

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FELICIANO G. SINON
Position/Designation: Professor VI/Director, NARC

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		5.0x50%= 2.56	0.625
b. Students (50%)		5.0x50% = 2.56	0.625
TOTAL for Instruction			1.250
2. Research	50%	4.50	2.250
3. Extension	15%	4.67	0.701
5. Production	10%	4.56	0.456
TOTAL	100%		4.657

EQUIVALENT NUMERICAL RATING:

4.657

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.657

ADJECTIVAL RATING:

Outstanding

Prepared by:

FELICIANO G. SINON

Name of Staff

Reviewed by:

JOSE L. BACUSMO

Immediate Supervisor

Recommending Approved:

JOSE L. BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

Vice-President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELICIANO G. SINON, *Professor VI* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period Jan. 2019 to June 30, 2019

FELICIANO G. SINON

Ratee

Approved:

ARTHUR IT TAMBONG
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Advanced and Higher Education Services		Instruction: At least 25% of the total tasks							
PI1: Full-Time Equivalent (FTE)	Number of course/subjects/sections handled per semester	- Teaches course/subject/section per semester	- 1 course/subject/section per semester	1 lecture	5	5	5	5.00	
PI2: Student advising and consultation services	Number of hours spent to student consultation per semester	- Renders student consultation	- 2 hrs/wk student consultation	-3 hrs/wk student consultation	5	5	5	5.00	
	Number of student advisees and/or SRC membership	- Handles student advisee and/or SRC membership per semester	- 1 student advisee and/or SRC membership per semester	-5 student advisee and/or SRC membership per semester	5	5	5	5.00	
Total Over-all Rating									

Ave. Rating (Total Over-all rating divided)		-	Comments and Recommendation for Development Purposes <i>Highly committed & hardworking leader Keep it up!!!</i>
Additional Points:			
Punctuality	-		
Approved Additional points	-		
(with copy of approval)			
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by

JOSE L. BACUSMO

Immediate Supervisor

Date: _____

Recommending Approval:

JOSE L. BACUSMO

Director, NARC

Date: _____

Approved by:

OTHELLO B. CAPUNO

Vice-President

Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sinon, Feliciano G.

Second Semester 2018 - 2019

No. of Raters: 8

Subject: 3 - Aeng 153 - Ag. Machinery Design

Class Type: Lecture

8-10 M

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester				1	1	6	5.0
2 Always prepared and organized in class						8	5.0
3 Uses appropriate and updated instructional materials				1	1	6	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					1	7	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable				1	3	4	4.5
6 Makes classroom activities interesting and lively			1		3	4	4.5
7 Encourages students to ask questions and welcomes comments and suggestions						8	5.0
8 Has mastery of the subject matter					1	7	5.0
9 Available for student consultation even outside class time				1	2	4	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully						8	5.0
11 Gives relevant assignments, course requirements				1	3	4	4.5
12 Returns quizzes, exams, homework, assignments and exercises				2	1	5	5.0
13 Fair in giving grades					1	7	5.0
14 Wears clean and appropriate clothes/attire in class						8	5.0
15 Firm in implementing policies yet approachable and understanding					1	7	5.0
16 Commands respect of students					1	7	5.0
17 Exercises decency in speech and actions						8	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

1. Other positive points of the teacher and his/her teaching

1 Approachable	12.50%
2 Enthusiastic	12.50%
3 Intelligent	12.50%
4 Kind	12.50%
5 Mastery of the subject	12.50%
6 No comment	62.50%

2. Suggestions for teaching improvement

1 Make the class more lively	12.50%
2 No comment	87.50%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sinon, Feliciano G.

Second Semester 2018 - 2019

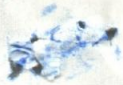
No. of Raters: 8

Subject: 3 - Aeng 153 - Ag. Machinery Design

Class Type: Laboratory

1-4 M

Work Performance		NA	1 Poor	2 Below Satis- factory	3 Satis- factory	4 Very Satis- factory	5 Out- standing	Median
1	Explains course objectives, requirement and grading system at the beginning of the semester					1	7	5.0
2	Always prepared and organized in class						8	5.0
3	Uses appropriate and updated instructional materials					2	6	5.0
4	Gives clear instructions/guidelines in accomplishing tasks					2	6	5.0
5	Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable						8	5.0
6	Makes classroom activities interesting and lively				1	2	5	5.0
7	Encourages students to ask questions and welcomes comments and suggestions					1	7	5.0
8	Has mastery of the subject matter						8	5.0
9	Available for student consultation even outside class time				1	1	6	5.0
10	Holds class regularly, starts and dismisses class on time and utilizes class period fully					2	6	5.0
11	Gives relevant assignments, course requirements					2	6	5.0
12	Returns quizzes, exams, homework, assignments and exercises				2	1	5	5.0
13	Fair in giving grades						8	5.0
14	Wears clean and appropriate clothes/attire in class					1	7	5.0
15	Firm in implementing policies yet approachable and understanding					2	6	5.0
16	Commands respect of students					1	7	5.0
17	Exercises decency in speech and actions						8	5.0
Median Rating			5.0 Outstanding					
Median Rating (nearest whole number)		Rating Description						
1		Poor						
2		Fair						
3		Satisfactory						
4		Very Satisfactory						
5		Outstanding						
1. Other positive points of the teacher and his/her teaching								
1 No comment		100.00%						
2. Suggestions for teaching improvement								
1 No comment		100.00%						



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Sinon, Feliciano G.

Second Semester 2018 - 2019

No. of Raters: 8

Subject: 3 - Aeng 153 - Ag. Machinery Design

Class Type: Laboratory

1-4 M

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester					1	7	5.0
2 Always prepared and organized in class						8	5.0
3 Uses appropriate and updated instructional materials					2	6	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					2	6	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable						8	5.0
6 Makes classroom activities interesting and lively				1	2	5	5.0
7 Encourages students to ask questions and welcomes comments and suggestions					1	7	5.0
8 Has mastery of the subject matter						8	5.0
9 Available for student consultation even outside class time				1	1	6	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully					2	6	5.0
11 Gives relevant assignments, course requirements					2	6	5.0
12 Returns quizzes, exams, homework, assignments and exercises				2	1	5	5.0
13 Fair in giving grades						8	5.0
14 Wears clean and appropriate clothes/attire in class					1	7	5.0
15 Firm in implementing policies yet approachable and understanding					2	6	5.0
16 Commands respect of students					1	7	5.0
17 Exercises decency in speech and actions						8	5.0
Median Rating		5.0					Outstanding

Median Rating (nearest whole number)

Rating Description

1
2
3
4
5

Poor
Fair
Satisfactory
Very Satisfactory
Outstanding

1. Other positive points of the teacher and his/her teaching

1 No comment

100.00%

2. Suggestions for teaching improvement

1 No comment

100.00%

Visca, Baybay City, Leyte, Philippines

I, **FELICIANO G. SINON**, *Professor VI* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **Jan 1, 2019** to **June 20, 2019**.

Ratee

Vice Pres. for R & E (Rater)

[illegible]

MFO3: Extension Services		Extension: At least 15% of the total tasks							
PI1: Number of Trainings conducted	Number of person-days served/briefed/trained	- Briefs walk in clients/visitors on abaca and/or conducts on-site consultations	30 persons briefed/served/trained	50 persons briefed/served/trained	5	5	5	5.00	
		- Conducts/implements extension projects/components	- 1 extension project/component per year	1 extension project conducted	4	4	5	4.33	
Production:		Other Activities: At least 10% of the total tasks							
	Amount in Peso generated	generate income	300,000 pesos	800,000.00 pesos	5	5	5	5.00	
	No. of project conducted	conducts IGP project	1 project	1 Project	4	4	4	4.00	
	No. of reports submitted	make and submit reports	1 report	1 financial reports submitted	4	5	5	4.67	
Total Over-all Rating								32.00	

Ave. Rating (Total Over-all rating divided)			4.571	Comments and Recommendation for Development Purposes <i>Highly dedicated and Conducive lead keep it up!!!</i>
Additional Points:				
Punctuality	-			
Approved Additional points	-			
(with copy of approval)				
FINAL RATING			4.57	
ADJECTIVAL RATING			Outstanding	

Evaluated and Rated by:


JOSE L. BACUSMO

Immediate Supervisor

Date: _____

Recommending Approval:


JOSE L. BACUSMO

Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO

Vice-President

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **FELICIANO G. SINON**

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
MFO1: Advanced and Higher Education Services (FTE and Advising) : Instruction: At least 25% of the total tasks								
1	No. of courses/subjects handled per semester/summer	1	Jan 1, 2019	June 30, 2019	1	Very Impressive	O	- Highly committed and hardworking leader. Keep it up!!!
2	No. of hours spent on student consultation	2	Jan 1, 2019	June 30, 2019	3	Very Impressive	O	
3	No. of student advisees and/or SRC membership	1	Jan 1, 2019	June 30, 2019	5	Very Impressive	O	
MFO2: Research and Extension Support Services (Research: At least 50% of total tasks)								
4	No. of outputs published in CHED accredited/indexed journals	-	Submitted		-			- Highly dedicated and hardworking leader. Keep it up!!!
5	No. of research outputs presented in international/national/regional and local fora or conference	2	As scheduled		2	Very Impressive	O	
6	No. of research conducted/implemented	2	Jan 1, 2019	June 30, 2019	2	Impressive	VS	
MO3: Extension: At least 15% of the total task								
7	No. of person-days served/briefed/trained	30	Jan 1, 2019	June 30, 2019	50	Very Impressive	O	

8	No. of projects implemented	1	Jan 1, 2019	June 30, 2019	1	Impressive	VS	
Production: (at least 10% of total tasks)								
9	Amount generated in Peso	300,000	Jan 1, 2019	June 30, 2019	800,000	Very Impressive	O	
10	No. of project conducted (IGP)	1	Jan 1, 2019	June 30, 2019	1	Impressive	VS	
11	No. of reports submitted	1	Jan 1, 2019	June 30, 2019	1	Very Impressive	O	

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

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

Prepared by:

O. Capuno
OTHELLO B. CAPUNO
 Direct Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELICIANO G. SINON**
Performance Rating: **OUTSTANDING**

Signature:



Aim: To have effective and efficient office operations

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2019 Target Date: June 30, 2019

First Step:

-
- To conduct monthly meetings with the staff
 - Develop research programs and projects
 - To teach engineering course

Result:

-
- Well-managed office operations and well-guided staff
 - Effective implementations of the center's program
 - On-time production of research products and outputs
-

Date: July 1, 2019 Target Date: Dec. 31, 2019

Next Step:

-
- To conduct other assigned responsibilities of the university.
-

Outcome: achievement of other university functions

Final Step/Recommendation:

Outstanding research and extension outputs of the center.

Prepared by:



FELICIANO G. SINON
Unit Head