Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

JUCEL MARIE T. GUATLO

Program Involvement	Percentage	Numerical	Equivalent
(1)	Weight of	Rating	Numerical
	Involvement	(Rating x %)	Rating
	(2)	(3)	(2x3)
11. Instruction			
e. Head/Dean (50%)		2.36	
f. Students (50%)		2.20	
Total for Instruction	80%	4.56	3.65
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			4.65

EQUIVALENT NUMERICAL RATING:

4.65

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.65

ADJECTIVAL RATING:

Outstanding

Prepared by

Reviewed by:

MARIET. GAUTLO

Name of Faculty

ELDON P. DE PADUA

Department Head

Recommending Approval:

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President





DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 525-0140 local 1015 Email: dabe@vsu.edu.ph

Website: www.vsu.edu.ph

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

I, <u>JUCEL MARIE T. GUATLO</u>, a faculty member of the <u>DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING</u> commit to the deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period <u>January to June 2024</u>.

JUCEL MARIE T. GUATLO

Instructor I Date: 19 July way

Approved:

ELDON P. DE PADUA

Department Head

Date: 19 July 2024

MFO	Description of	Success/	Tasks Assigned				F	Ratin	g	REMARKS (Indicators in
No.	MFO's/PAPs	Performance Indicators (PI)		Target	Actual Accompli shment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
UMFC	1. ADVANCED EDUCAT	ION SERVICES								
OVPI N	IFO 2. Graduate Student Mana	agement Services								
1	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				
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty				
PI 9: Number of instructional materials developed *	<u>A5</u> . 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 resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught				
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.				
	A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom				

9.

<u>PI 10</u> . 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							
MFO 2. HIGHER EDUCATION SERV	ICES								
VPI UMFO 3. Higher Education Mai	nagement Services								
implemented and manifered *	A9. Actual Faculty's FTE	Handles and teaches	40	34	5	5	5	5.00	
implemented and mantered	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7	5	5	4	4.67	ABEn 174-1; ABEn 184-2; ESci 137n-2; ABEn 200.2-1; ABEn 200.3-1
	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	2	2	5	5	5	5.00	PSABE 8 Regional Convention; DA-BAFE Consultation Forum
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	4	5	4	4	4.33	ABEn 174-2; ESci 137n-2
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	23	5	5	4	4.67	ABEn 174-5; ABEn 184-5; ESci 137n-13
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	150	405	5	5	4	4.67	ABEn 174-153; ABEn 172-252
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	71	69	5	5	4	4.67	
	A17 . Number of students advised on thesis/ field practice/special problem:		3	5	5	5	4	4.67	

As SRC Chairman As SRC Member A18. Number of students entertained for consultation purposes	Advises, and corrects research outline and thesis/SP manuscript Advises and corrects research outline and thesis/SP manuscript Entertains students consulting on subject taught,	1	5	5	5	4	4.67	
A18 . Number of students entertained for consultation	Advises and corrects research outline and thesis/SP manuscript Entertains students consulting on subject taught,	1	5	5	5	4	4.67	
students entertained for consultation	consulting on subject taught,					- T	4.07	
	thesis and grades	20	100	5	5	4	4.67	
<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	4	4.67	Amaranth
<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	RTSPC 2024 with Amaranth
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	38	4	4	4	4.00	ABEn 184-6; ABEn 174 14; ESci 137n-14; ABE 172-4
Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	50	5	5	5	5.00	ABEn 174-40; ABEn 18 3; ESci 137n-7
Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	47	5	5	4	4.67	ABEn 184-8; ABEn 174 16; ESci 137n-19; ABEi 172-4
	A20. Number of Student organizations assisted on student related activities A 21: Number of on-line course ware developed and submitted: On-line ready courseware Supplemental learning resources	organizations advised organizations recognized by USOO A20 . Number of Student organizations assisted on student related activities A21 : Number of on-line course ware developed and submitted : On-line ready courseware On-line ready courseware Supplemental learning resources Prepares Instructional module/laboratory guide/workbook or a combination thereof Supplemental learning assignments depending on course taught Assessment tools Prepares assessment tools such as long exam, quizzes, problems sets, etc.	organizations advised organizations recognized by USOO A20 . Number of Student organizations assisted on student related activities organizations in implementing student related activities A 21 : Number of on-line course ware developed and submitted : On-line ready courseware On-line ready courseware organizations in implementing student related activities Prepares and submits for review by the Technical Review Panel On-line ready courseware On-line ready courseware organizations in implementing student related activities Prepares and submits for review by the Technical Review Panel On-line ready courseware On-line ready courseware organizations in implementing student related activities Prepares Instructional module/laboratory guide/workbook or a combination thereof Supplemental learning resources Organizations in implementing student related activities 1 organizations in implementing student related activities 1 organizations in implementing student related activities 1 organizations in implementing student related activities	organizations advised organizations recognized by USOO 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	organizations advised organizations recognized by USOO 1 1 1 1 5 A20 Number of Student organizations assisted on student related activities organizations in implementing student related activities organizations in implementing student related activities or 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 Assessment tools Prepares and submits for review by the Technical Review Panel 2 38 4 Prepares Instructional module/laboratory guide/workbook or a combination thereof 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	organizations advised organizations recognized by USOO 1 1 1 1 5 5 5 A20 Number of Student organizations assisted on student related activities organizations in implementing student related activities 1 1 1 1 5 5 5 A21 : Number of on-line course ware developed 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 Assessment tools Prepares assessment tools such as long exam, quizzes, problems sets, etc.	organizations advised organizations recognized by USOO 1 1 1 1 5 5 4 1 A20. Number of Student organizations assisted on student related activities organizations in implementing student related activities organizations in	organizations advised organizations recognized by USOO 1 1 1 5 5 4 4.67 A20. Number of Student organizations assisted on student related activities of stud

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	4	4.67	ABEn 184; ABEn 174; ESci 137n; ABEn 172
	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							
UMFC	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 3z. No. or research	Acts as peer							

(0

		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. I	EXTENSION SERVICES	S					
partr indus SME	nerships with LGUs, istries, NGOs, NGAs, Es, and other stakeholders a result of extension	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				
	ghted by the length of	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer				
prog supp SUC	grams organized and	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects				
bene train serv high	eficiaries who rated the ning course/s and advisory vices as satisfactory or ner in terms of quality and vance	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				
		<u>A 40</u> . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries				
Res	search Mentoring	Research Mentor					

Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons			1	5	5	5	5.00	Caraga State University
Convenor/Organizer	Convenor/Organizer			1	5	5	5	5.00	World Water Day 2024
Consultancy	Consultant			1	5	5	5	5.00	BAFE (AFMEch IRR
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							
MFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and In	stitutional Accreditation Se	rvices							
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- confor mity	zero non- conformity	5	5	4	4.67	
	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% compli ant	100% compliant	5	5	4	4.67	
	On program accreditations								

	On institutional accreditations								
MFO 6. General Admin. & Support	Services (GASS)								
Pl 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % compla int	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								108.67	
Average Rating								4.72	
Adjectival Rating								Outstand	ing

Comments & Recommendations for Development Purpose	Comments	&	Recommendations	for	Develo	pment	Purpose
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Explore strategies to improve your instruction rating.

Attend seminars/conferences/trainings to improve RDE and instruction capabilities.

Conduct RDE projects.

Evaluated & Rated by:

ELDON P. DE PADUA
Department Head
Date: 19 July 2014

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: 24 July 2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 26 July 2014

PERFORMANCE MONITORING & COACHING JOURNAL

1	1st	Q
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1	2 nd	A
		R
	3 rd	T
,	ALL	E
	4th	R

Name of Office: DABE

Head of Office: Engr. Eldon P. De Padua

Number of Personnel: _____8

		MECHANIS	M		
Activity Monitoring	Meeti	ng		Others	Damada
Activity Monitoring	One-on-One	Group	Memo	(Pls. specify)	Remarks
Monitoring					
Monitoring of classes conducted by DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcem ent in the department 's online communicat ion platform			Faculty members conducted their classes regularly (through Face to face)
Monitoring of the submission of OBE Syllabus and TOS by department	Reminded the faculty members regarding the submission of Course Syllabi and TOS	Included in DABE regular meeting for the month of August and September 2023		Notice of meeting	Some of the faculty members have submitted their OBTL Syllabus and TOS
Monitoring of the submission of IPCR with targets	Reminded the faculty members to submit their IPCR with targets	Included in DABE regular meeting for the month of June		Notice of meeting	All faculty members have submitted their IPCRs with targets
Monitoring of the attendance of faculty members in the Mandatory Orientation and Reorientation of	Reminded the assigned faculty members to attend in the Mandatory Orientation and	Posted an announcem ent in the department 's online communicat	OP Memo Circular No.22 s.2023		All assigned faculty members attended the orientation and re-orientation

Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	Re-orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	ion platform			event
Monitoring of faculty members' preparations for the 1st Sem AY 2023-2024 classes	Reminded the faculty members regarding the start of classes in the 1st Sem AY 2023-2024	Included in DABE regular meeting for the month of July 2023		Notice of Meeting	Faculty members have started the preparation of their assigned courses for the coming semester (1st Sem AY 2023- 2024)
Monitoring of the conduct of midterm exam for 1st Sem AY 2023-2024	Reminded the faculty members regarding the conduct of midterm exam for 1st Sem AY 2023-2024	Posted an announcem ent in the department 's online communicat ion platform			All faculty members conducted the midterm exam
Monitoring of the submission of midterm grades for 1 st Sem AY 2023-2024	Reminded the faculty members to submit the midterm grades of their students	Included in DABE regular meeting for the month of April		Notice of meeting	Some of the faculty members have submitted their midterm grades
Monitoring of DABE projected faculty workload	Reminded the faculty members regarding the Subject Offerings for the 1st Sem AY 2023-2024	Included in DABE regular meeting for the month of September 2023		Notice of meeting	Distributed and monitored the projected faculty workload for 1st Sem AY 2023- 2024
Coaching					
Coaching on the conduct of classes regularly using the blended-learning strategy to DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcem ent in the department 's online communicat ion platform	DABE Memo. No. 03 s. 2024		Faculty members conducted their classes regularly (through blended/flexible teaching- learning method)

Coaching on the	Reminded the	Included in	Notice of	Majority of the
preparation of OBTL	faculty	DABE	meeting	faculty
Syllabus and TOS prior	members	regular		members have
to submission by	regarding the	meeting for		submitted their
department	submission of	the month		OBTL Syllabus
	Course Syllabi	of August		and TOS
	and TOS	and		
		September		
		2023		

 ${\it Note: Please indicate the date in the appropriate box when the monitoring was conducted.}$

Conducted by:

ELDON P. DE PADUA Head, DABE

Noted by:

TRACKING TOOL FOR MONITORING TARGETS

Major Final					T	ASK S	TATU	IS		
Major Final Output/Performanc e Indicator	TASK	ASSIGNED TO	DURATIO	1 st Mo nth	2 nd Mon th	3 rd Mo nth	4 th Mo nth	5 th Mo nth	6 th Mo nth	REMARKS
MFO 1. Advanced Education Services										
OVPI MFO 2. Graduate Study Management Services										
PI 2. Percentage of accredited graduate programs	Offering MS Program	Dept. Head and Graduate Faculty	Continuin g Task							
PI 3. Number of graduate degree specializations offered and monitored	Offering MS Program	Dept. Head and Graduate Faculty	Continuin g Task							
MFO 2. Higher Education Services										
PI 1. Percentage of first-time licensure exam takers that pass the licensure	Teaching	Dept. Head and Faculty		,		50 %				11 out of 22 first-time takers passed the exam
PI 2. Percentage of graduates (2 years prior) that are employed	Teaching	Dept. Head and Faculty								Tracer study for 2023 graduates is to be conducted on October 2024
PI 3. Percentage of undergraduate student population enrolled in CHED identified and RDC-identified priority	Enrolling students	Dept. Head and Faculty	Jan-June 2024	х	x	x	х	x	x	100% of the students
PI 5: Total FTE, coordinated, implemented and monitored	Offering BS Program	Dept. Head and Faculty	Continuin g Task	x	x	x	x	x	x	DABE FTE for BS courses are coordinated, implemented and monitored
PI 8. Number of students advised On thesis/field	Advising	Dept. Head	Continuin							Thesis and
practice/special problem	Advising	and Faculty	g Task	x	×	x	x	x	X	Field Practice
No. of Approved Manuscript submitted within the	Advising	Dept. Head and Faculty		34						EPDePadua- 1; MGCSumari

prescribed period										a-3; DLSTan-1
On consultation	Advising	Dept. Head and Faculty	Continuin g Task	x	x	×	×	x	×	Course/subj ect related, Enrollment, Career guidance
PI 9: Number of student organizations advised/ assisted										
Student organizations advised	Organiza tion advising	Org. Adviser/Fac ulty	Continuin g Task	x	x	x	х	×	х	PSABE VSU-SC; CET-SSC
Student organizations assisted on student related activities	Assisting student related activities	Dept. Head and Faculty	Continuin g Task	,					x	ABE Day
PI 10. Number of instructional materials developed										
On-line ready courseware	Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	x	х	x	x	х	x	Some online courseware are continuously updated
Flexible instructional materials	Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	x	х	x	x	х	x	Some online instructional materials are continuously updated
Assessment Tools	Making assessm ent tools	Dept. Head and Faculty	Jan-June 2024	X	x	x	x	X	X	Assessment tools are continuously monitored and updated by all faculty members
Number of virtual classrooms created and operationalized	Creating and operation alizing virtual classroo ms	Dept. Head and Faculty	Jan-June 2024							Virtual classrooms are already available
MFO 3. Research Activities										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	Conducti ng research es	Faculty	Continuin g task	x	x	x	x	x	x	1.Hydraulic ram pump demo unit (technical evaluation of 1 ram pump model # 2 prototype) 2 Evaporative cooling system demo unit (automated proto-type), 3 optimization
										of single chamber syngas; 4. Solar tunnel

PI 2. Number of research outputs completed within the year	Conducti ng research es	Faculty	Continuin g Task	×	x	X	х	×	X	All research activities of the faculty members are on-going
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%										
In refereed int'l journals	Preparin g technical papers	Dept. Head and Faculty								
In refereed nat'l/regional journals	Preparin g technical papers	Dept. Head and Faculty								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences										
In int'l fora/conferences	Preparin g technical papers	Dept. Head and Faculty								Hydraulic Ram Pump Developme nt and Automation for Small Irrigation System and Upland Barangays
In nat'l/regional fora/conferences	Preparin g technical papers	Dept. Head and Faculty								(1) Biodiesel Production from Chicken (Gallus gallus domesticus) Fat Oil and Waste Cooking Oil, (2) Developme nt of Solar- based Evaporative Cooling System for Intermediat e Field Storage of Fruits and Vegetables, (3) Bioenergy Generation from

PI 5. Percent of research proposals	Preparin g	Dept. Head and Faculty				Wastes, Seaweeds, Algae, Cellulosic Materials and Plant Oils for Climate Change Mitigation and Food Security
approved	research proposal s	,				
MFO 4. Extension Services	7					
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Coordina ting, cooperating, or collabora ting with different gov't and nongovernment agencies and offices	Dept. Head and Faculty				Maintained partnership s with 4 LGUs
PI 2. Number of trainees weighted by the length of training	Conducti ng trainings	Dept. Head and Faculty		x		Rice Machinery Operation Training
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Dept. Head and Faculty		100		
PI 5. Number of technical/expert services						
Research Mentoring	Researc h mentorin g	Dept. Head and Faculty	NA			No opportunity yet
Resource Persons	Serving as resource person	Faculty				
Convenor/Organizer	Serving as organizer	Dept. Head and Faculty	Jan-June 2024		X	Fair
Consultancy	Serving as consulta	Dept. Head and Faculty				BIOMECH, AMTECH, DOE-

	nt									CHED, LGU Ormoc
MFO 5. Support to Operations							,			
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaching	Dept. Head and Faculty	Jan-June 2024			x			x	6 out of 9 by September
PI 8. Compliance to all requirements thru the established/adequat e implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	Complyin g the requirem ents of the core processe s of the college/d epartmen t under ISO 9001:201 5	Dept. Head and Faculty	Continuin g task							All requirement are complied
MFO 6. General Admin. & Support Services (GASS)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Preparin g and submittin g of departme nt's PPMP	Dept. Head and Admin. Staff	Jan-June 2024					х		PPMP was submitted within the deadline
PI 2. Zero percent complaint from clients served	Teaching /serving students and other clients	Dept. Head, Faculty, & Admin. Staff	Jan-June 2024	х	x	x	x	x	х	Zero Non- conformity
PI 3. Number of coaching sessions among faculty & staff	Coaching faculty and staff	Dept. Head and Faculty	Every DABE regular, special, or emergenc y meeting	х	х	x	x	х	x	Discuss ways to improve the execution of assigned tasks
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets	Conducti ng meeting/ worksho p for planning, tracking and monitorin g of	Dept. Head, Faculty, & Admin. Staff	Every DABE regular, special, or emergenc y meeting	X	x	x	x	x	x	Discuss updates, concerns, and ways to improve the execution of assigned tasks
PI 5. Number of monthly/special faculty & staff meetings conducted	targets Conducti ng meeting with faculty and staff	Dept. Head	Every month	х	x	x	x	x	х	Every first Friday of the month
PI 3: Additional Outputs										

Number of Best practices/new initiatives in academic units' management replicated/benchmar ked by other depts/agencies	Observin g 5S within the unit	Dept. Head, Faculty, & Admin. Staff	Continuin g Task	x	x	x	x	x	x	5S practice was observed within the department
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Prepared by:

ELDON P. DE PADUA

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	-	•	-	-	-	<u>-</u>	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	1-1-2024	6-30-2024	6-30-2024	VI	О	ESci 135; ABEn 158; ABEn 200b
3	Research services	-	1657 -	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2024	6-30-2024	6-30-2024	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2024	6-30-2024	6-30-2024	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: 4.65

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: January 1, 2024

Target Date: June 30, 2024

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

Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1015



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TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GUATLO, JUCEL MARIE T.

Department: Dept. of Agricultural and Bio-system Engineering

College: College of Engineering and Technology

	Course No. &	Lab/		RATING	% Evaluation Rating	
	Descriptive Title	Lec	Num.	Adjec.		
ESci 135	THERMODYNAMICS AND HEAT TRANSFER	LEC	5.00	Outstanding	100.0%	
ESci 135	THERMODYNAMICS AND HEAT TRANSFER	LEC	4.00	Very Satisfactory	80.0%	
ESci 135	THERMODYNAMICS AND HEAT TRANSFER	LAB	5.00	Outstanding	100.0%	
ESci 135	THERMODYNAMICS AND HEAT TRANSFER	LEC	4.00	Very Satisfactory	80.0%	
ABEn 158	AGRICULTURAL AND BIOSYSTEMS PRODUCTS PROCESSING AND STORAGE	LEC	4.00	Very Satisfactory	80.0%	
	Average F	Rating	4.40	Very Satisfactory	88.00%	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 - 1.49 Poor (P) 1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory(S)

3.50 - 4.49 Very Satisfactory(VS)

4.50 - 5.00 Outstanding(O)

Prepared by:

VANESSAW NAZAL

TPES in-Charge

Date: April 08, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation Date: April 08, 2024

Received by:

GUATLO, JUCEL MARIE T. Name and Signature of Faculty

Date:

Distribution of copies: ODIE, College, Department, Faculty