

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROBERTO C. GUARTE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)		2.50	
d. Students (50%)		2.50	
Total for Instruction	40%	5.00	2.00
7. Research			
c. Client/Dir. for Research (0%)			
d. Dept. Head/Center Director (10%)			
Total for Research	40%	5.00	2.00
8. Extension			
c. Client/Dir. for Extension (0%)			
d. Dept Head/Center Director (0%)			
Total for Extension			
9. Administration & Support to Operations	20%	5.00	1.00
10. Production			
TOTAL			<b>5.00</b>


EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
ROBERTO C. GUARTE  
Name of Faculty

Reviewed by:

  
ELDON P. DE PADUA  
Department Head

Recommending Approval:

  
JANNET C. BENCURE, Ph.D.  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
Vice President



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF AGRICULTURAL AND  
BIOSYSTEMS ENGINEERING**

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

I, ROBERTO C. GUARTE, faculty member of the Department of Agricultural and Biosystems Engineering and Director of the Renewable Energy Research Center (RERC) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2021.

  
**ROBERTO C. GUARTE**  
Professor  
Date: 1/24/22

Approved:  
  
**ELDON P. DE PADUA**  
Department Head  
Date: 1/24/22

  
**JANNET C. BENCURE**  
Dean, CET  
Date: 1/24/22

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	Efficiency	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		3	5	5	5	5.00	AGEN 241, AGEN 291, AGEN 300
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	2	5	5	5	5.00	Still working on the completion of their Masteral Thesis



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						Quality	Efficiency	Timeliness	Average	
		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>			2	5	5	5	5.00	Still working on the completion of their Masteral Thesis
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Still working on the completion of their Masteral Thesis
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		15	5	5	5	5.00	5 AGEN 241 Course Assessment Guides, 5 AGEN 241 Lab Guides, 4 AGEN 241 Modules with 10 Lessons
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		8	5	5	5	5.00	8 additional reading materials in AGEN 291

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						Quality	Efficiency	Timeliness	Average	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		10	5	5	5	5.00	5 for AGEN 241 and 5 for AGEN 291
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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		3	5	5	5	5.00	1 each for AGEN241, AGEN291, AGEN300
	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		15.20	5	5	5	5.00	3 sections of ABEn131 with 99 enrolled students
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	3 sections for ABEn131
		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							



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						Quality	Efficiency	Timeliness	Average	
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings							
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	4 long exams each of the 3 sections in ABEn 131
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	7	5	5	5	5.00	7 Course Exercise each for the 3 ABEn 131 sections
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	7	5	5	5	5.00	7 Course Exercise each for the 3 ABEn 131 sections
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic advisor to students							
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							

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						Quality	Efficiency	Timeliness	Average	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 .</b> Number of Student organizations advised	Advises student organizations recognized by USSO							
		<b>A20 .</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	14	5	5	5	5.00	7 Modules and 7 Course Exercises in ABEn131
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	20	5	5	5	5.00	10 PowerPoint Lectures presentation, 3 ABEn 131 PAES materials, and 7 video clips
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	11	5	5	5	5.00	4 long exams and 7 Course Exercises each for 3 sections in ABEn 131
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	one (1) ABEn 131 for 3 sections



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						Quality	Efficiency	Timeliness	Average	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Attendance to CHED-TCABE and CHED-tPET Virtual Meetings and Monitoring Visits	4	6	5	5	5	5.00	3 Virtual meetings and 3 monitoring visits
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	2	3	5	5	5	5.00	Conducted three (3) Research Projects with potential industry adoptability on: 1) Bioenergy geberation, 2) Evaporative Cooling for Vegetable Storage, and 3) Ram Pump Technology for Vegetable Production
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								

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	Efficiency	Timeliness	Average	
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences		4	5	5	5	5.00	Presented four (4) Research Outputs during the 2021 RRDEN and ViCAARP Agency Annual In-House RDE Review
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										



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	Efficiency	Timeliness	Average	
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								

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	Efficiency	Timeliness	Average	
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	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 (extrn. 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							
		Number of RE Demo Unit maintained for educational purposes		9	9	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										




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	Efficiency	Timeliness	Average	
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS 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	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted	Spearhead and facilitates the Conduct of College Seminars/Workshops/Trainings							
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	0% Complaint	0% Complaint	5	5	5	5.00	

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						Quality	Efficiency	Timeliness	Average	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice		2	5	5	5	5.00	Conversion of unutilized area to organic vergetable garden and establishment of Wellness facilities
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Number of departments and/or service units supervised and monitored	Supervising and monitoring							
		No. of management meetings conducted	Preside at least one (1) RERC monthly meeting							
		Number of documents attended and served	Review and Approve documents	1,000	1000	5	5	5	5.00	
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	0	2	5	5	5	5.00	




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						Quality	Efficiency	Timeliness	Average	
		Area of lawn supervised (sq.m, approx.)	Supervises the maintenance of lawn	900	1100	5	5	5	5.00	RERC lawn and Ram Pump supported Vegetable Demo Production area
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	2	3	5	5	5	5.00	
	<b>Total Over-all Rating</b>								140.0	
	<b>Average Rating</b>								5.00	
	<b>Adjectival Rating</b>								Outstanding	


Evaluated & Rated by:

  
**ELDON P. DE PADUA**  
 Head, DABE  
 Date: 1/24/22

Recommending Approval

  
**JANNET O. BENGURE**  
 Dean, CET  
 Date: 1/24/22

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: 1/24/22

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **ROBERTO C. GUARTE**

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	Virtual classrooms and consultation	7-1-2021	12-31-2021	12-31-2021	VI	O	AGEN291, AGEN241, AGEN300
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	7-1-2021	12-31-2021	12-31-2021	VI	O	ABEn 131
3	Research services	Research Conducted	7-1-2021	12-31-2021	12-31-2021	VI	O	Renewal Energy Research Center Projects
4	Extension services	Evaluation/ Audit Report	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2021	12-31-2021	12-31-2021	VI	O	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2021	7-1-2021	12-31-2021	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:

  
**ELDON P. DE PADUA**  
 Head, DABE