

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELDON P. DE PADUA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.50	
b. Students (50%)		2.25	
Total for Instruction	70%	4.75	3.33
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept Head/Center Director (0%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension	10%	5.00	0.50
4. Administration & Support to Operations	20%	5.00	1.00
5. Production			
TOTAL			4.83


EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: **Outstanding**


Prepared by:


ELDON P. DE PADUA
Name of Faculty


Reviewed by:


JANNET C. BENCURE
Dean, CET

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
ROTACIO S. GRAVOSO
Vice President



VISAYAS
STATE UNIVERSITY




**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**


Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 525-0140 local 1015
Email: dabe@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELDON P. DE PADUA, 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 2023.


ELDON P. DE PADUA
Instructor I
Date:

Approved: 
JANNET C. BENCURE
Dean, CET
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	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	Prepares Power Point presentation, video, etc.							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line	Submits the course ware duly reviewed by TDP							
		A 7 : Number of virtual	Creates virtual classroom using either							

	<u>PI 10</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	10.45	5.65	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	5	4	4	4.33	
		<u>A 11</u> . 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							
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	5	5	4	4.67	
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	5	5	5	4	4.67	
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	2	5	5	4	4.67	
	<u>PI 8</u> : Number of students	<u>A16</u> . Number of students	Acts as academic	50	127	5	5	5	5.00	

		A17 . Number of students advised on thesis/ field practice/special problem:		9	5	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		3					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	250	200	5	5	5	5.00	Academic advisees, PSABE VSUSC officers, Thesis Students, other BSABE students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	PSABE VSUSC (during the Acquaintance Party and student onboarding)
	PI 10: Number of instructional	A 21 : Number of on-line	Prepares and							
		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	15	10	5	5	5	5.00	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	23	15	5	5	5	5.00	
		A 23 : Number of on-line	Submits the course							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	CQI forms for Washington Accord
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		6	5	5	5	5.00	CAO, CENRO, Chandria, DBSN, NIA 7, NIA 8
		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	3	1	5	5	5	5.00	Evaporative Cooling system demo unit (automated prototype)
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	Comprehensive Baseline Documentation and Product-Market Profiling of the Jackfruit Industry in Philippines

	PI 3. Percentage of research	A 29. Percentage of <i>Writes publishable</i>								
		<i>In refereed int'l journals</i>		1						
		<i>In refereed nat'l/regional</i>								
	PI 4. Number of research	A 30. Number of research <i>Prepares, submits</i>								
		<i>In int'l fora/conferences</i>		1						
		<i>In nat'l/regional</i>		1						
	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	50%	50%	5	5	5	5.00	
	PI 6. Additional outputs*	A 32. No. of research-related awards (journal articles/scientific paper)								
		A 33. Number of journal articles/scientific paper	Acts as peer							
		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		1	5	5	5	5.00	CLGU Baybay
	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		2	5	5	5	5.00	(1) Rice Machineries Operations Training (2) Technology Demonstration and Seminar on RERC technologies

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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 the QMS 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-conformity	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% compliant	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 % complaint	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 performing functions resulting to best practice	1	5	5	5	5.00	Upgrading of VSU Farm Mechanization Facilities submitted to, approved, and funded by DA through DA-ACEF
	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							158.33	
Average Rating							4.66	
Adjectival Rating							Outstanding	

Comments & Recommendations for Development Purposes:

Keep up the good work!
Pursue PhD.

Evaluated & Rated by:


JANNET C. BENCURE
Dean, CET
Date:

Recommending Approval:


JANNET C. BENCURE
Dean, CET
Date:

Approved by:



BEATRIZ S. BELONIAS
~~**ROTACIO S. GRAVOSO**~~
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **ELDON P. DE PADUA**

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	Graduate Student Manuscript	7-1-2023	12-31-2023	12-31-2023	VI	VS	GAC Member of MS Students
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	7-1-2023	12-31-2023	12-31-2023	I	VS	ABEn 141; ABEn 199; ABEn 200b; ABEn 200.1; ABEn 200.2; ABEn 200.3
3	Research services	Research Conducted	7-1-2023	12-31-2023	12-31-2023	VI	VS	Evaporative Cooling system demo unit (automated prototype); Comprehensive Baseline Documentation and Product-Market Profiling of the Jackfruit Industry in Philippines
4	Extension services	Extension Conducted	7-1-2023	12-31-2023	12-31-2023	VI	O	(1) Rice Machineries Operations Training (2) Technology Demonstration and Seminar on RERC technologies
5	Support to operations	Varied ISO & acad. documents and services	7-1-2023	12-31-2023	12-31-2023	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2023	12-31-2023	12-31-2023	VI	O	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP) ohh

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


JANNET C. BENCURE

Dean, CET



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Eldon P. De Padua**

Performance Rating: 4.85

Aim:

1. **Engr. De Padua** as an effective and efficient implementor of the new OBE-dized four-year degree program in Bachelor of Science in Mechanical Engineering (BSABE) as provided for in the new CMO 94, s. of 2017.
2. **Engr. De Padua** as an effective leader.

Proposed Interventions to Improve Performance:

Note:

Engr. De Padua will be developed into an effective implementor of the new OBE-dized four-year BSABE Program. He will also be developed into an effective leader as he leads the Department of Mechanical Engineering.

Date: July 2023

Target Date: December 2023

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSABE as provided for in CMO 94, s. 2017.
- Orientation on the implementation of Outcomes-Based Education for BSABE curriculum


Second Step

- Send to trainings/workshops/seminars related to building leadership and management skills.


Results:

- Mastery on the provisions of CMO 94, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- Mastery on the preparation of Table of Specifications
- Mastery on implementing the Outcome-based Education
- Improved leadership and management skills

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


ELDON P. DE PADUA
Head, DABE