SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELDON P. DE PADUA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.41	
b. Students (50%)		2.38	
Total for Instruction	70%	4.79	3.35
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	10%	5.00	0.50
4. Administration & Support to Operations	20%	5.00	1.00
5. Production			
TOTAL			**4.85**

EQUIVALENT NUMERICAL RATING: 4.85
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

ELDON P. DE PADUA   JANNET C. BENCURE
Name of Faculty   Dean, CET

Recommending Approval:

JANNET C. BENCURE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**

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VISAYAS STATE UNIVERSITY

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

I,ELDON P. DE PADUA., 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.

Approved:

ELDON P. DE PADUA
Instructor
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 Accompli shment	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/dissertat								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertat		1		5	5	5	5.00	Engr. Padilla
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		1		5	4	5	4.67	Engr. Padilla
	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 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	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	15	23.55	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	4	5	5	4.67	ABEn 161 & Esci 135
		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		13	5	5	4	4.67	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	3	4	5	5	4.67	Faculty On-Boarding; CO, PO & POE Workdshop;CET OBE Syllabus & TOS Preparation Worshop

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	4	5	4.67	ABEn 161, ABEn 172, ABEn 144 & Esci 135
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	5	4	4.67	ABEn 172, ABEn 144 & Esci 135
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	5	5	4	5	4.67	ABEn 172, ABEn 144 & ABEn 161
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	50	156	5	5	5	5.00	Academic Advisees, Thises and Field Practice
		A17. Number of students advised on thesis/ field practice/special problem:		9	18	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	250	174	4	5	5	4.67	Academic Advisees, Thises and Field Practice

PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	4	5	5	4.67	PSABE-VSUSC; CET-SSC
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	PSABE-VSUSC; CET-SSC
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	15	30	5	5	5	5.00	ABEn 161, ABEn 172, ABEn 144 & Esci 135
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	23	15	5	5	4	4.67	ABEn 144, ABEn 172 & Esci 135

		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	2	4	4	5	5	4.67	ABEn 161, ABEn 172, ABEn 144 & Esci 135
PI 11. Additional outputs		**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	4	5	5	4.67	ISO
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		6	5	5	5	5.00	DA RFO8; RAED 8; NIA 8; DBSN Farm; NIA 7 & LGU Baybay
		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	1							
	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		1							
		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		1							
		In nat'l/regional fora/conferences		1							

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	50%						
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
	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 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	A 40 . Number of	Provides the							
Research Mentoring	Research Mentor		1	1	5	5	5	5.00	VSU HIS
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	PSABE * Regional Convention
Consultancy	Consultant		1						
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	Designs extension							
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/management related activities and other outputs to implement new normal									
	Total Over-all Rating									126.00	
	Average Rating									4.85	
	Adjectival Rating								Outstanding		

Comments & Recommendations for Development Purposes:

Keep the good work!

Plan your PhD study.

Evaluated & Rated by:

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

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: **ELDON P. DE PADUA**

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	Graduate Student Manuscript	1-1-2023	6-30-2023	6-30-2023	VI	VS	GAC Member of MS Students
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	1-1-2023	6-30-2023	6-30-2023	I	VS	ABEn 144; ABEn 172 & ESci 135
3	Research services	Research Conducted	1-1-2023	6-30-2023	6-30-2023	VI	VS	VSU Internationalization Program
4	Extension services	Extension Conducted	1-1-2023	6-30-2023	6-30-2023	VI	O	VSU-HIS Research Mentor
5	Support to operations	Varied ISO & acad. documents and services	1-1-2023	6-30-2023	6-30-2023	VI	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	VI	O	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:

JANNET C. BENCURE
Dean, CET

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Eldon P. De Padua**
Performance Rating: _____

Aim:
1. **Engr. De Padua** as an effective and efficient implementor of the new OBEdized four-year degree program in Bachelor of Science in Mechanical Engineering (BSABE) as provided for in the new CMO 94, s. of 2017.
2. **Engr. De Padua** as an effective leader.

Proposed Interventions to Improve Performance:
Note:
Engr. De Padua will be developed into an effective implementor of the new OBEdized four-year BSABE Program. He will also be developed into an effective leader as he leads the Department of Mechanical Engineering.

Date: January 2023   **Target Date**:   June 2023

First Step
- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSABE as provided for in CMO 94, s. 2017.
- Orientation on the implementation of Outcomes-Based Education for BSABE curriculum

Second Step
- Send to trainings/workshops/seminars related to building leadership and management skills.

Results:
- Mastery on the provisions of CMO 94, s. 2017
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan
- Mastery on the preparation of Table of Specifications
- Mastery on implementing the Outcome-based Education
- Improved leadership and management skills

Prepared by:

JANNET C. BENCURE
Dean, CET

Conforme:

ELDON P. DE PADUA
Head, DABE

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