

**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%)	12.5%	5.00	0.62
b. Students (50%)	12.5%	5.00	0.62
2. Research	15%	5.00	0.75
3. Extension	5%	5.00	0.25
4. Production	5%	5.00	0.25
5. Administration/Support to Operation	50%	4.99	2.49
TOTAL	100%		4.98


EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
DANIEL LESLIE S. TAN  
Name of Faculty

Approved:

  
EDGARDO E. TULIN  
President



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **DANIEL LESLIE S. TAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.98  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

Approved:

**EDGARDO E. TULIN**  
President



**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **Dr. 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 **January 1 - June 30, 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	
<b>MFO1: Advanced &amp; Higher Education Services</b>									
	Number of FTE implemented	5.00	18.50	370%	5	5	5	5.00	
<b>Instruction Services:</b>									
To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE and BSAE student	1 MSAE Student (Katherine Padilla), 8 BSAE Students (Jan Mata, Audrenelle Colorito, Lianna Cairo, Lyn Pasicolan, Benard Boiser, Quenilyn Almoroto, Annelyn Vermug, Carine Rose Luciano)	350%	5	5	5	5.00	
To teach BSABE Courses	No. Courses/ Students taught	1 Course	ABEn 147, ABEN178,	200%	5	5	5	5.00	
<b>Sub-total (Points):</b>					<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	
<b>Sub-Total (Average Score):</b>					<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	
<b>MFO3: Research Innovation Services</b>									
<b>Research Services:</b>									
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  Enhancing the Resilience of the Communities at Risk to Natural Hazards	100%	5	5	5	5.00	
	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	Evaluation of the Different Fruit and Vegetable Products using the PhilRootcrops Vacuum Fryer	100%	5	5	5	5.00	
<b>Sub-total (Points):</b>					<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	
<b>Sub-Total (Average Score):</b>					<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	



**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>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</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	85 (Jan-27; Feb-22; Mar-6; April-14; May-7; June-9)	189%	5	5	5	5.00
	Number of administrative and financial documents reviewed	2,000	5,326	266%	5	5	5	5.00
	Number of Memorandum issued	2	10 (Memo Circular-9; Memorandum-1)	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 maintenance	Number of infrastructure coordinated and monitored	4	6	150%	5	5	5	5.00
	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	5	5.00	
	Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committees 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 II 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 monitored	100%	100%	100%	5	5	5	5.00	
Disaster and Risk-Reduction Management Services	Percentage of investigation and reported incidents conducted	95%	95%	100%	5	5	5	5.00	
	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	
<b>Sub-total (Points):</b>					<b>130.00</b>	<b>130.00</b>	<b>127.00</b>	<b>129.00</b>	
<b>Sub-Total (Average Score):</b>					<b>5.00</b>	<b>5.00</b>	<b>4.88</b>	<b>4.96</b>	
<b>Total Over-all Rating</b>								<b>179.00</b>	
Average Rating (Total Over-all rating divided by # of entries)			<b>4.97</b>		<b>Comments &amp; Recommendations for Development Purpose:</b>  <i>Excellent worker and encourage more initiatives</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			<b>4.97</b>						
ADJECTIVAL RATING			<b>Outstanding</b>						

Evaluated & Rated by:



**EDGARDO E. TULIN**

Immediate Supervisor

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

1 - quality

3 - timeliness

2 - efficiency

4 - average

Recommending Approval:

\_\_\_\_\_  
N/A

Approved by:



**EDGARDO E. TULIN**

President

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





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 2023

Name of Staff: **DANIEL LESLIE S. TAN**

Position: **VP for Administration & Finance**

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
	Total Score 25				
	Average Score 5				

Overall recommendation : \_\_\_\_\_

  
**EDGARD E. TULIN**  
 President



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			
<b>Monitoring</b>	Unrecorded/undocumented informal discussion with concerned staff				
<b>Coaching</b>	Unrecorded/undocumented informal discussion with concerned staff				

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

Conducted by:



**DANIEL LESLIE S. TAN**  
Immediate Supervisor

Noted by:



**EDGARDO E. TULIN**  
Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **DANIEL LESLIE S. TAN**

Performance Rating: **January 1 – June 30, 2023**

Aim:

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

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: January 1 – June 30, 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

\_\_\_\_\_