



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	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.98

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

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
President

Exhibit K**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			
a. Head/Dean (50%)	20%	5.00	1.00
b. Students (50%)	10%	5.00	0.50
Total for Instruction	30%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research		-	-
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension		-	-
4. Support to Operation	20%	5.00	1.00
5. Administration	50%	5.00	2.50
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


DANIEL LESLIE S. TAN
Name of Faculty

Approved:

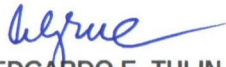

EDGARDO E. TULIN
President

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 **July 1 - December 31, 2021**.


DANIEL LESLIE S. TAN
 Vice President for Administration & Finance
 Date:

Approved:


EDGARDO E. TULIN
 President
 Date: 3/25/22

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplish ment	Rating				Remarks
					Q	E	T	A	
MFO1: Advanced & Higher Education Services									
	Number of FTE implemented	5.00	17.45	349%	5	5	5	5.00	
Instruction Services:									
To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE student	2MSAE Students: 1) Engr. Mary Rose Boston 2) Engr. Nilo Leorna	100%	5	5	5	5.00	
To teach BSABE Courses	No. Courses/ Students taught	1 Course	ABEn 147, ABEn 200.1, AEng 199, AGEN300	400%	5	5	5	5.00	
	Sub-total (Points):				15.00	15.00	15.00	15.00	
	Sub-Total (Average Score):				5.00	5.00	5.00	5.00	
MFO3: Research Innovation Services									
Research Services:									
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	Development of an Automated Drying System for Cassava Grates Using a Real-time Moisture Content Sensor	103.70%	5	5	5	5.00	
			Enhancing the Resilience of the Communities at Risk to Natural Hazards						
			Pilot Testing of Portable Vacuum Frying System for Mushroom and Portable Extruders for Rice-based Products in Central Luzon						
			Pilot Testing of the Portable Vacuum Frying System for Mushroom Products						
			Pilot testing of the Portable Extruders for Rice-based Products						

		Enhancing the Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte, and Linking with Related Industries Phase 2"						
Amount/value of research funds/resources externally generated	Php 1,000,000	P1,300,000	130%	5	5	5	5.00	
Technologies Generated	1 Technology	1. Sweetpotato and Rice Puff Products 2. Rice Puff Products	200%	5	5	5	5.00	
Proposal Submitted	1 proposal	"Development of Concept for Smart Sweetpotato Production and Processing Technologies"	100%	5	5	5	5.00	
Submit articles to refereed journals	1 journal article	"Development of the Portable Extruders and Extruded Cassava Products" submitted to ATR	100%	5	5	5	5.00	
Sub-total (Points):				25.00	25.00	25.00	25.00	
Sub-Total (Average Score):				5.00	5.00	5.00	5.00	

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: PSABE Visayas-Wide PSABE Convention, Dec 1,2, 2021 Resource Person: PSABE National Convention, April 26-28, 2021. Best Paper presentation (2nd Place) RICE Unlad Awardee for 2021	300%	5	5	5	5.00

Production/Income- Generating Projects

Fabricate processing machines for clientele	Fabricate processing machines	Fabricate at least 2 processing machines	Fabricated the Spinner for Grates and Dryer for FEA, Salcedo, Eastern Samar.	100%	5	5	5	5.00
Sub-total (Points):					10.00	10.00	10.00	10.00
Sub-Total (Average Score):					5.00	5.00	5.00	5.00


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	8	114%	5	5	5	5.00	1.NAPB, 2.PMT, 3.SIAC, 4.VACDUPOA., 5.VASC, 6.Tree Mgt., 7.Crisis Mgt., 8.OSH
	Number of university-wide committees meetings conducted	45	133	296%	5	5	5	5.00	
	Number of administrative and financial documents reviewed	2,000	3,626	181%	5	5	5	5.00	

	Number of Memorandum issued	2	7	350%	5	5	5	5.00	Memo Circular - 4, Memo - 3
	Number of linkages with external agencies maintained		20	100%	5	5	5	5.00	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
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 preceventive 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 committess 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 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 monitores	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	
	Sub-total (Points):				130.00	130.00	127.00	129.00	
	Sub-Total (Average Score):				5.00	5.00	4.88	4.96	
Total Over-all Rating								179.00	
Average Rating (Total Over-all rating divided by # of entries)			4.97		Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.97						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


EDGARDO E. TULIN
 Immediate Supervisor
 Date: 3/25/22


1 - quality
 2 - efficiency

3 - timeliness
 4 - average

Recommending Approval:

N/A

Approved by:


EDGARDO E. TULIN
 President
 Date: 3/25/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

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 improvement of his work accomplishment	5	4	3	2	1

12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	5				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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	5				
Average Score					
Overall recommendation	:	Excellent worker.			


EDGARDO E. TULIN
 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DANIEL LESLIE S. TAN
Performance Rating: July 1 – December 31, 2021

Aim:

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

Proposed Interventions to Improve Performance:

Date: _____ Target Date: August to December 2021

First Step: Attend to webinars on strategies and innovations to cope with administrative responsibilities during this pandemic.

Result:

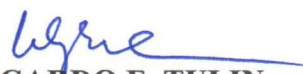
Date: _____ Target Date: _____

Next Step: _____

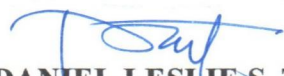
Outcome: _____

Final Step/Recommendation:

Prepared by:


EDGARDO E. TULIN
President

Conforme:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance
