SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JESSIE JAMES D. LAYAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.4	
b. Students (50%)		2.5	
Total for Instruction	100%	4.9	4.9
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			
5. Production			
TOTAL			4.90

EQUIVALENT NUMERICAL RATING: 4.90
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: **Outstanding**

Prepared by:

JESSIE JAMES D. LAYAN
Name of Faculty

Reviewed by:

MANUEL E. CASANGCAPAN
Department Head

Recommending Approval:

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

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>JESSIE JAMES D. LAYAN</u>, a faculty member of the <u>DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING</u> 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 January to June 2020.

Approved:

JESSIE JAMES D. LAYAN
Instructor I
Date: 10/5/20

MANUEL E. CASANGCAPAN
Department Head
Date: 10/5/20

ROBERTO C. GUARTE
Dean, CET
Date: 10/5/20

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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 resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.						

		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware 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		33.25	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	2	4	5	5	4.67	Aeng 40 (2)

		Indicator	Task							Remarks
		***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	30	25	4	5	5	4.67	AENg 173(5); ESci 134(6); ESci 110(8); ESci 146(6)
		***A12**. Number of trainings attended related to instruction*	Attend mandated trainings	3	1	4	5	5	4.67	Moodle Workshop
		***A13**. Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	2	1	4	5	5	4.67	Aeng 40(1); (Note: The classes were suspended due to COVID pandemic before the scheduled exams)
		***A14**. Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	5	6	5	5	5	5.00	Aeng 40- 3 Quizzes, 3 Seatworks (Note: Classes were suspended due to Covid19 pandemic)
		***A15**. Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	20	6	4	5	5	4.67	Aeng 40 (4); (Note: Classes were suspended due to Covid19 pandemic)

PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	14	14	5	5	5	5.00	Field Practice Manuscript praparation
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	14	14	5	5	5	5.00	Field Practice Manuscript preparation
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	30	5	5	5	5.00	Class were suspended halfway through the suspension due to COVID pandemic
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	3	2	4	5	5	4.67	PSABE-VSUSC; CET-SSC

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	3						No activities during this period due to Covid19 Pandemic
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel								
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	4	5	5	4.67	ESci 110
		Supplemental learning r	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	Aeng 40 and ESci 110
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Aeng 40 and ESci 110

		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2	1	4	5	5	4.67	ESci 110	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	1	4	5	5	4.67	ESci 110	
PI 11. Additional outputs		**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								

		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							
	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 outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								

		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. *Number of technical/expert services*	**A 40** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries						
	Research Mentoring	*Research Mentor*							
	Peer reviewers/Panelists	*Peer reviewers/Panelists*							
	Resource Persons	*Resource Persons*							
	Convenor/Organizer	*Convenor/Organizer*							
	Consultancy	*Consultant*							
	Evaluator	*Evaluator*							

	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 (extn. 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 theQMS 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-confor mity	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 performfing 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							

PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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							
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							

Total Over-all Rating								92.03	
Average Rating								4.84	
Adjectival Rating								Oustanding	

Evaluated & Rated by:

MANUEL E. CASANGCAPAN
Department Head
Date: 10/8/20

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date: 10/5/20

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development Purpose:
   Conduct research and extension services, if possible.