



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

July - December 2019

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%)	4.95	2.48	
b. Students (50%)	5.00	2.50	
TOTAL for Instruction	70%	4.98	3.48
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration	10%	5.00	0.50
5. Production			
TOTAL			4.98

**EQUIVALENT NUMERICAL RATING:** 4.98


**Additional Points:**

Old Library Renovaton Project (15M)	0.01
Chairman of CHED TCABE	0.01

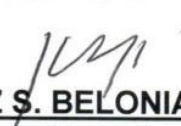
**TOTAL NUMERICAL RATING:** 5.00

**ADJECTIVAL RATING:** Outstanding

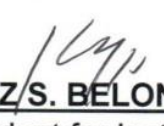
Prepared by:

  
**ROBERTO C. GUARTE**  
Name of Faculty

Reviewed by:

  
**BEATRIZ S. BELONIAS**  
Immediate Supervisor

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction



**VISAYAS**  
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### 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 July to December 2019.

**ROBERTO C. GUARTE**

Professor and Dean

Date: \_\_\_\_\_

**BEATRIZ S. BELONIAS**

Professor III/VP for Instruction

Date: \_\_\_\_\_

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of graduate degree specializations offered and monitored	Supervising/ Monitoring	Monitor graduate degree specialization offered under the college	1	1	5	5	5	5.00	MSAE
		PI 2. Number of FTE coordinated and implemented	Master Thesis	Teaches MSAE subject							
		PI 8. Number of graduate students advised on MS Program	Advising	Advises graduate student/s on MS Program	2	3	5	5	4	4.67	3 MS Students: Hermoso, Neri, Padilla
		PI 9. Number of graduate students advised on MS Thesis	Advising/revising	Advises student/s on thesis	2	3	5	5	4	4.67	3 MS Students: Hermoso, Neri, Padilla
TOTAL POINTS						Total n:	3			14.33	

Control No. 025



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MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<i>Student organizations advised</i>	Supervising	Supervise student organization	5	6	5	5	5	5.00	COE-SSC and other department-based organization
		<i>Student organizations assisted on student related activities</i>	Supervising/ Mentoring	Supervise student-related activities	6	6	5	5	5	5.00	Supervised at least six (6) student-related activities on the 1st half of 2019
		Number of days of Outcomes-Based Education seminars/trainings/ workshops/reviews conducted	Lead	Spearheading the conduct of series of seminars/ trainings/workshops/ reviews on the Outcomes-Based Education	1	2	5	5	5	5.00	Conducted OBE Orientation/ reviews
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.00	Center of Excellence in Agricultural Engineering
		Number of Washington Accord Accreditation maintained	Organizing and Coordinating	Spearheaded the preparation of documents for BSAE degree program and supervise the preparation for BSCE degree program	2	2	5	5	5	5.00	Washington Accord Accreditation for BSAE and BSCE degree programs
		<i>Number of Meetings of the CHED Technical Committee for Agricultural and Biosystems Engineering (TCABE) to evaluate the new BSABE Curriculum and documents of HEIs offering the new program as per CHED CMO 94, series of 2017</i>	Chairman	Evaluating HEI BS Degree Programs in Agricultural and Biosystems Engineering	3	3	5	5	5	5.00	Conducted TCABE Meeting, Attended TPET Meeting and Conducted two (2) National Monitoring and Evaluation Trainings, and one (1) actual monitoring visit



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<i>Number of BSABE degree programs in the Philippines evaluated as Chairman of CHED Technical Panel for Agricultural and Biosystems Engineer (TCABE)</i>	Chairman	Evaluating HEI BS Degree Programs in Agricultural and Biosystems Engineering	3	8	5	5	5	5.00	
		<i>Number of engineering policy-making meetings of the CHED Technical Panel for Engineering and Technology (TPET) attended</i>	Member	Formulate guidelines and policies in the implementation of engineering degree programs in the Philippines	3	5	5	5	5	5.00	
			<b>TOTAL POINTS</b>			<b>Total n</b>	<b>14</b>			<b>70.00</b>	
<b>MFO 3</b>	<b>Research Services</b>	<b>PI 3.</b> Number of research projects conducted and/or completed on schedule	Research Projects	Conduct research projects	3	3	5	5	5	5.00	Conducted Three (3) on Bioenergy, Evaporative Cooling, and Ram Pump plus Impact Evaluation Study on Solar Homelighting System (SHS) in five (5) Island Barangays in Leyte and So. Leyte
		<b>PI 4.</b> Number of research proposals submitted	Research Projects submitted for continuation of on-going projects	Prepare and submit research projects for continuation this year	3	3	5	5	5	5.00	
		<b>PI 5.</b> Percent of research proposals approved		Prepares and submits one (1) project proposal for funding	1	2	5	5	5	5.00	Two (2) Cradle Project Proposals
		<b>PI 6.</b> Amount of research money generated from external funding (Thousand PHP)	Research project	Prepares and submits project proposal funding							

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>PI 7.</b> Amount of research money generated from institutional funding (Thousand PHP)	Research project	Prepares and submits project proposal funding	P500K	807K	5	5	5	5.00	P150,000.00 (NCERC); 206,265.60 (RERC); P807,832.00 (4 CC-funded research); P195,640.00 CE research project
			<b>TOTAL POINTS</b>			<b>Total n:</b>	<b>4</b>			<b>20.00</b>	
<b>MFO 4</b>	<b>Extension Services</b>	<b>PI 2.</b> Number of IEC materials/technoguides developed/used	Supervision	Supervision of IEC materials/technoguides development	5	15	5	5	5	5.00	Supervised the development and production of RE brochures, etc.
		<b>PI 3.</b> Number of beneficiaries served									
		<i>Groups</i>	Supervision and Monitoring	Monitoring of SHS units in Leyte, Southern Leyte, and Biliran	50	541	5	5	5	5.00	Spearheaded the conduct of monitoring of SHS units in Leyte (360 SHS) and Southern Leyte (181 SHS)
				Assessment of Solar Power Associations (SoPA) in Leyte, Southern Leyte, and Biliran	4	4	5	5	5	5.00	Spearheaded the conduct of assessment of Solar Power Associations in Apid (1 SoPAs); Dawahon (3 SoPA)
		<i>Individuals</i>	Supervision and Monitoring	Supervise/ Monitor Solar Home System beneficiaries	210	541	5	5	5	5.00	Spearheaded the conduct of household monitoring activities in Leyte (360 HHs) and Southern Leyte (181 HHS)



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>PI 4.</b> Number of extension projects conducted and/or completed on schedule	Extension project implementation	Spearhead at least two (2) project and/or completed on schedule	2	3	5	5	5	5.00	Spearheads the implementation of HEP in Leyte, Southern Leyte, and Biliran; Leads the monitoring of Solar Streetlight Project for Super Typhoon Yolanda-Affected Areas in Leyte; Help Alliance Project for the Kindergarten and Elementary Schools in Albura and Baybay
		<b>PI 8.</b> Amount of extension money generated from institutional funding (Thousand PHP)	Extension projects	Prepares and submits extension project proposal funding	P250K	356,265.60	5	5	5	5.00	P150,000.00 (NCERC); P206,265.60 (RERC)
<b>MFO 5</b>	<b>Support to Operations</b>	<b>PI 3.</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Supervising/ Monitoring	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	80%	5	5	5	5.00	At least 80% of the faculty supervised got a rating of at least VS
		<b>PI 5.</b> Number of in-house seminars/trainings/ workshops/reviews conducted	Conduct of in-house reviews	Spearhead and facilitates the Conduct of College RDE In-House Review	5	5	5	5	5	5.00	OBE Seminars, 5S, Records Management, etc.
			<b>TOTAL POINTS:</b>			<b>Total n:</b>	<b>8</b>			<b>40.00</b>	
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>	<b>PI 1.</b> Number of departments and/or service units supervised and monitored	Supervising/ Monitoring	Supervising and monitoring	9	10	5	5	5	5.00	Oversees all activities of the 6 departments under the CoE, CoE Workshop and office of the CoE dean, RERC, VSU-TVET
		<b>PI 4.</b> No. of management meetings conducted	Planning & Implementation	Preside at least one (1) college-wide meeting per semester; at least once every month for CoE ManCom Meeting	6	7	5	5	5	5.00	Presided one (1) college-wide meeting 2nd half CY 2019 (Aug 2019); 4 ManCom Meeting each month Jul-Dec 2019; 2 special ManCom meetings

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>PI 5.</b> Number of documents attended and served	Checking and action to official documents	Review and Approve documents	1,000	1,500	5	5	5	5.00	Reviewed and approved at least 1,500 documents from Jul-Dece 2020
		<b>PI 6.</b> Number of academic lecture/laboratory rooms supervised	Supervision	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	13	19	5	5	5	5.00	Supervised maintenance of EB101, 102, 103, 107, 201, 202, 203b, 204, 205, 206, CPB01, CPB02, CPB03, CoE Annex 101, 102, 103, 201, 202, 203
		<b>PI 8.</b> Area of lawn supervised (sq.m, approx.)	Supervising	Supervises the maintenance of lawn	5000	5000	5	5	5	5.00	Supervised the maintenance of CoEng lawn and POTC and Eng'g Workshop Lawn
		<b>PI 9.</b> Number of office and laboratory equipment purchased	Strengthening of office/laboratory facilities	Approved request to purchase laboratory/office equipment	5	8	5	5	5	5.00	Approved requests to purchase of CoEng office of the dean, DAE and RERC
		<b>PI 10.</b> Efficient and customer-friendly frontline service	Supervising	Supervise frontline to served clients with courtesy; immediate response to client needs and inquiries	100	100	5	5	5	5.00	Never received complaints from customers
		Number of New Academic Building proposed, funded, constructed and supervised	Supervision and Monitoring	Supervising/ monitoring the construction of new academic building	1	1	5	5	5	5.00	New CoE Annex Building - Wing B (P10M)
		Number of Building Renovation proposed, funded, and supervised	Supervision and Monitoring	Supervising/ monitoring of on-going building renovation	1	2	5	5	5	5.00	Old Library Building; and Graduate School (P15M)
		Number of Degree Programs application for Washington Accord accreditation, submitted, coordinated, and visited	Supervision and Monitoring	Supervising/ monitoring the construction of completed academic office	1	2	5	5	5	5.00	BS in Agricultural Engineering and BS in Civil Engineering
<b>TOTAL POINTS:</b>					<b>Total n:</b>	<b>10</b>	<b>50.00</b>				



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec. 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
Number of Performance Indicators Filled-up							39				
Total Over-all Rating									194.333		
Average Rating									4.983		
Adjectival Rating									0		
Comments & Recommendations for Development Purpose:											
<i>Very good job as college dean.</i>											

Evaluated and Rated by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Immediate Supervisor

Date: \_\_\_\_\_

Recommending Approval:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_

## TRACKING TOOL FOR MONITORING TARGETS

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of thesis/special problems of students a. Thesis outline/ manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios approved	Project									exceeds target
PI 10: Number of student organizations advised/ assisted	Assist student organization as the organization adviser	All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	Ok	Actual Accomplishment exceeds target
PI 11: Number of instructional materials developed/ revised										
a. OBE - compliant syllabi	Prepare of OBTL Syllabus	All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment lower than target by 6%
b. Teaching guides/Student guides/ Laboratory Manuals	Prepare laboratory manual	All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
c. Complete sets of teacher-developed audio visual materials (power point presentation, videos, computer games, etc)	Develop audio visual materials such as power point presentations	All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
d. On-line interactive learning resources per subject	Do online classroom for subject taught	All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 12: Number of instruction-related awards		All CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Notable actual Accomplishment although there is no specific target but
<b>UMFO 3. RESEARCH SERVICES</b>										
PI 1. Number of research proposals submitted	Prepare and submit research proposal	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 2. Number of research	Prepare and submit research proposal	DABE and	Jul.-Dec.	ok	ok	ok	ok	ok	ok	Actual Accom



<i>proposals approved</i>		DCST faculty	2019							plishment exceeds target
<i>PI 3. Number of research studies conducted</i>	Conduct research studies	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<i>PI 4. Number of research projects/studies completed within the year</i>	Conduct research studies	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/int'l scientific/professional fora and conferences	Present research paper in conferences, etc.	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 6. Number of paper submitted for publication in internationally indexed journals	Submit paper for publication	AIT	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment is as targeted
PI 7. Number of published papers in peer-reviewed journals	Publish paper in peer-reviewed journals	MAJBR	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 8. Number of patents/Utility Models/copyrights filed and registered	File and register patents/utility models/copyright	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Generate funds for research	RCG	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Develop researches for industry and another beneficiaries' utilization	DABE and DGE faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>UMFO 4. EXTENSION SERVICES</b>										
PI 1: Number of trainees weighted by the length of training	Provide training to clientele	DABE and DGE Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 2: Number of trainings conducted	Provide training to clientele	DABE and DGE Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 3: Number of IEC	Develop IEC materials/techno	DABE and	Jul.-Dec.	ok	ok	ok	ok	ok	ok	Actual Accom

materials/techno-guides developed/used	guides	DCST Faculty	2019							plishment exceeds target
PI 4: Number of beneficiaries served	Serve extension services to beneficiaries	DABE and DCST Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 5: Number of technical/expert services provided/rendered	Provide/render technical/expert services such as research mentoring, peer reviewer, resource person, etc.	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 6: Number of extension projects conducted	Conduct various extension projects	DABE and DGE Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 7: Number of extension proposals submitted	Submit extension proposals	CET Faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 8: Number of extension proposal approved	Submit extension proposals		Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 9: Amount of extension money generated from external funding (Thousand PhP)	Generate fund for extension		Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 10: Amount of extension money generated from institutional funding (Thousand PhP)	Generate fund for extension	DABE, DCE, and DGE Faculty Members	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Provide training courses and agree to be rated	DABE and DGE Faculty Members	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>UMFO 5. SUPPORT TO ORGANIZATION</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
PI 1: Number of faculty pursuing advanced degree programs	Pursue advanced degree program	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	Ok	Actual Accomplishment exceeds target
<b>OVPI MFO 2. Faculty Recruiting/Hiring Services</b>										
PI 2: Number of faculty	Recruit faculty	DCE and	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accom



recruited/aligned with university RSP policy and competency-based HRM		DME								plishment below target
<b>MFO 3. Faculty Evaluation Services</b>										
<b>PI 3:</b> Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university	Coordinate seminars/trainings/workshops for the entire university	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exactly as targeted
<b>PI 4:</b> Number of seminars/trainings/conventions/workshops outside the university	Coordinate/attend seminars/trainings/workshops outside the university	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment below target
<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Undergo evaluation by students	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>PI 6:</b> Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	Conduct/attend/facilitate college/department-level seminars/trainings/workshops	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	Ok	Actual Accomplishment below target
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
<b>PI 1:</b> Number of degree programs which passed accreditation/evaluation at least level 1	Prepare documents for accreditation/evaluation	All CET faculty	Jul.-Dec. 2019	ok	ok	ok	ok	ok	Ok	Actual Accomplishment below target
<b>PI 2:</b> Degree program compliant with CHED requirements	Prepare documents for CHED compliant evaluation	RCG, MEC, EGL, DCGM, VMT, JRC	Jul.-Dec. 2019	ok	ok	ok	ok	ok	Ok	Actual Accomplishment below target
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
<b>PI 1.</b> Number of Risk Assessment/Review conducted	Spearhead the conduct of Risk Assessment/Review	RCG, MEC, EGL, DCGM, VMT, JRC	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>PI 2.</b> Number of risks identified	Spearhead the conduct of Risk Assessment/Review	RCG, MEC, EGL, DCGM, VMT, JRC	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>PI 3.</b> Number of risks addressed/minimized	Spearhead the conduct of Risk Assessment/Review		Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
<b>PI 4:</b> Number of legitimate	Provide excellent frontline services	RCG, MEC,	Jul.-Dec.	ok	ok	ok	ok	ok	ok	Actual Accom

complaints received		EGL, DCGM, VMT, JRC	2019							plishment exceeds target
PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period	Address complaints fair and just	RCG, MEC, EGL, DCGM, VMT, JRC	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Actual Accomplishment exceeds target
PI 6. <u>ADDITIONAL OUPUTS*</u> (In instruction, research, extension, production, and/or administration not found in the original commitment)	Sustain international, national, and regional accreditations; Host the DOST Balik Scientist Program, and Entertain Field Trips	DABE and DCE	Jul.-Dec. 2019	ok	ok	ok	ok	ok	ok	Notable Actual Accomplishments

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, COE



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: Roberto C. Guarte

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	Monitor graduate degree specialization offered under the college	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Advises graduate student/s on MS Program	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Advises student/s on thesis	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
4	Teaches BSABE subjects (FTE Implemented)	2	Aug. 13, 2019	Dec. 13, 2019	Dec. 13, 2019	Impressive	Very Satisfactory	
5	Ensures that the degree program under the College of Engineering is compliant to CHED CMO	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
6	Encourage and assists graduating students for them to graduate on time	55%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
7	Supervision as Dean in the licensure examinations in mandated programs	100% (Higher than National average)	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
8	Screens, monitors & evaluates students under the BSAE Financial Assistance Program (FAP)	12	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
9	Establishes linkage with academe / industry	30	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

10	Consultation of engineering students	20	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
11	Supervise student organization	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
12	Supervise student-related activities	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
13	Spearheading the conduct of series of seminars/ trainings/workshops/ reviews on the Outcomes-Based Education	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
14	Updates and maintains documents re Center of Excellence (COE)	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
15	Evaluating HEI BS Degree Programs in Agricultural and Biosystems Engineering	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
16	Formulate guidelines and policies in the implementation of engineering degree programs in the Philippines	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
17	Conduct research projects	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
18	Prepare and submit research projects for continuation this year	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
19	Prepares and submits project proposal for funding	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
20	Supervision of IEC materials/techno guides development	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
21	Monitoring of SHS units in Leyte, Southern Leyte, and Biliran	50	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
	Assessment of Solar Power Associations (SoPA) in Leyte, Southern Leyte, and Biliran	4	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
22	Supervise/ Monitor Solar Home System beneficiaries	210	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
23	Spearhead at least two (2) project and/or completed on schedule	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	



24	Prepares and submits extension project proposal funding	250K	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
25	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
26	Spearhead and facilitates the Conduct of College RDE In-House Review	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
27	Supervising and monitoring of departments and/or service units	9	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
28	Preside at least one (1) college-wide meeting per semester; at least once every month for CoE ManCom Meeting	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
29	Review and approve documents for signature	1000	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
30	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	13	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
31	Supervises the maintenance of lawn	5000 sq.m.	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
32	Approved request to purchase laboratory/office equipment	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
BEATRIZ S. BELONIAS  
Immediate Supervisor