

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: Alan M. Guarte

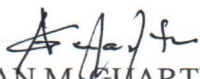
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.751	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<b>4.670</b>	30%	1.40
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: Outstanding


Prepared by:

  
 ALAN M. GUARTE  
 Name of 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, ALAN M. GUARTE, 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.

  
**ALAN M. GUARTE**  
 Ratee

Approved:   
**MANUEL E. CASANGCAPAN**  
 Head of Unit/Immediate Supervisor

MFOs/ PAPs	Success Indicators	Task Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UMFO 1.</b>	<b>ADVANCED EDUCATION SERVICES</b>								
	<b>OVPI MFO 1. Graduate Degree Program Management Services</b>								
	<b>PI 1:</b> Number of graduate degree specializations offered and monitored	Support	1	1	5	4	5	4.67	MSAE with 3 specializations
	<b>PI 2:</b> Total FTE monitored		6.7	16	5	4	5	4.67	Total FTE for 6 MS Thesis; Non-Graduate School accomplishments of DLST are counted at PhilRootcrops
	<b>PI 3:</b> Percentage of students who graduated within the prescribed period	Support	N/A	N/A					No graduation schedule during this period
	<b>OVPI MFO 2. Graduate Student Management Services</b>								
	<b>PI 1:</b> Percentage of graduate students awarded with honors/distinction	Support	N/A	N/A					No graduation schedule during this period
	<b>PI 2:</b> Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Support	60%	100%	5	4	5	4.67	MSAE Students as raters
	<b>PI 3:</b> 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)	Support	100%	100%	5	4	5	4.67	RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood improvement	Support	100%	100%	5	4	5	4.67	RCG - Protus Cookstove & solar lighting; AIT - employment generation from FS; DLST - machines
	d. whose research work resulted in an extension program	Support	0%	33%	5	4	5	4.67	RCG renewable energy research
	<b>Total Points:</b>				<b>Subtotal:</b>			<b>28.00</b>	
<b>UMFO 2.</b>	<b>HIGHER EDUCATION SERVICES</b>								
	<b>OVPI MFO 1. Curriculum Program Management Services</b>								
	<b>PI 1: Total FTE Monitored</b>	Support	150	402.67	5	4	5	4.67	This is Individual FTE; Total DABE FTE = 1,932.67 for 1st Sem 2019-20
	<b>PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered</b>	Support	100%	100%	5	4	5	4.67	BSAE & BSABE
	<b>PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)</b>	Support	(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
	<b>PI 4: Percentage of first time licensure exam takers who passed the licensure exam (compared to previous year's percentage)</b>	Support	(100%)	(121%)					Students who graduated May 2019: Computation: $100\% + ((84 - 69.23)/69.23 \times 100\%)$
	<b>PI 5: Number of students who graduated within the prescribed period</b>	Support	(60%)	(91%)					Students who graduated May 2019: 20 of 22
	<b>PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period</b>	Support	N/A	N/A					No graduation during this period
	<b>PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies</b>	Support	82%	100%	5	4	5	4.67	All graduates are employed or pursuing MS (based on student monitoring feedback)
	<b>PI 8: Number of academe/industry linkages established/maintained</b>	Support	1	8	5	4	5	4.67	8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc
	<b>PI 9: Number of thesis/special problems of students:</b>								

	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved	Support	N/A	N/A					No defense during this period
	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Support	N/A	N/A					No defense during this period
	<b>PI 10:</b> Number of student organizations advised/assisted	Support	2	2	5	4	5	4.67	JJDL: PSABE-VSC; RCG: CoE-SSC
	<b>PI 11:</b> Number of instructional materials developed/revised								
	a. OBE-compliant syllabi	Workforce	4	6	5	4	5	4.67	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	4	5	4.67	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 - Revided Datasets Version 2019 (interactive but offline or on classroom only)
	<b>PI 12:</b> Number of instruction-related awards								
	Number of national student awards	Support	0	N/A					No regular convention or contest during this period
	Number of honor graduates	Support	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>42.00</b>	



UMFO 3. RESEARCH SERVICES								
PI 1. Number of research proposals submitted	Support	1	1	5	4	5	4.67	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	Support	1	1	5	4	5	4.67	ROC-1: DOST Balik Scientist Project
PI 3. Number of research studies conducted	Support	6	5	5	4	5	4.67	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	Support	3	3	5	4	5	4.67	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>	Support	0	0	N/A				No opportunity yet
<i>In nat'l fora/conferences</i>	Support	1	1	5	4	5	4.67	MGS: MS Research, UP Dilimn
<i>In reg'l fora/conferences</i>	Support	1	1	5	4	5	4.67	AIT-1 in ATI-Reg. 2, Isabela
<i>In institutional fora/conferences</i>	Support	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	Support	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	Support							
<i>In refereed int'l journals</i>	Support	0						
<i>In refereed nat'l journals</i>	Support	0						
<i>In institutional journals</i>	Support	0						
PI 8. Number of patents/Utility Models/copyrights filed and registered	Support	0						
PI 9. Amount of research money generated from external funding (Thousand PHP)	Support	0	465	5	4	5	4.67	ROC: DOST Balik Scientist Sponsorship
PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Support	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	Support	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)	Support	0	0	N/A				Many papers presented, unfortunately no award received so far
	<b>Total Points</b>			<b>Subtotal:</b>				<b>93.33</b>	
<b>UMFO 4.</b>	<b>EXTENSION SERVICES</b>								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Support	240	5,280	5	5	5	5.00	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Support	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	Support	1	2	5	4	5	4.67	RCG-2: Solar Technoguides
	PI 4: Number of beneficiaries served	Support							
	<i>Groups</i>	Support	3	4	5	4	5	4.67	4 RERC Field Trip Groups
	<i>Individuals</i>	Support	15	100	5	4	5	4.67	RERC Field Trips = 100 to 120 persons
	PI 5: Number of technical/expert services provided/rendered	Support							
	Extension Mentoring	Support	1	2	5	4	5	4.67	RCG-2: research mentorings to junior DABE faculty
	Peer reviewers/Panelists	Support	0	0	N/A				No opportunity yet
	Resource Person	Support	2	5	5	4	5	4.67	RCG: 1 CHED-TPET & 2 ISO Orientatns; AIT: 2 ATI Trainings



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

	<b>PI 3:</b> Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	Support	1	2	5	5	5	5.00	RCG-2: ISO Workshops
	<b>PI 4:</b> Number of seminars/trainings/conventions/workshops outside the university	Support	2	2	5	5	5	5.00	RCG-1:CHED-TPET Workshops; FLS - Machinery workshops
	<b>PI 5:</b> 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
	<b>PI 6:</b> 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
<b>OVPI MFO 4. Program and Institutional Accrediation Services</b>									
	<b>PI 1:</b> Number of degree programs which passed accreditation/evaluation at least level 1	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	<b>PI 2:</b> Degree program compliant with CHED requirements	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	<b>PI 2a.</b> QMS on faculty recruitment, development	Workforce	0		N/A	N/A	N/A		Not applicable
<b>UMFO 6.</b>	<b>GENERAL ADMINISTRATION &amp; SUPPORT SERVICES</b>								
	<b>PI 1.</b> Number of Risk Assessment/Review conducted	Support	1	1	5	4	5	4.67	DAE Risk Assessment in coordination with Dean's Office
	<b>PI 2.</b> Number of risks identified	Support	5	10	5	5	5	5.00	10 Risks identified
	<b>PI 3.</b> Number of risks adressed/minimized	Support	5	10	5	4	5	4.67	10 Risks minimized
	<b>PI 4:</b> Number of legitimate complaints received	Support	0	0	5	5	5	5.00	Outstanding; none received
	<b>PI 5:</b> Percentage of complaints indicated in PI 4, if any, addressed within the prescribed 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	Support	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	AACUP 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	4	5	4.67	1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz (ROC)		
	Number of Field Trips Accommodated	Support	0	3	5	4	5	4.67	3 Field Trips Oriented at RERC		
							<b>Subtotal:</b>		<b>53.67</b>		
<b>Total Over-all Rating</b>									<b>280.333</b>		
<b>Average Rating</b>									<b>4.751</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

<b>Comments &amp; Recommendations for Development Purpose:</b>
Needs to exert further on research and extension.


Evaluated/Rated by:

  
**MANUEL E. CASANGCAPAN**

Unit Head/Immediate Supervisor

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

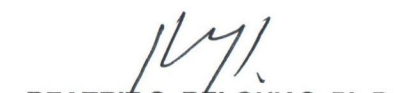
Recommending Approval:

  
**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: Alan M. Guarte

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
2	Teaching in BS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	NA	NA	Not Teaching
3	Research	Researches supported	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
4	Extension	Extension supported	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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2019  
 Name of Staff: Alan Guarje Position: Welder II

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

<b>A. Commitment (both for subordinates and supervisors)</b>		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	56				
<b>Average Score</b>	4.67				

Overall recommendation : Improve recording

  
 MANUEL E. CASANGCAPAN  
 Name of Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALAN M. GUARTE**

Performance rating: **4.73 (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

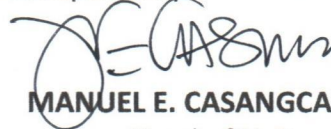
**Outcome:**

- 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:**



**ALAN M. GUARTE**  
Ratee