

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MANUEL E. CASANGCAPAN

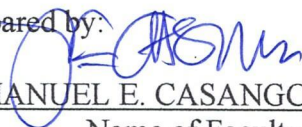
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.35	
b. Students (50%)		1.90	
Total for Instruction	90%	4.25	3.82
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			4.32

EQUIVALENT NUMERICAL RATING: 4.32

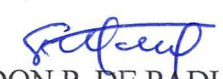
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.32ADJECTIVAL RATING: Very Satisfactory


Prepared by:


MANUEL E. CASANGCAPAN
Name of Faculty

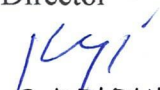
Reviewed by:


ELDON P. DE PADUA
Department Head

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, MANUEL E. CASANGCAPAN, 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.


MANUEL E. CASANGCAPAN

Associate Professor

Date:

Approved:


ELDON P. DE PADUA

Department Head

Date:


JANNET C. BENCURE

Dean, CET

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishm ent	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								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							

		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	40	23	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7	5	4	3	4.00	
		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							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	16	5	4	4	4.33	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	49	5	4	4	4.33	

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	14	5	5	4	4.67	
	PI 8: Number of students	A16. Number of students	<i>Acts as academic</i>	50	50	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:		8	10	5	4	4	4.33	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		2					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		8					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	250	295	5	4	4	4.33	
	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	1	1	4	4	4	4.00	
	PI 10: Number of instructional	A 21 : Number of on-line	Prepares and							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	24	79	5	5	5	5.00	
		A 23 : Number of on-line	Submits the course							
		A 24 : Number of virtual	Creates virtual	1	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	
		Agency/firm/Industry	Coordinates with							
		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	A27. Number of research	Conducts research							
	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	A 29. Percentage of	Writes publishable							
		In refereed int'l journals								
		In refereed nat'l/regional								
	PI 4. Number of research	A 30. Number of research	Prepares, submits							
		In int'l fora/conferences								

		<i>In nat'l/regional</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage 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 number of 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							
	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. <i>Number of technical/expert services</i>	A 40. <i>Number of technical/expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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 (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	4	4	4.33	
	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							
		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								74.33	
	Average Rating								4.13	
	Adjectival Rating								Very Satisfactory	

Comments & Recommendations for Development Purposes:

Explore strategies to improve your instruction rating.

Attend seminars/conferences/trainings to improve RDE and instruction capabilities.

Conduct RDE projects.

Evaluated & Rated by:


ELDON P. DE PADUA

Department Head

Date:

Recommending Approval:


JANNET C. BENCURE

Dean, CET

Date:

Approved by:


BEATRIZ S. BELONIAS

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM


Name of Employee: **MANUEL E. CASANGCAPAN**

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	Conduct classes, virtual classrooms w/ learning materls. & assessments	7-1-2023	12-31-2023	12-31-2023	VI	VS	ABEn 152; ESci 131n; ABEn 200b
3	Research services	-	-	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2023	12-31-2023	12-31-2023	I	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	I	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



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Manuel E. Casangcapan**

Performance Rating: 4.14

Aim: Engr. Manuel E. Casangcapan as a more effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance:

Note:

Engr. Casangcapan will be developed into a more effective instructor, researcher, and extensionist of DABE.

Date: July 1, 2023

Target Date: December 31, 2023

First Step

- Re-orientation on the roles and responsibilities of a faculty not only in the area of instruction but also in the areas of research, development, extension and innovation.

Second Step

- Send to relevant trainings/workshops/seminars/short-term courses to improve the technical and professional proficiency of the staff.

Results:

- Improved technical and professional skills.
- Mastery on the delivery of instruction in BSABE curriculum.
- Mastery on making project proposals and implementing/managing approved research and extension projects.

Prepared by:

ELDON P. DE PADUA
Head, DABE

Conforme:

MANUEL E. CASANGCAPAN
Instructor, DABE