



VISAYAS
STATE UNIVERSITY



**COLLEGE OF ENGINEERING
AND TECHNOLOGY**

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: roberto.guarte@vsu.edu.ph

Website: www.vsu.edu.ph

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Dr. Roberto C. Guarte

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean/VPI (50%)	4.94	2.47	
b. Students (50%)	5.00	2.50	
TOTAL for Instruction	70%	4.94 (4.97)	3.48 3.46
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration	10%	5.00	0.50
5. Production			
TOTAL			4.99 4.96

**EQUIVALENT NUMERICAL
RATING:**

(4.98) 4.96

Additional Points:

Chairman of CHED TCABE

0.1

TOTAL NUMERICAL RATING:

5.08

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ROBERTO C. GUARTE

Name of Faculty

BEATRIZ S. BELONIAS

Immediate Supervisor

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs



VISAYAS
STATE UNIVERSITY



"Exhibit B"
COLLEGE OF ENGINEERING AND TECHNOLOGY

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: coe@vsu.edu.ph

Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROBERTO C. GUARTE**, faculty member of the Department of Agricultural and Biosystems Engineering and Dean of the College of Engineering and Technology 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 to December 2020.

ROBERTO C. GUARTE

Professor and Dean

Date: **As of December 31, 2020**

Approved:

BEATRIZ S. BELONIAS

Professor I/VP for Instruction

Date: _____

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	Timelines	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	2	2	5	5	4	4.67	Timeliness is affected due to COVID-19
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	4	4.67	Timeliness is affected due to COVID-19

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	Timelines	Average	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							2.9

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	Timelines	Average	
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	2	22.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A11. 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	2	4	5	5	5	5.00	Conducted 2 long Examinations for ABE 131 with 75 students and 2 Long Exams for ABE 147 with 45 students
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	8	5	5	5	5.00	Conducted 4 regular quizzes and 4 re-examinations to improve student performance
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	6	5	5	5	5.00	Conducted 3 online Laboratory Exercises for ABE 131 with 75 students and another 3 Laboratory Exercises in ABEn 147 with 45 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students							

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	Timelines	Average	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		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							
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related							
	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	14	5	5	5	5.00	Developed 8 Modules (4 for ABEn 131 and 4 for ABEn 147 and 6 Laboratory Guides, 3 for each Course

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	Timelines	Average	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00	Developed 14 PowerAPoint Presentations (7 for ABEn 131 and 7 for ABEn 147) as Virtual Class materials
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	14	5	5	5	5.00	Administered 4 Quizzes, 4 Long Examinations and 6 Computational Laboratory Exercises
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Created MOODLE Virtual Classrooms one (1) each for ABEn 131 and ABEn 147
	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	2	10	5	5	5	5.00	Developed alternative flexible Learning Laboratory Exercise Guides and Provided a number of Online Educational Resources

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	Timelines	Average	
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	2	3	5	5	5	5.00	Currently implementing three(3) research activities with potential for industry adoption: 1) Biodiesel production from Chicken Fat, 2) Evaporative Storage for Fruits and Vegetable, 3) RAM Pump
	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								
	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								

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	Timelines	Average	
		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							
		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	Implements duly approved extension projects							

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	Timelines	Average	
	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							

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	Timelines	Average	
	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			12	5	5	5	5.00	Chaired 8 Virtual Meetings of CHED's Technical Committee for ABE, and conducted 4 CHED-TCABE Monitoring visits for COPC Issuance of HEIs offering MSABE and BSABE
		Number of RE Demo Unit maintained for educational purposes		9	9	5	5	5	5.00	RE Demo Units are located at the Renewable Energy Research Center
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		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							
		On program accreditations								
		On institutional accreditations								

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	Timelines	Average	
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted	Spearhead and facilitates the Conduct of College Seminars/Workshops/Trainings							
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0% Complaint	0% Complaint					
	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	2	4	5	5	5	5.00	OBE-Syllabus and Modules, 5S Practices, Record Management, ISO-based Forms
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of departments and/or service units supervised and monitored	Supervising and monitoring	9	18	5	5	5	5.00	Released 18 Supervising and Monitoring Memos and special emails
		No. of management meetings conducted	Preside at least one (1) college-wide meeting per semester; at least once every month for CET ManCom Meeting	3	5	5	5	5	5.00	Conducted one (1) Collegewide Meetings and four (4) ManCom Meetings
		Number of documents attended and served	Review and Approve documents	1,000	1,000	5	5	5	5.00	

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	Timelines	Average	
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	13	13	5	5	5	5.00	
		Area of lawn supervised (sq.m, approx.)	Supervises the maintenance of lawn	5,000	5,000	5	5	5	5.00	
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment							
Total Over-all Rating					21	104.33				
Average Rating						4.97				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purposes: <i>He is a very competent dean.</i>										

Evaluated & Rated by:

[Signature]
BEATRIZ S. BELONIAS

Immediate Supervisor
Date:

Recommending Approval

[Signature]
BEATRIZ S. BELONIAS

VP for Academic Affairs
Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
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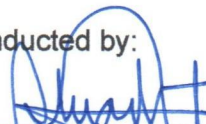
Name of Office: College of Engineering and Technology

Head of Office: Dr. Roberto C. Guarte

Name of Personnel: Eight (8) Administrative Clerks

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Admin Clerks of CET: <ul style="list-style-type: none">Ms. Michelle A. Borleo (CET),Ms. Susana Miñoza (RERC), andDepartment-based Clerks of the College of Engineering					
I. Monitoring					
a. Monitoring the efficient implementation of College Frontline services b. Monitoring the effective implementation of the College Records Management c. Monitoring of the implementation of the College Records Management Codes d. Monitoring of the implementation of 5S in the College	Regular personalized monitoring of College frontline services, Records Mgt., and 5S implementation	Conduct of Collegewide meeting emphasizing , among others, responsibilities of the members of the different college committees	CET Memo No. 2, 5, 8, 16, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none">College Frontline services, Records Management, and 5S are efficiently and effectively implemented
II. Coaching					
a. Coaching on efficient implementation of College Frontline services b. Coaching on the effective implementation of College Records Management c. Coaching on the implementation of the College Records Management Codes d. Coaching to implement 5S in the College Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting, emphasizing , among others, responsibilities of the members of the different college committees	CET Memo No. 2, 5, 8, 16, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none">College Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:


ROBERTO C. GUARTE
 Immediate Supervisor

Verified by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: College of Engineering and Technology

Head of Office: Dr. Roberto C. Guarte


Number of Personnel: Four (4) Administrative Staff (Utility, Foreman, skilled)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Administrative Staff of CET: <ul style="list-style-type: none">Mr. Armando Albarico,Mr. Rogelio E. PonceMr. Carlos B. MontajesMr. Christopher A. Urate					
I. Monitoring					
a. Monitoring of Building and lawn maintenance b. Monitoring of the Operation and Maintenance of tools equipment and laboratory facilities c. Monitoring of the Implementation and adoption of 5S in activities a and b	Regular personalized monitoring of buildings, lawns, and heavy equipment	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 5, 8, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none">CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S
II. Coaching					
a. Coaching on the Building and lawn maintenance b. Coaching on the Operation and Maintenance of tools equipment and laboratory facilities c. Coaching on Implementation and adoption of 5S in activities a and b d. Coaching on the Implement regular Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 5, 8, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none">CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S

Conducted by:

Verified by:


ROBERTO C. GUARTE
 Immediate Supervisor


BEATRIZ S. BELONIAS
 Next Higher Supervisor