Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MANUEL E. CASANGCAPAN
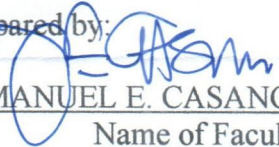
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.35	
b. Students (50%)		1.70	
Total for Instruction	90%	4.05	3.64
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			**4.14**

EQUIVALENT NUMERICAL RATING: 4.14
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.14

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MANUEL E. CASANGCAPAN
Name of Faculty

Reviewed by:

ELDON P. DE PADUA
Department Head

Recommending Approval:

JANNET C. BENCURE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING
Visca, Baybay City, Leyte, PHILIPPINES
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VISAYAS STATE UNIVERSITY

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,MANUEL E. CASANGCAPAN., 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 January to June 2023.

MANUEL E. CASANGCAPAN
Instructor
Date:

Approved:

ELDON P. DE PADUA
Department Head
Date: 7/6/23

JANNET C. BENCURE
Dean, CET
Date: 7/7/23

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	**A2**. Number of students	Acts as academic							

		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*							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							

		A 6 : Number of on-line	Submits the course							
		A 7 : Number of virtual	Creates virtual							
	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	40	28.45	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	8	4	4	5	4.33	ABEn 141; ABEn 200b; ABEn 199 & Esci 131n
		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							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	15	4	5	5	4.67	

		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	10	51	5	4	5	4.67	
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	3	4	4	5	5	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	50	103	5	4	5	4.67	
		A17. *Number of students advised on thesis/ field practice/special problem:*		8	10	4	5	5	4.67	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	3	5	5	5	5.00	
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	250	318	4	5	5	4.67	
PI 9: Number of student organizations advised/ assisted *	*A19*. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*							

	PI	Activity	Description							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	PSABE-VSC
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	7	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	24	66	5	5	5	5.00	
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluatio n	Prepares documents and /or program profile and other materials required during program/institution al accreditation and/or evaluation	1							
		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								
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								
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project 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									
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									
PI 5. Percent of research	**A 31.** Percentage of of	Prepares research								
PI 6. Additional outputs*	A 32. No. of research-									
	A 33. Number of journal	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	Designs research								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active	A 36. Number of active	Identifies and links								
	PI 2. Number of trainees	A 37. Number of trainees	Conducts trainings								
	PI 3. Number of extension	A 38. Number of extension	Implementes duly								
	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	A 40 . Number of	Provides the								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension	A 41. Percent of extension	Prepares								
	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*	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	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	100% compliant	100% compliant	5	5	5	5.00	
		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/manage ment related activities and other outputs to implement new normal										
Total Over-all Rating										71.33	
Average Rating										4.76	
Adjectival Rating									Outstanding		

Comments & Recommendations for Development Purposes:

Recommend to engage more in research and extension activities

Evaluated & Rated by:

ELDON P. DE PADUA
Dean, CET
Date: 7/6/23

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: 7/7/23

Approved by:

BEATRIZ S. BELONIAS
VP, Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MANUEL E. CASANGCAPAN**

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	1-1-2023	6-30-2023	6-30-2023	VI	VS	ABEn 152; ABEn 132 & ESci 131n
3	Research services	-	-	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2023	6-30-2023	6-30-2023	I	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2023	6-30-2023	6-30-2023	I	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

COLLEGE OF
**ENGINEERING AND
TECHNOLOGY**

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Manuel E. Casangcapan**
Performance Rating: 4.76

Aim: **Engr. Manuel E. Casangcapan** as a more effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

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

Date: July 1, 2023   **Target Date**:   December 31, 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:

MANUEL E. CASANGCAPAN
Instructor, DABE