Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JUCEL MARIE T. GUATLO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)		2.36	
f. Students (50%)		~~2.20~~ 1.95	
Total for Instruction	80%	4.31 ~~4.56 2.36~~	3.45 ~~3.65 1.89~~
12. Research			
e. Client/Dir. for Research (0%)			
f. Dept. Head/Center Director (0%)			
Total for Research			
13. Extension			
e. Client/Dir. for Extension (0%)			
f. Dept Head/Center Director (0%)			
Total for Extension	10%	5.00	0.50
14. Administration & Support to Operations	10%	5.00	0.50
15. Production			
TOTAL			4.45

EQUIVALENT NUMERICAL RATING: 4.45
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.45

ADJECTIVAL RATING: Very Satisfactory ~~Outstanding~~

Prepared by:

JUCEL MARIE T. GAUTLO
Name of Faculty

Reviewed by:

ELDON P. DE PADUA
Department Head

Recommending Approval:

JANNET C. BENCURE
Dean/Director

Approved:

BEATRIZ C. BELONIAS
~~ROTACIO S. GRAVOSO~~
Vice President

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUCEL MARIE T. GUATLO, 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 August to December 2023.

Approved:

JUCEL MARIE T. GUATLO
Instructor I
Date:

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 Accomplishment	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	Prepares Power Point presentation, video clips								
		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 TRR								
		A 7 : Number of virtual	Creates virtual classroom using either								

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		26.55	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	5	5	4	4.67	ESci 135 (3 sections)
	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	3	2	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	4	5	5	4	4.67	ESci 135 (3), ABEn 158 (1)
	A14. Number of	Prepares and	18	15	5	5	4	4.67	ESci 135 (10), ABEn 158
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	110	100	5	5	4	4.67	ESci 135 (68), ABEn 158 (32)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students		85	5	4	4	4.33	Academic Advicees-BSABE 1 (73)

PI	Activity	Description							Remarks
	A17. Number of students advised on thesis/ field practice/special problem:			12	5	5	4	4.67	Thesis Advisees -6 OJT Advisees - 6
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	6					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		6					
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	65	5	4	4	4.33	Various BSABE students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	4	4	5	4.33	Amaranth
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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	2	4	4	4	4.00	ESci 135, ABEn 158
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	13	5	5	5	5.00	ESci 135, ABEn 158

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	15	5	5	4	4.67	ESci 135, ABEn 158
		A 23 : Number of on-line	Submits the course							
		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	ESci 135, ABEn 158
	PI 11. Additional outputs	**A 25**. Number of								
		Program accreditation/evaluatio n	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		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								
		In nat'l/regional								

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~~ ~~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. 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			1	5	5	5	5.00	DTI Seminar
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*	.nsures 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	4	4	4.33	
	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	4	4	4.33	
	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/managem ent related activities and other outputs to implement new normal							
Total Over-all Rating								83.67	
Average Rating								4.65	
Adjectival Rating								Outstanding	

oved by:

TRIZ ƒ. BELONIAS

~~ACIO S. GRAVOSO~~

President for Academic Affairs

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JUCEL MARIE T. GUATLO**

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	O	ESci 135; ABEn 158; 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	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	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: **Jucel Marie T. Guatlo**
Performance Rating: _____

Aim: **Engr. Jucel Marie T. Guatlo** as an effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance:
Note:
Engr. Guatlo will be developed into a more effective instructor, researcher, and extensionist of DABE.

Date: August 16, 2023   **Target Date**:   November 30, 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:

JUCEL MARIE T. GUATLO
Instructor, DABE

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