

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Jessie James D. Layan (Instructor I)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	40.0%	4.93	1.97
b. Students (50%)	40.0%	5.00	2.00
Total for Instruction	80.0%		3.97
2. Research			
a. Client/Dir. for Research (50%)	15.0%	5.00	0.75
b. Dept. Head /Center Director (50%)			
Total for Research	15.0%		0.75
3. Extension			
a. Client/Dir. for Research (50%)	0.0%	0.00	0.00
b. Dept. Head /Center Director (50%)			
Total for Extension	0.0%		0.00
4. Administration	5.0%	4.92	0.25
5. Production	0.0%	0.00	0.00
TOTAL	100.0%		4.97

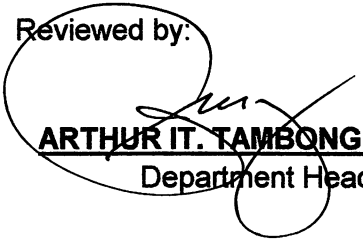
EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: Outstanding


Prepared by:


JESSIE JAMES D. LAYAN
Name of Faculty


Reviewed by:


ARTHUR IT. TAMBONG, FPSAE
Department Head

Recommending Approval:


ROBERTO C. GUARTE, PhD.
Dean, CoEng

Approved by:


BEATRIZ S. BELONIAS, PhD.
VP for Instruction

STATEMENT OF NUMERICAL RATING OF FACULTY MEMBERS WITH OUTLINE RATIONALE

Approved by: _____

Program Involvement	Percentage of Faculty	Percentage of Faculty	Percentage of Faculty
1. Instruction	40.0%	40.0%	40.0%
2. Research	40.0%	40.0%	40.0%
3. Extension	20.0%	20.0%	20.0%
4. Administration	0.0%	0.0%	0.0%
5. Production	0.0%	0.0%	0.0%
TOTAL	100.0%	100.0%	100.0%

ADDITIONAL RATING
TOTAL NUMERICAL RATING: _____
Add Additional Points if any

APPROVED BY: _____

APPROVED BY: _____

RECOMMENDING / APPROVAL
Name of Faculty

RECOMMENDING / APPROVAL

RECOMMENDING / APPROVAL
Dean College

APPROVED BY: _____

RECOMMENDING / APPROVAL
VP for Instruction

RECOMMENDING / APPROVAL
Name of Faculty

RECOMMENDING / APPROVAL



Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

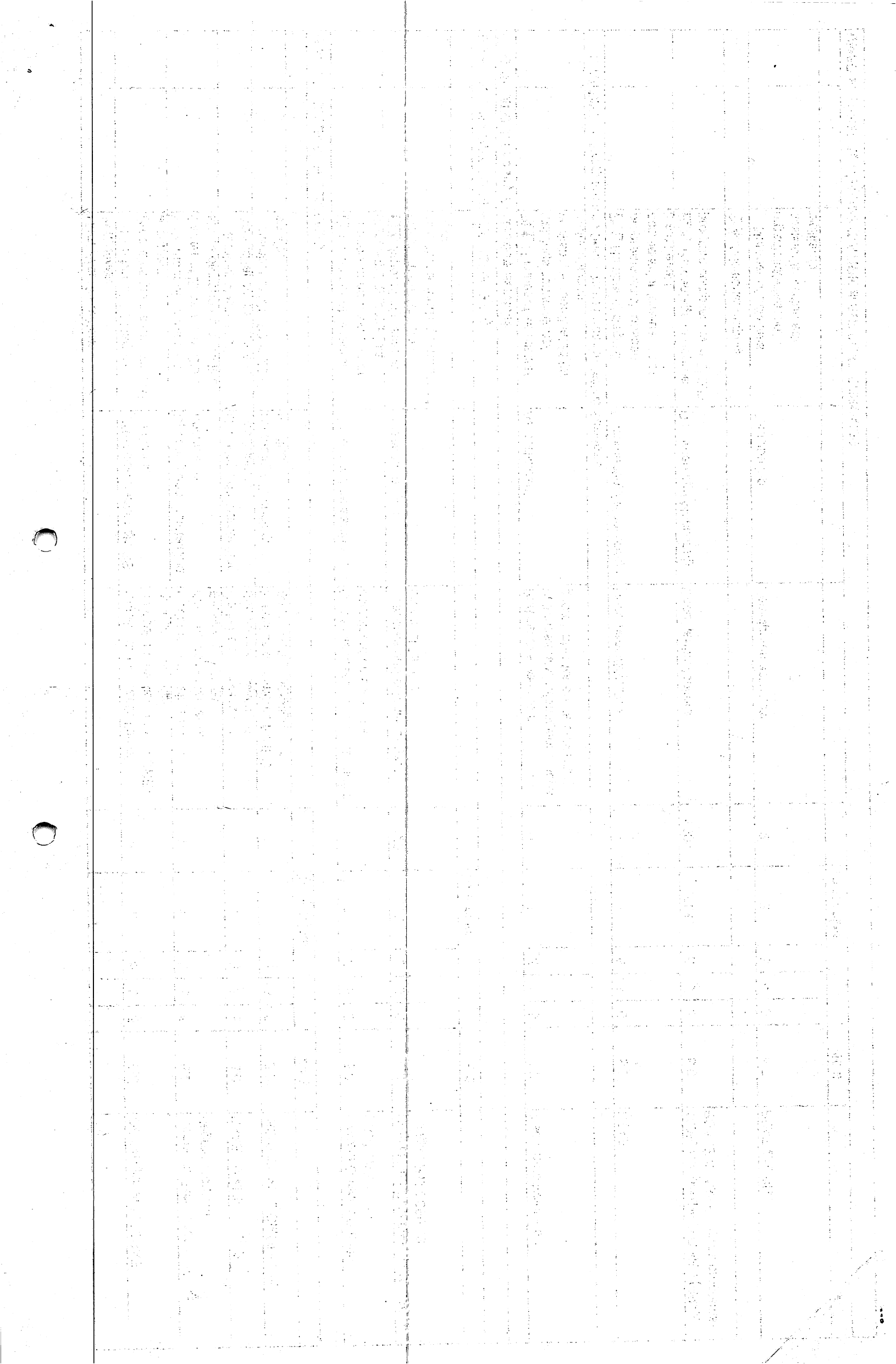
I, JESSIE JAMES D. LAYAN, Faculty of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2018.

JESSIE JAMES D. LAYAN
Instructor I
Date: 1/

ARTHUR IT. TAMBONG, FPSAE
Department Head
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	Accomplishmnt (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI MFO 1. Curriculum Program Management Services											
		PI 1. Total Undergraduate FTE monitored	Teaching	Teaches BSAE subjects equivalent to 8 FTE per semester	8	35.85	5	5	5	5.0	VSL
		PI 7. Number of academe/industry linkage established	Coordinating	Establishes linkage/s with academe/industry	2	2	5	4	5	4.7	PSAE, PAGASA
		PI 8. Number of students advised	Advising	Advises students on thesis/ field practice/special problem	20	50	5	5	5	5.0	undergraduate students
		PI 9. Number of Student organizations Advised/Assisted	Supervising/Advising	Supervises/Advises student organization	1	2	5	5	5	5.0	PSAE-VSUSC, CoE-SSC
		PI 10. Number of instructional materials developed	Preparing/ Revising/ Encoding/ Printing	Prepares instructional materials	2	4	5	5	4	4.7	AE 161, ESci 110, ESci 146, ESci 134



		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
		PI 2. Additional outputs									
		Number of documents attended and served	Checking and action to official documents	Approves documents as OIC Head	10	35	5	5	5	5.0	Varied documents
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE/BSABE
						Total points:			20.0	Comments & Recommendations for Development Purpose: <i>Analyze results of student evaluations and act accordingly for performance improvement.</i>	
Total Over-all Rating							93.667				
Average Rating							4.930				
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating							4.930				
Adjectival Rating							Outstanding				

Evaluated and Rated by:

ARTHUR IT. TAMBONG, FPSAE
Head, DAE
Date: _____

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
Dean, CoEng
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____



Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Engr. Jessie James D. Layan

Performance rating: 4.864 (Outstanding)

Aim: Engr. Layan as an effective ABE instructor in the crop processing specialization

Proposed Interventions to Improve Performance:

Engr. Layan will be developed to become good faculty in crop processing specialization.

Date: January 2018

Target Date: June 2018

First Step

- Engr. Layan will be assigned to make new OBE-compliant syllabi in the crop processing courses in preparation for the next semester following CMO 94, series of 2017 (Policies, Standards and guidelines for BS Agricultural and Biosystems Engineering).

Results:

- Completed First draft of the syllabus

Date: July 2018

Target Date: December 2018

Next Step:

- Revision and improvement of the syllabus as corrected by the DAE Head.

Outcomes:

- Improved syllabi compliant to OBE

Next step/Recommendations:

- Engr. Layan will be assigned to teach crop processing subjects using the improved syllabi.

Date: Dec. 2018

Target Date: June 2019

Next Step:

- Sustain and further improved syllabi-guided teaching compliant to OBE

Outcomes:

- (no data yet for next year)

Prepared by:

ARTHUR IT. TAMBONG, FPSAE
Head, DAE

Conforme:

ENGR. JESSIE JAMES D. LAYAN
Instructor

1. The first part of the report
describes the general situation
of the country and the
main problems.

2. The second part of the report
describes the results of the
survey and the
conclusions.

3. The third part of the report
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survey and the
conclusions. The fourth part
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survey and the conclusions.

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8. The thirteenth part of the report
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fourteenth part describes the results
of the survey and the conclusions.