


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JESSIE JAMES D. LAYAN


| Program Involvement<br>(1)         | Percentage<br>Weight of<br>Involvement | Numerical Rating<br>(Rating x%) | Equivalent<br>Numerical<br>(2x3) |
|------------------------------------|--|---------------------------------|----------------------------------|
|                                    | (2)                                    | (3)                             |                                  |
| 1. Instruction                     |  |                                 |                                  |
| a. Head/Dean (50%)                 |  | 2.47                            |                                  |
| b. Students (50%)                  |  | 2.43                            |                                  |
| Total for Instruction              | 40%                                    | 4.90                            | 1.96                             |
| 2. Research                        |  |                                 |                                  |
| a. Client/Dir. for Research (50%)  |  | Not Available                   |                                  |
| b. Dept.Head/Dean/Director (50%)   |  | 4.76                            |                                  |
| Total for Research                 | 30%                                    | 4.76                            | 1.43                             |
| 3. Extension                       |  |                                 |                                  |
| a. Client/Dir. for Extension (50%) |  | Not Available                   |                                  |
| b. Dept Head/Dean/Director (50%)   |  | 4.69                            |                                  |
| Total for Extension                | 15%                                    | 4.69                            | 0.70                             |
| 4. Administration                  | 10%                                    | 5.00                            | 0.50                             |
| 5. Production                      | 5%                                     | 5.00                            | 0.25                             |
| TOTAL                              |  |                                 | 4.84                             |

EQUIVALENT NUMERICAL RATING: 4.84  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_  
ADJECTIVAL RATING: Outstanding

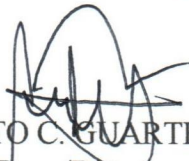
Prepared by:

  
JESSIE JAMES D. LAYAN  
Name of Faculty/Staff


Reviewed by:

  
MANUEL E. CASANGCAPAN  
Department/Office Head

Recommending Approval:

  
ROBERTO C. GUARTE, Ph.D.  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, JESSIE JAMES D. LAYAN, of the Department of Agricultural and Biosystems Engineering, 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, 2019.

**JESSIE JAMES D. LAYAN**  
Ratee

Approved:

  
**MANUEL E. CASANGCAN**  
Head of Unit/Immediate Supervisor

| MFOs/<br>PAPs | Success Indicators  | Task Assigned | Target | Actual<br>Accom-<br>plishment | Rating         |                |                |                | Remarks  |
|---------------|---|---------------|--------|-------------------------------|----------------|----------------|----------------|----------------|--|
|               |   |               |        |                               | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| UMFO 1.       | ADVANCED EDUCATION SERVICES   |               |        |                               |                |                |                |                |  |
|               | OVPI MFO 1. Graduate Degree Program Management Services   |               |        |                               |                |                |                |                |  |
|               | PI 1: Number of graduate degree specializations offered and monitored                                     | Assisting     | 1      | 1                             | 5              | 5              | 5              | 5.00           | MSAE with 3 specializations  |
|               | PI 2: Total FTE monitored   |               | 6.7    | 16                            | 5              | 4              | 5              | 4.67           | Total FTE for 6 MS Thesis;<br>Non-Graduate School<br>accomplishments of DLST are<br>counted at PhilRootcrops |
|               | PI 3: Percentage of students who graduated within the prescribed period                                   | Assisting     | N/A    | N/A                           |                |                |                |                | No graduation schedule during this period  |
|               | OVPI MFO 2. Graduate Student Management Services  |               |        |                               |                |                |                |                |  |
|               | PI 1: Percentage of graduate students awarded with honors/distinction                                     | Assisting     | N/A    | N/A                           |                |                |                |                | No graduation schedule during this period  |
|               | PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory | Assisting     | 60%    | 100%                          | 5              | 5              | 5              | 5.00           | MSAE Students as raters  |
|               | PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:     |               |        |                               |                |                |                |                |  |
|               | a. Pursuing advanced research degree program  |               | 0%     | N/A                           |                |                |                |                | No opportunity yet   |



|         |  |           |        |           |   |   |   |       |  |
|---------|--|-----------|--------|-----------|---|---|---|-------|--|
|         | b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research) | Assisting | 100%   | 100%      | 5 | 5 | 5 | 5.00  | RCG, AIT & DLST are all engaged in research  |
|         | c. Producing technologies for commercialization or livelihood improvement  | Assisting | 100%   | 100%      | 5 | 5 | 5 | 5.00  | RCG - Protus Cookstove & solar lighting; AIT - employment generation from FS; DLST - machines                          |
|         | d. whose research work resulted in an extension program  | Assisting | 0%     | 33%       | 5 | 5 | 5 | 5.00  | RCG renewable energy research  |
|         | Total Points:  |           |        | Subtotal: |   |   |   | 29.67 |  |
| UMFO 2. | HIGHER EDUCATION SERVICES  |           |        |           |   |   |   |       |  |
|         | OVPI MFO 1. Curriculum Program Management Services   |           |        |           |   |   |   |       |  |
|         | PI 1: Total FTE Monitored  | Assisting | 150    | 302.00    | 5 | 5 | 5 | 5.00  | This is Individual FTE; Total DABE FTE = 1,932.67 for 1st Sem 2019-20  |
|         | PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered   | Assisting | 100%   | 100%      | 5 | 5 | 5 | 5.00  | BSAE & BSABE   |
|         | PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)   | Teaching  | (60%)  | (84%)     |   |   |   |       | Students who graduated May 2019 (Reported in Jan-June period): 21/25 or 84.00% for 1st takers, 25/34 or 73.53% overall |
|         | PI 4: Percentage of first time licensure exam takers who passed the licensure exam (compared to previous year's percentage)                            | Teaching  | (100%) | (121%)    |   |   |   |       | Students who graduated May 2019: Computation: $100\% + ((84 - 69.23)/69.23 \times 100\%)$                              |
|         | PI 5: Number of students who graduated within the prescribed period  | Teaching  | (60%)  | (91%)     |   |   |   |       | Students who graduated May 2019: 20 of 22  |
|         | PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period   | Teaching  | N/A    | N/A       |   |   |   |       | No graduation during this period   |
|         | PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies  | Teaching  | 82%    | 100%      | 5 | 5 | 5 | 5.00  | All graduates are employed or pursuing MS (based on student monitoring feedback)                                       |
|         | PI 8: Number of academe/industry linkages established/maintained   | Assisting | 1      | 8         | 5 | 5 | 5 | 5.00  | 8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc     |
|         | PI 9: Number of thesis/special problems of students:   |           |        |           |   |   |   |       |  |

|  |   |                    |     |                  |   |   |   |              |  |
|--|---|--------------------|-----|------------------|---|---|---|--------------|--|
|  | a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved            | Teaching           | N/A | N/A              |   |   |   |              | No defense during this period  |
|  | a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved | Teaching           | N/A | N/A              |   |   |   |              | No defense during this period  |
|  | <b>PI 10:</b> Number of student organizations advised/assisted  | Advising/Assisting | 2   | 2                | 5 | 5 | 5 | 5.00         | JJDL: PSABE-VSC; RCG: CoE-SSC  |
|  | <b>PI 11:</b> Number of instructional materials developed/revised   |                    |     |                  |   |   |   |              |  |
|  | a. OBE-compliant syllabi  | Workforce          | 4   | 6                | 5 | 5 | 5 | 5.00         | AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1   |
|  | b. Teaching guides/Student guides/Laboratory Manuals  | Workforce          | 1   | 1                | 5 | 4 | 5 | 4.67         | AIT-1: Irrigation Engineering (partial only; sabbatical output)  |
|  | c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)               | Workforce          | 4   | 5                | 5 | 5 | 5 | 5.00         | PowerPoint visual matls: RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1  |
|  | d. On-line interactive learning resources per subject   | Workforce          | 0   | 1                | 5 | 4 | 5 | 4.67         | AIT-1: Bytex Feasibility Analyzer - Revised Datasets Version 2019 (interactive but offline or on classroom only)                       |
|  | <b>PI 12:</b> Number of instruction-related awards  |                    |     |                  |   |   |   |              |  |
|  | Number of national student awards   | Teaching           | 0   | N/A              |   |   |   |              | No regular convention or contest during this period  |
|  | Number of honor graduates   | Teaching           | N/A | (3)              |   |   |   |              | Reported in Jan-June 2019: Fatima Gumamac, BSAE - Cum Laude; plus 2 board topnotchers- Top 3 & Top 7; placed under additional outputs) |
|  | <b>Total Points</b>   |                    |     | <b>Subtotal:</b> |   |   |   | <b>44.33</b> |  |



| UMFO 3. RESEARCH SERVICES |  |                       |    |     |     |   |   |      |  |
|---------------------------|--|-----------------------|----|-----|-----|---|---|------|--|
|                           | PI 1. Number of research proposals submitted   | Researcher/ assisting | 1  | 1   | 5   | 5 | 5 | 5.00 | DA-BAR Proposal: MEC -defended proposal at DA-BAR En Banc. AIT- Revised & submitted proposal at DA-BAR   |
|                           | PI 2. Number of research proposals approved  | Researcher/ assisting | 1  | 1   | 5   | 4 | 5 | 4.67 | ROC-1: DOST Balik Scientist Project  |
|                           | PI 3. Number of research studies conducted   | Researcher/ assisting | 6  | 5   | 5   | 5 | 5 | 5.00 | ROC: DOST Balik Scientist Roject; MGS: MS Research (UPD); EDP: MS Research (UPLB); RCG: 2 Researches   |
|                           | PI 4. No. of research projects/studies completed w/in the year   | Researcher/ assisting | 3  | 3   | 5   | 5 | 5 | 5.00 | RCG - 2 Varied researches; ROC - Balik Scientist Rersearch on Biodiesel  |
|                           | PI 5. No. of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora & conferences |                       |    |     |     |   |   |      |  |
|                           | <i>In int'l fora/conferences</i>   | Researchr/asstng      | 0  | 0   | N/A |   |   |      | No opportunity yet   |
|                           | <i>In nat'l fora/conferences</i>   | Researchr/asstng      | 1  | 1   | 5   | 4 | 5 | 4.67 | MGS: MS Research, UP Dilimn  |
|                           | <i>In reg'l fora/conferences</i>   | Researchr/asstng      | 1  | 1   | 5   | 4 | 5 | 4.67 | AIT-1 in ATI-Reg. 2, Isabela   |
|                           | <i>In institutional fora/conferences</i>   | Researchr/asstng      | 2  | 3   | 5   | 4 | 5 | 4.67 | AIT-2 in OVPRE & ATI-VSU; RCG-1 in OVPRE   |
|                           | PI 6. Number of papers submitted for publication in internationally indexed journals   | Researchr/asstng      | 0  | 1   | 5   | 4 | 5 | 4.67 | AIT-1: Submitted to Science and Humanities Journal. Title: <i>Hydropower Potentials of Biliran Islands in the Philippines Assessed Through ArcSWAT Simulation and Synthetic Aperture Radar Spatial Data</i> - by Tambong, Bacordo, Martinez & Garcia |
|                           | PI 7. Number of published papers in peer-reviewed journals   |                       |    |     |     |   |   |      |  |
|                           | <i>In refereed int'l journals</i>  | Researchr/asstng      | 0  |     |     |   |   |      |  |
|                           | <i>In refereed nat'l journals</i>  | Researchr/asstng      | 0  |     |     |   |   |      |  |
|                           | <i>In institutional journals</i>   | Researchr/asstng      | 0  |     |     |   |   |      |  |
|                           | PI 8. Number of patents/Utility Models/copyrights filed and registered   | Researchr/asstng      | 0  |     |     |   |   |      |  |
|                           | PI 9. Amount of research money generated from external funding (Thousand PHP)  | Researchr/asstng      | 0  | 465 | 5   | 4 | 5 | 4.67 | ROC: DOST Balik Scientist Sponsorship  |
|                           | PI 10. Amount of research money generated from institutional funding (Thousand PHP)  | Researchr/asstng      | 50 | 100 | 5   | 4 | 5 | 4.67 | RCG: 2 Researches  |

|         |   |                         |     |           |     |   |   |       |  |
|---------|---|-------------------------|-----|-----------|-----|---|---|-------|--|
|         | PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries | Researchr/asstng        | 0   | 4         | 5   | 4 | 5 | 4.67  | 4 Climate Change Studies utilized by PAGASA: AIT-1, MEC-1, TFS-1, JJDL-1 |
|         | PI 12. Number of research-related awards (research conducted by faculty or students with faculty)         | Researchr/asstng        | 0   | 0         | N/A |   |   |       | Many papers presented, unfortunately no award received so far            |
|         | Total Points  |                         |     | Subtotal: |     |   |   | 96.67 |  |
| UMFO 4. | EXTENSION SERVICES  |                         |     |           |     |   |   |       |  |
|         | PI 1: Number of trainees weighted by the length of training (man-hours)                                   | Extensionist, assisting | 240 | 5,280     | 5   | 5 | 5 | 5.00  | AG: Assisted TESDA-VSU Training co-managed with ME Dept.                 |
|         | PI 2: Number of trainings conducted   | Extensionist, assisting | 1   | 1         | 5   | 4 | 5 | 4.67  | AG: Assisted TESDA-VSU Training co-managed with ME Dept.                 |
|         | PI 3: Number of IEC materials/techno-guides developed/used  | Extensionist, assisting | 1   | 2         | 5   | 4 | 5 | 4.67  | RCG-2: Solar Technoguides  |
|         | PI 4: Number of beneficiaries served  |                         |     |           |     |   |   |       |  |
|         | Groups  | Extensionist, assisting | 3   | 4         | 5   | 4 | 5 | 4.67  | 4 RERC Field Trip Groups   |
|         | Individuals   | Extensionist, assisting | 15  | 100       | 5   | 4 | 5 | 4.67  | RERC Field Trips = 100 to 120 persons                                    |
|         | PI 5: Number of technical/expert services provided/rendered   |                         |     |           |     |   |   |       |  |
|         | Extension Mentoring   | Cooperating/ Assisting  | 1   | 2         | 5   | 4 | 5 | 4.67  | RCG-2: research mentorings to junior DABE faculty                        |
|         | Peer reviewers/Panelists  |                         | 0   | 0         | N/A |   |   |       | No opportunity yet   |
|         | Resource Person   |                         | 2   | 5         | 5   | 4 | 5 | 4.67  | RCG: 1 CHED-TPET & 2 ISO Orientatns; AIT: 2 ATI Trainings                |



|  |  |           |     |      |           |   |   |       |   |
|--|--|-----------|-----|------|-----------|---|---|-------|---|
|  | Convenor/Organizer   | Assisting | 1   | 1    | 5         | 4 | 5 | 4.67  | RCG-1:CHED-TPET Forum   |
|  | Consultancy  |           | 1   | 3    | 5         | 4 | 5 | 4.67  | AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns |
|  | Evaluator  | Evaluator | 0   | N/A  |           |   |   |       | No opportunity yet  |
|  | PI 6: Number of extension projects conducted   | Assisting | 1   | 3    | 5         | 4 | 5 | 4.67  | RCG - Solar ; AG: Assisting TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting                    |
|  | PI 7: Number of extension proposals submitted  | Assisting | 1   | 1    | 5         | 4 | 5 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 8: Number of extension proposal approved  | Assisting | 1   | 1    | 5         | 4 | 5 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 9: Amount of extension money generated from external funding (Thousand PhP)   | Assisting | 0   | 100  | 5         | 4 | 5 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 10: Amount of extension money generated from institutional funding (Thousand PhP)   | Assisting | 30  | 100  | 5         | 4 | 5 | 4.67  | VSU Counterpart in kind   |
|  | PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance | Assisting | 60% | 100% | 5         | 4 | 5 | 4.67  | TESDA-VSU Trainings co-managed with ME Dept.  |
|  | PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)  | Assisting | 0   |      |           |   |   |       | No opportunity yet  |
|  | Total Points   |           |     |      | Subtotal: |   |   | 70.33 |   |
| UMFO 5.  | SUPPORT TO OPERATIONS (STO)  |           |     |      |           |   |   |       |   |
| OVPI MFO 1. Faculty Development Services       |  |           |     |      |           |   |   |       |   |
|  | PI 1: Number of faculty pursuing advanced degree programs  | Support   | 2   | 2    | 5         | 5 | 5 | 5.00  | Engr. Eldon De Padua & Engr. Ma. Grace Sumaria  |
| OVPI MFO 2. Faculty Recruiting/Hiring Services |  |           |     |      |           |   |   |       |   |
|  | PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM  | Support   | 0   | N/A  |           |   |   |       | N/A, none hired during the period   |
| OVPI MFO 3. Faculty Evaluation Services        |  |           |     |      |           |   |   |       |   |

|   |  |  |           |      |      |     |     |     |      |   |
|---|--|--|-----------|------|------|-----|-----|-----|------|---|
|   | PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university     |  | Support   | 1    | 2    | 5   | 5   | 5   | 5.00 | RCG-2: ISO Workshops  |
|   | PI 4: Number of seminars/trainings/conventions/workshops outside the university                                |  | Support   | 2    | 2    | 5   | 5   | 5   | 5.00 | RCG-1:CHED-TPET Workshops;<br>FLS - Machinery workshops           |
|   | PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated |  | Support   | 60%  | 100% | 5   | 5   | 5   | 5.00 | All faculty were rated VS or higher on the average                |
|   | PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated |  | Support   | 3    | 4    | 5   | 5   | 5   | 5.00 | 4 Various local seminars/workshops attended by diff. DABE faculty |
| OVPI MFO 4. Program and Institutional Accrediation Services |  |  |           |      |      |     |     |     |      |   |
|   | PI 1: Number of degree programs which passed accreditation/evaluation at least level 1                         |  | Workforce | 1    | 2    | 5   | 5   | 5   | 5.00 | BSAE & BSABE  |
|   | PI 2: Degree program compliant with CHED requirements  |  | Workforce | 1    | 2    | 5   | 5   | 5   | 5.00 | BSAE & BSABE  |
|   | PI 2a. QMS on faculty recruitment, development   |  | Workforce | 0    |      | N/A | N/A | N/A |      | Not applicable  |
| UMFO 6.   | GENERAL ADMINISTRATION & SUPPORT SERVICES  |  |           |      |      |     |     |     |      |   |
|   | PI 1. Number of Risk Assessment/Review conducted   |  | Support   | 1    | 1    | 5   | 5   | 5   | 5.00 | DAE Risk Assessment in coordination with Dean's Office            |
|   | PI 2. Number of risks identified   |  | Support   | 5    | 10   | 5   | 5   | 5   | 5.00 | 10 Risks identified   |
|   | PI 3. Number of risks adressed/minimized   |  | Support   | 5    | 10   | 5   | 5   | 5   | 5.00 | 10 Risks minimized  |
|   | PI 4: Number of legitimate complaints received   |  | Support   | 0    | 0    | 5   | 5   | 5   | 5.00 | Outstanding; none received  |
|   | PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescibed period                |  | Support   | 100% | 100% | 5   | 5   | 5   | 5.00 | 100% or equivalent to "no complaint to comply"                    |



|                              |   |           |                  |   |   |   |                    |              |   |
|------------------------------|---|-----------|------------------|---|---|---|--------------------|--------------|---|
|                              | <b>PI 6. ADDITIONAL OUPUTS*</b> (In instruction, research, extension, production, and/or administration not found in the original commitment) |           |                  |   |   |   |                    |              |   |
|                              | ISO Evaluation undergone  | Teaching  | 0                | 1 | 5 | 5 | 5                  | 5.00         | Passed Stage 1 of ISO evaluation (whole VSU including DABE & CET) |
|                              | International Accreditation maintained  | Workforce | 0                | 1 | 5 | 5 | 5                  | 5.00         | 1 Int'l Accreditation maintained - Washington Accord              |
|                              | Nationa Accreditation maintained  | Workforce | 0                | 1 | 5 | 5 | 5                  | 5.00         | AACCUP Level 3 Phase 2 (2nd to highest level) - BSAE/BSABE        |
|                              | Regional Accreditation maintained   | Workforce | 0                | 1 | 5 | 5 | 5                  | 5.00         | CHED-RQAT Region VIII   |
|                              | Number of DOST Balik Scientists Hosted  | Support   | 0                | 1 | 5 | 5 | 5                  | 5.00         | 1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz (ROC)    |
|                              | Number of Field Trips Accommodated  | Assisting | 0                | 3 | 5 | 5 | 5                  | 5.00         | 3 Field Trips Oriented at RERC                                    |
|                              |   |           | <b>Subtotal:</b> |   |   |   |                    | <b>55.00</b> |   |
| <b>Total Over-all Rating</b> |   |           |                  |   |   |   | <b>286.667</b>     |              |   |
| <b>Average Rating</b>        |   |           |                  |   |   |   | <b>4.859</b>       |              |   |
| <b>Adjectival Rating</b>     |   |           |                  |   |   |   | <b>Outstanding</b> |              |   |

LEGEND: AIT - Arthur It. Tambong; RCG - Roberto C. Guarte; MBL-Manolo B. Loreto; MEC - Manuel C. Casangcapan (OIC Head); TFS - Triana F. Soroño (Dept. Secretary); JJDL - Jessie James D. Layan; FLS - Feliciano L. Sinon Jr.; MGS - Ma. Grace Sumaria; DLST - Daniel Leslie S. Tan; ROC - Rico O. Cruz (DOST Balik Scientist hosted at RERC); LGM - Lorbert G. Mazo; AG - Alan M. Guarte

**Comments & Recommendations for Development Purpose:**

Needs to exert further on research and extension.

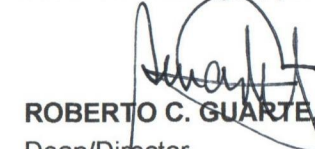
Evaluated/Rated by:

  
**MANUEL E. CASANGCAPAN**

Unit Head/Immediate Supervisor

Date: \_\_\_\_\_

Recommending Approval:

  
**ROBERTO C. GUARTE, Ph.D.**

Dean/Director

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**

Vice President

Date: \_\_\_\_\_

1 - Quality, 2 - Efficiency, 3 - Timeliness, 4 - Average

"Exhibit I"

## PERFORMANCE MONITORING FORM

Name of Employee: **Jessie James D. Layan**

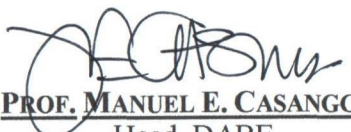
Period: July-December 2019

| 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        | Teaching in MS Courses                    | Grade reports          | 7-1-2019      | 12-29-2019                  | 12-29-2019               | NA                 | NA                              | Not Teaching MS         |
| 2        | Teaching in BS Courses                    | Grade reports          | 7-1-2019      | 12-29-2019                  | 12-29-2019               | VI                 | O                               | Improve more            |
| 3        | Research                                  | Researches conducted   | 7-1-2019      | 12-29-2019                  | 12-29-2019               | I                  | VS                              | Improve more            |
| 4        | Extension                                 | Extension conducted    | 7-1-2019      | 12-29-2019                  | 12-29-2019               | I                  | VS                              | Improve more            |
| 5        | Support to operations                     | Documents and services | 7-1-2019      | 12-29-2019                  | 12-29-2019               | VI                 | O                               | Improve more            |
| 6        | General administration & support services | Documents and services | 7-1-2019      | 12-29-2019                  | 12-29-2019               | VI                 | O                               | Improve more            |
| 7        | ISO preparations                          | Documents and services | 7-1-2019      | 12-29-2019                  | 12-29-2019               | VI                 | O                               | Improve more            |

\* Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP), not applicable (NA)

\*\*Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P), not applicable (NA)

Prepared by:

  
**PROF. MANUEL E. CASANGCAPAN**  
Head, DABE  
*Unit Head/Immediate Supervisor*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JESSIE JAMES D. LAYAN**

Performance rating: **4.84 (O) for the period July-Dec. 2019**

**Aim:** The employee as an effective and efficient implementor of 5S and ISO standards in the Department of Agricultural and Biosystems Engineering (DABE).

**Proposed Interventions to Improve Performance:** Standardization of office management

**Date:** January 2019

**Target Date:** June 2019

**First Step**

- Re-orientation on 5S
- Re-orientation on ISO standards

**Result:**

- Refreshed knowledge on 5S
- Refreshed knowledge on ISO standards

**Date:** July 2019

**Target Date:** December 2019

**Next Step:**

- Implementation of 5S
- Implementation of ISO standards

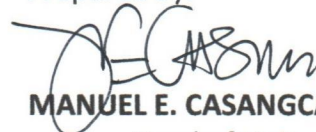
**Outcome:**

- Started implementing 5S
- Started implementing ISO standards

**Final Step/Recommendation:**

- Enhance implementation of 5S
- Enhance implementation of ISO standards

Prepared by:



**MANUEL E. CASANGCAPAN**

Head of Unit

**Conforme:**



**JESSIE JAMES D. LAYAN**  
Ratee