Consulting/Tutoring students of courses under DAE	25	51	5	5	5	5.0	Consultation (walk-in) - 22 BSAE students; Tutorials: Introduction to Statistics (14 students); Solid Mensuration (15 students)

		PI 13. Number of instructional materials developed	Preparation/ Revising/ Encoding/ Printing									
		<i>New syllabi</i>		Prepares syllabi	2	4	5	5	4	4.7	Esci 133 - Engineering Mechanics; AE 158 - Soil & Water Conservation Engineering; Esci 134 - Fluid Mechanics; AE 135 - Fund. of Surveying	
		<i>Revised syllabi</i>		Revises syllabi	1	1	5	5	4	4.7	AE 162 - Ag. Machinery & Equipment	
		<i>New Powerpoint lecture presentation (per course)</i>		Preparing powerpoint lecture presentation/s	2	3	5	5	4	4.7	Math 13 - College Algebra & Trigo.; AE 162 - Ag. Mach. & Eqpt.; AE 157 - Water Mgmt (Lab)	
		<i>Revised Powerpoint lect. presentation (per course)</i>		Revises powerpoint lecture presentation/s	1	1	5	5	4	4.7	AE 162 - Ag. Machinery & Eqpt.	
		PI 14. Additional outputs										
		Number of problem sets prepared	Preparation	Prepares and prints problems sets	3	10	5	5	5	5.0	Esci 133 - 2 sets; Math 13 - 3 sets; AE 157 - 5 sets	
		Number of exams prepared	Preparation	Prepares and prints examinations	6	17	5	5	5	5.0	Esci 133 - 2 sets Long Exams, 2 sets Midterm and Final Exams, 2 sets Removal Exam; Math 13 - 1 set Long Exam, 2 sets Midterm and Final Exams, 3 sets Removal Exam; AE 162 - 2 sets Long Exam, 2 sets Midterm and Final Exams, 1 Practical Exam	
		Number of quizzes prepared	Preparation	Prepares and prints quizzes	5	13	5	5	5	5.0	Esci 133 - 4 sets; Math 13 - 4 sets; AE 162 - 5 sets	
		Number of assignments prepared	Preparation	Prepares and prints assignments	4	11	5	5	5	5.0	Esci 133 - 5 sets; Math 13 - 4 sets; AE 162 - 2 sets	
		Number of laboratory exercises/activity/project/reports prepared	Preparation	Prepares and prints laboratory exercises/activity/project/reports	7	13	5	5	5	5.0	AE 162 - 2 sets Lab Exercises, 5 sets Lab Activities, 1 set Report; AE 157 - 2 sets Lab Exercises, 2 sets Lab Activities, 1 set Project	
		Number of days of Outcomes-Based Education seminars/trainings/workshops/reviews attended	Participant	Participates OBE seminars/trainings/workshops/reviews	1	1	5	5	5	5.0	Outcomes-Based Education Seminar Workshop for Newly Hired Faculty by Dr. RC Cuarte at POTC, VSU, Baybay City, Leyte	

		Number of seminars/trainings/workshops/reviews attended	Participant	Participates seminars/trainings/workshops/reviews	2	5	5	5	5	5.0	1) Climate Change Adaptation Technologies, Mitigation Techniques, and Management Services; 2) Writeshop on the Development of the Policies and Standards for the BS Agricultural and Biosystems Engineering (BSABE) aligned to Outcomes-Based Education, K to 12 and the New GEC; 3) Seminar on Research Ethics and Techniques in Scientific Writing; 4) HIV Seminar; 5) Seminar/Workshop on 5S and Record Management
		<i>Best Practices/New Initiatives</i>									
		Number of Level III AACCUP Accreditation applied	Preparation/ Encoding/ Printing	Preparation and printing of documents for AACCUP	1	1	5	5	5	5.0	AACCUP Level III Phase I (Area III - Curriculum) - Oct. 17-22, 2016
MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Prepares and submits one (1) project proposal for funding	1	1	5	4	4	4.3	Project Title: Optimization of Biodiesel Yield from Coco Oil with Unknown FFA Level. Study 2: Optimization of Biodiesel Yield at Varying Levels of Potassium Hydroxide (KOH) catalyst
MFO 4	Extension Services	PI 5. Number of extension proposals submitted	Extension study	Prepares and submits one (1) project proposal for funding	1	2	5	4	4	4.3	1) Project Title: Provision of Expert Services in Engineering, Information Technology and Related Fields. Component 3: Provision of Consultancy Services ; 2) Project Title: Training Series on Software-Aided Feasibility Study Preparation Component 2: Training on Software-Aided Feasibility Study Preparation for VSU Engineers and Computer Scientists

		PI 6. Percent of extension proposals approved		Prepares and submits one project proposals for funding. Approved at College Level	100	100	5	4	4	4.3	1) Project Title: Provision of Expert Services in Engineering, Information Technology and Related Fields. Component 3: Provision of Consultancy Services ; 2) Project Title: Training Series on Software-Aided Feasibility Study Preparation Component 2: Training on Software-Aided Feasibility Study Preparation for VSU Engineers and Computer Scientists
		PI 9. Additional outputs									
		<i>Resource Persons</i>	Preparation/ Encoding/ Presentation	Preparing seminar lecture and presentation	1	1	5	4	5	4.7	Agricultural Engineering Seminar & Exhibit
MFO 5	Support to Operations	PI 4. Number of seminars/ trainings/conventions/ workshops coordinated/participated outside of the university	Participant	Participating seminars/ trainings/conventions/ workshops coordinated outside of the university	1	1	5	4	5	4.7	Writeshop on the Development of the Policies and Standards for the BS Agricultural and Biosystems Engineering (BSABE) aligned to Outcomes-Based Education, K to 12 and the New GEC at Ramada Manila Central located at Ongpin corner Quintin Paredes Streets, Binondo, Manila
		Best practices/new initiatives:									
		Number of seminar/training presentations prepared	Resource Person	Preparation/Encoding/ Printing	1	1	5	5	5	5.0	Agricultural Engineering Seminar & Exhibit at RDE Hall, VSU, Visca, Baybay City, Leyte (as Resource Speaker) on 22 October 2016
MFO 6	General Admin. & Support Services (GASS)	PI 10. Efficient and customer-friendly frontline service	Supervising	Supervise frontline to served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
Number of Performance Indicators Filled-up							22				
Total Over-all Rating							105.667				
Average Rating							4.803				
Adjectival Rating							Outstanding				

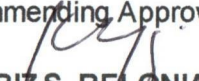
Received by:


 Planning Officer
 Date: _____

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT
 Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Agricultural Engineering

Head of Office: ARTHUR IT. TAMBONG

Name of Faculty/Staff: ELDON P. DE PADUA Signature:  Date: 12/14/2016

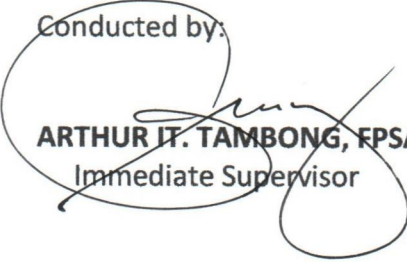
NOTE*: No direction received from Academic Personnel Board (APB) to coach faculty with negative comments from students.

Comments from students:

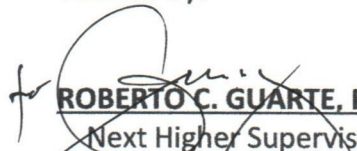
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring (see note* above)					
Coaching (see note* above)					

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

Conducted by:


ARTHUR IT. TAMBONG, FPSAE
Immediate Supervisor


Verified by:


ROBERTO C. GUARTE, Ph.D.
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Eldon P. De Padua**
Performance Rating: _____

Signature:  Date: 12/14/16

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: 8 Nov. 2016 Target Date: 4th Quarter, 2016

First Step: The faculty was programmed for MS in Farm Machinery starting August 2017 in the DAE Faculty Development Program for 2017 to 2021. The faculty has started preparing required documents for his Admission application at UP Los Baños.

Result:

Preparation of MS application and required documents on-going.

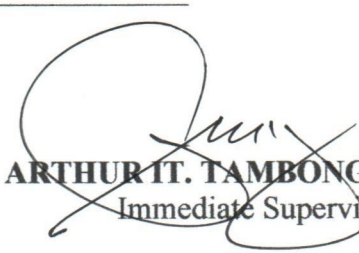
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ARTHUR T. TAMBONG, FPSAE
Immediate Supervisor