# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

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

| Program Involvement                  | Percentage  | Numerical      | Equivalent |
|--------------------------------------|-------------|----------------|------------|
|                                      | Weight of   | Rating (Rating | Numerical  |
|                                      | Involvement | x %)           | 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%) | 15.070      | 3.00           | 0.70       |
| 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%) | 0.076       | 0.00           | 0.00       |
| 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       |

| I ENT N | IMERICA | I RATING: |
|---------|---------|-----------|

Add: Additional Points, if any:

**TOTAL NUMERICAL RATING:** 

4.97

4.97

**ADJECTIVAL RATING:** 

Outstanding

Prepared by:

JESSIE JAMES D. LAYAN

Name of Faculty

hus

Reviewed by

ARTHUR IT. TAMBONG, FPSAE

Department Head

Recommending Approval:

ROBERTO C. GUARTE, PhD.

ean. CoEng

Approved by:

BEATRIZ/S. BELONIAS, PhD

**VP** for Instruction

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| 3            | 97.0   |  | .20.   |   | s. Offen/Dit for Research (50%)  |
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| i.,          | NAMES OF THE PARTY |  |  |   | 11. Days Head (Center Director (59%)   |
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|              | 82.0   |  | 0.50   | 100                                     | k. Administration  |
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Prepared by:

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# Visayas State University College of Engineering

Department of Agricultural Engineering

Visca, Baybay City 6521, Leyte, Philippines

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>JESSIE JAMES D. LAYAN</u>, 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 <u>July to December</u>, 2018.

JESSIE JAMES D LAYAN

Instructor

Date:\_\_\_\_/

ARTHUR IT. TAMBONG, FPSAE

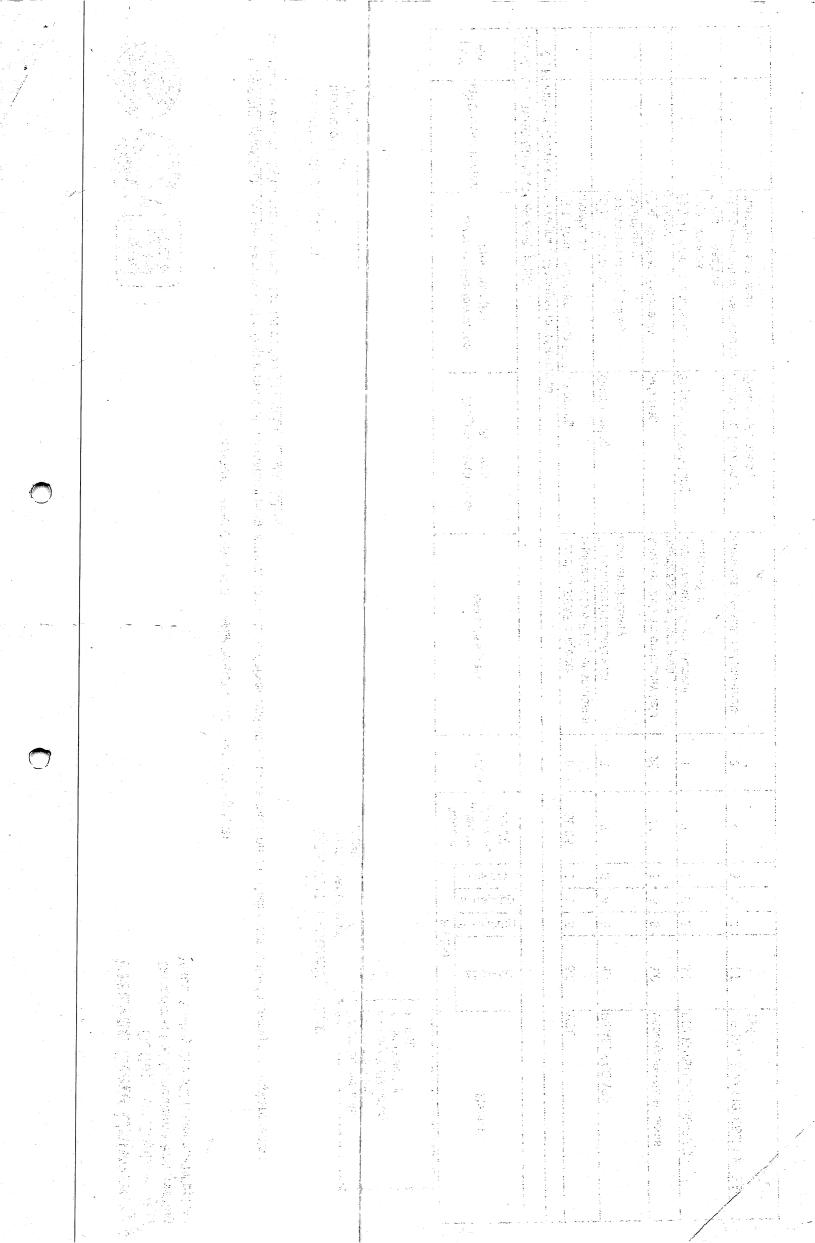
Department Head

Date:

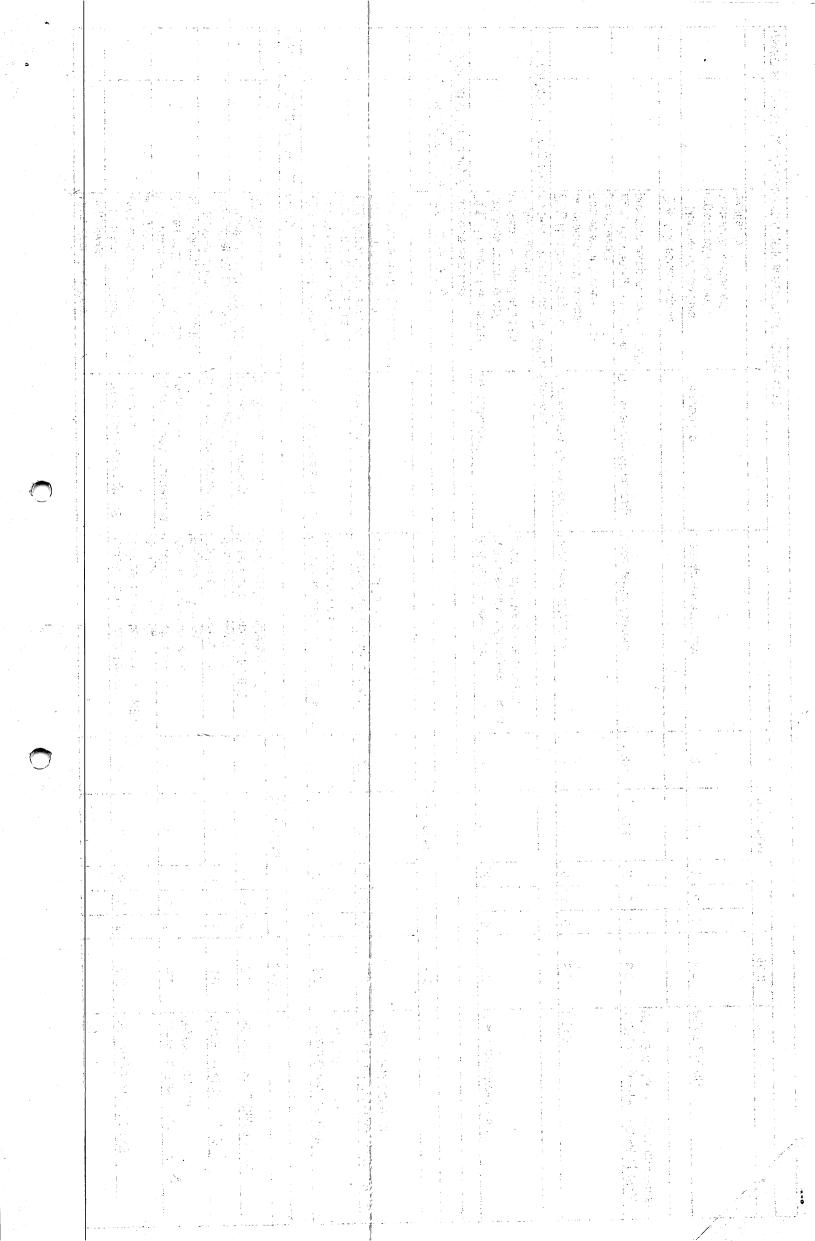
Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair

|            |                     |   |  |  |        | Accom-   |                 |            | Ra         | ting  |   |
|------------|---------------------|---|--|--|--------|--|-----------------|------------|------------|---|---|
| MFO<br>No. | MFO Descrip-tion    | Success/Performance<br>Indicator (PI)                       | Program/Activities/<br>Projects            | Tasks Assigned   | Target | plishmnt<br>(Jul-Dec<br>2018)  | Quality         | Efficiency | Timeliness | Average   | Remark                                  |
| UMFO 2     | 2. HIGHER EDUCAT    | TON SERVICES  |  |  |        | The second secon | distribution of |            |            | Оттогнатирителя это подавлений постанований постанов |   |
| OVP        | l MFO 1. Curriculur | n Program Management Serv                                   | ices                                       |  |        |  |                 | -          |            |   |   |
|            |                     | <u>Pl 1</u> . Total Undergraduate FTE monitored             | Teaching                                   | Teaches BSAE subjects equivalent to 8 FTE per semester     | 8      | 35.85  | 5               | 5          | 5          | 5.0   | VSL                                     |
|            |                     | <u>PI 7.</u> Number of academe/industry linkage established |  | 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                  |
|            |                     | organizations<br>Advised/Assisted                           | Supervising/Advising                       | Supervises/Advises student organization                    | 1      | 2  | 5               | 5          | 5          | 5.0   | PSAE-VSUSC, CoE-SSC                     |
|            | 1 1                 | PI 10. Number of instructional materials developed          | Preparing/ Revising/<br>Encoding/ Printing | Prepares instructional materials                           | 2      | 4  | 5               | 5          | 4          | 4.7   | AE 161, ESci 110, ESci 146, ESci<br>134 |



|                 | Don't Denotions/Mour   |  | T  |          |              |     |          |   |      |  |
|-----------------|--|--|--|----------|--------------|-----|----------|---|------|--|
|                 | Best Practices/New   |  | Ì  |          |              |     |          |   |      |  |
|                 | Initiatives:  Number of BS Degree  | ODE allegation at all DO                                   |  |          |              |     |          |   |      |  |
|                 | Programs maintained for OBE-   | OBE-alignment of old BS                                    | Conducts initial activities of   | 1        | 1            | 5   | 5        | 5 | 5.0  | OBE-alignment of BSAE  |
|                 | alignment  | Curriculum   | curriculum revision into an OBE-   |          | İ            |     |          |   |      | 1  |
|                 |  |  | aligned curriculum   |          |              | 4   | <u> </u> |   |      |  |
|                 |  | Updating and maintaining                                   | Updates and maintains  | 1        | 1            | 5   | 5        | 5 | 5.0  | Center of Excellence in BSAE                                       |
|                 |  | documents  | documents re Center of   |          |              |     |          |   |      | degree program   |
|                 | status designated by CHED  | 11   | Excellence (COE)   |          |              |     | <u> </u> |   |      |  |
|                 |  | Updating and maintaining                                   | Updates and maintains  | 1        | 1            | 5   | 5        | 5 | 5.0  | BSAE Level III Phase 2   |
|                 |  | documents  | documents re AACCUP  |          | ļ            |     | <u></u>  |   |      |  |
|                 | 1  | Preparing/ Encoding/                                       | Prepares documents for ISO   | 1        | 1            | 5   | 5        | 5 | 5.0  | ISO 9001:2015 Certification  |
|                 | applied  | Printing   | 9001:2015 application  |          |              |     | <u> </u> |   |      |  |
|                 |  |  |  |          | Total points | 3:  |          |   | 44.3 |  |
| JMFO 3. RESEARC |  |  | -  |          |              |     |          |   |      |  |
|                 | Pl 3. Number of research   | Conducting research study                                  | Conducts research project and/or   | 1        | 1            | 5   | 5        | 5 | 5.0  | Climate Change Project   |
|                 | projects conducted and/or  |  | completed on schedule  | '        | '            | ١٣  | ا ۲      | ~ | 3.0  |  |
|                 | completed on schedule  |  | on process of the control of the con |          |              |     |          |   |      | (CC3.DAE.1718)   |
|                 |  | Research project   | Prepares and submits project   | 122      | 122          | 5   | 5        | 5 | 5.0  | Decised No. : 000 DAE 4740 . 0040                                  |
|                 | money generated from   | , , , , , , , , , , , , , , , , , , ,                      | proposal funding   | 122      | 122          | "   | ا ن      | 3 | 5.0  | Project No.: CC3.DAE.1718 - 2018                                   |
|                 | institutional funding (Thousand  |  | Proposal fariality   |          | 1            |     |          |   |      | budget: P122,090.40  |
|                 | PHP)   |  |  |          |              | 1   |          |   |      |  |
|                 |  |  |  |          |              | 1   |          |   |      | I .  |
|                 |  |  |  |          | Total points |     | L        |   | 40.0 |  |
| IMEO 5 SUPPORT  |  |  |  |          | Total points | :   |          |   | 10.0 |  |
|                 | T TO OPERATIONS (STO)  |  |  |          | Total points | :   |          |   | 10.0 |  |
|                 | T TO OPERATIONS (STO) culty Evaluation Services  |  |  |          | Total points | :   |          |   | 10.0 |  |
|                 | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/  | As participant   | Participates seminars/   | 1        | Total points | 5   | 4        | 5 | 4.7  | 2 seminars/trainings   |
|                 | T TO OPERATIONS (STO)  culty Evaluation Services  Pl 1. Number of seminars/ trainings/conventions/   | As participant   | Participates seminars/ trainings/conventions/ workshops  | 1        |              |     | 4        | 5 |      | 2 seminars/trainings   |
|                 | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for   | As participant   |  | 1        |              |     | 4        | 5 |      | 2 seminars/trainings   |
| OVPI MFO 3. Fac | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university   | · ·  | trainings/conventions/ workshops   | 1        |              |     | 4        | 5 |      | 2 seminars/trainings   |
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| OVPI MFO 3. Fac | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university  ogram and Institutional Accreditation  PI 1. Number of degree  | Services   | trainings/conventions/ workshops coordinated for entire university   | 1        | 3            |     |          |   |      | 2 seminars/trainings  BSAE   |
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| OVPI MFO 3. Fac | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university  ogram and Institutional Accreditation  PI 1. Number of degree  | Services   | trainings/conventions/ workshops<br>coordinated for entire university  | 1        | 3            | 5   |          |   | 4.7  |  |
| OVPI MFO 3. Fac | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I   | Services  Documenting/ Monitoring                          | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors   | 1        | 1            | 5   | 5        | 5 | 5.0  | BSAE   |
| OVPI MFO 3. Fac | TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I PI 3. Percentage of degree  | Services   | trainings/conventions/ workshops<br>coordinated for entire university  | 1 1 100% | 3            | 5   |          |   | 4.7  | BSAE  100% complied with CHED (BSAE,                               |
| OVPI MFO 3. Fac | T TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I   | Services  Documenting/ Monitoring                          | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors   | 1        | 1            | 5   | 5        | 5 | 5.0  | BSAE   |
| OVPI MFO 3. Fac | TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I PI 3. Percentage of degree  | Services  Documenting/ Monitoring                          | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors   | 1        | 1            | 5   | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE,                               |
| OVPI MFO 3. Fac | TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I  PI 3. Percentage of degree program compliant with CHED  PI 4. Additional outputs   | Services  Documenting/ Monitoring  Documenting/ Monitoring | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors  Documents/Monitors   | 100%     | 1 100%       | 5 5 | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE, BSABE & MSAE degree programs) |
| OVPI MFO 3. Fac | TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I  PI 3. Percentage of degree program compliant with CHED  PI 4. Additional outputs  Number of activities                       | Services  Documenting/ Monitoring  Documenting/ Monitoring | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors   | 1        | 1            | 5   | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE,                               |
| OVPI MFO 3. Fac | r TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I  PI 3. Percentage of degree program compliant with CHED  PI 4. Additional outputs  Number of activities organized/attended/ | Services  Documenting/ Monitoring  Documenting/ Monitoring | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors  Documents/Monitors   | 100%     | 1 100%       | 5 5 | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE, BSABE & MSAE degree programs) |
| OVPI MFO 3. Fac | PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for antire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I  PI 3. Percentage of degree program compliant with CHED  PI 4. Additional outputs  Number of activities organized/attended/ assisted/participated/                            | Services  Documenting/ Monitoring  Documenting/ Monitoring | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors  Documents/Monitors   | 100%     | 1 100%       | 5 5 | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE, BSABE & MSAE degree programs) |
| OVPI MFO 3. Fac | r TO OPERATIONS (STO)  culty Evaluation Services  PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university ogram and Institutional Accreditation  PI 1. Number of degree programs which passed accreditation/evaluation at least Level I  PI 3. Percentage of degree program compliant with CHED  PI 4. Additional outputs  Number of activities organized/attended/ | Services  Documenting/ Monitoring  Documenting/ Monitoring | trainings/conventions/ workshops coordinated for entire university  Documents/Monitors  Documents/Monitors   | 100%     | 1 100%       | 5 5 | 5        | 5 | 5.0  | BSAE  100% complied with CHED (BSAE, BSABE & MSAE degree programs) |



|                         | PI 1. Efficient and customer-<br>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 |
|-------------------------|---|---|--|--------------|--------------|--------------|---|-------|--------|---|
|                         | PI 2. Additional outputs                                    |   | Troud and miquinos   |              |              | -            | - | -     |        | to client needs and inquiries                                       |
|                         | 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/<br>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  |
| Total Ove               | -all Rating   |   |  |              |              |              |   | 93.6  | 667    | for Development Purpose:  |
| Average F<br>Additional |   |   |  |              |              |              |   | 4.9   | 30     | Analyze results of student  |
| Approv                  | ed additional points (with copy of approval) :              |   |  | <del> </del> |              | <del> </del> |   |       | ·      | evaluations and act accordingly forperformance improvement.         |
| Final Ratio             | g   |   |  |              |              |              |   | 4.9   | 30     | - ponomanoo impiovement.  |
| Adjectival              | Rating  |   |  |              |              |              | 0 | utsta | inding | <b>.</b>  |

Evaluated and Rated by:

ARTHUR IT. FAMBONG, FPSAE
Head, DAE
Date:

Recommending Approval:

ROBERTO C. GUART 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 imporoved 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

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