

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: JESSIE JAMES D. LAYAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
i. Head/Dean (50%)		2.30	
j. Students (50%)		<del>2.50</del> 2.5	
Total for Instruction	90%	<del>4.80</del> 5.0	<del>4.32</del> 4.5
22. Research			
i. Client/Dir. for Research (0%)			
j. Dept. Head/Center Director (0%)			
Total for Research			
23. Extension			
i. Client/Dir. for Extension (0%)			
j. Dept Head/Center Director (0%)			
Total for Extension			
24. Administration & Support to Operations	10%	5.00	0.50
25. Production			
TOTAL			<del>4.82</del> 6.0

EQUIVALENT NUMERICAL RATING: 4.82 6.0

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82 6.0

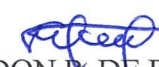
ADJECTIVAL RATING:

Outstanding


Prepared by:

  
JESSIE JAMES D. LAYAN  
Name of Faculty

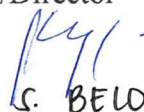
Reviewed by:

  
ELDON P. DE PADUA  
Department Head

Recommending Approval:

  
JANNET C. BENCURE  
Dean/Director

Approved:

  
BEATRIZ C. BELONIAS  
ROTACIO S. GRAVOSO  
Vice President



**VISAYAS**  
STATE UNIVERSITY



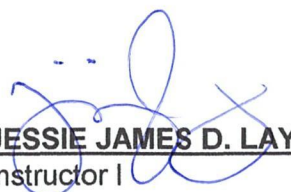
**DEPARTMENT OF AGRICULTURAL  
AND BIOSYSTEMS ENGINEERING**

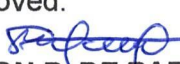
Visca, Baybay City, Leyte, PHILIPPINES  
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**"Exhibit B"**

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

I, JESSIE JAMES D. LAYAN, a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING commit to the 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 2023.

  
**JESSIE JAMES D. LAYAN**  
Instructor I  
Date:

Approved:  
  
**ELDON P. DE PADUA**  
Department Head  
Date:

  
**JANNET C. BENCURE**  
Dean, CET  
Date:

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							

		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 . Number of students entertained for consultation purposes</b>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9: Number of instructional materials developed *</b>	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning	<i>Prepares Power Point presentation, video clips</i>							
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		A 6 : Number of on-line	<i>Submits the course ware</i>							
		A 7 : Number of virtual	<i>Creates virtual classroom using either Moodle or</i>							



	<u>PI 10</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned		15.05	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		<u>A 11</u> . 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							
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	4	4	5	5	5	5.00	Onboarding Seminars & Orientation; Syllabus and TOS Preparation training
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	4	4	4.33	ABEn 147 (1)
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	12	5	5	4	4.67	ABEn 147 (11); ABEn 141 Lab (1)
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	7	7	5	4	4	4.33	ABEn 147 (3); ABEn 158 (3)
	<u>PI 8</u> : Number of students	<u>A16</u> . Number of students	Acts as academic							

		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>			1	5	4	4	4.33	Thesis adviser
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	90	90	5	4	4	4.33	Student in ABEn 147, ABEn 158, and ABEn 141, and other BSABE students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	1	1	4	4	4	4.00	PSABE-VSUSSC
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional	<b>A 21 : Number of on-line</b>	Prepares and submits for							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<b>Supplemental learning resources</b>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	26	26	5	5	5	5.00	ABEn 147 (22); ABEn 141 (1), ABEn 158 (3)
		<b>Assessment tools</b>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	32	32	5	5	4	4.67	ABEn 147 (20); ABEn 141 (4), ABEn 158 (8)



		<b>A 23 :</b> Number of on-line	Submits the course ware							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5.00	ABEn 147, ABEn 141, ABEn 158
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of								
		<i>Program accreditation/evaluation</i>	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		<i>Agency/firm/Industry</i>	Coordinates with potential							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research	<b>A27.</b> Number of research	Conducts research for							
	<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 oroject within the year							
	<b>PI 3.</b> Percentage of research	<b>A 29.</b> Percentage of research	Writes publishable							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional</i>								
	<b>PI 4.</b> Number of research	<b>A 30.</b> Number of research	Prepares, submits and							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional</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								

		<b>A 33.</b> Number of journal articles/scientific paper	Acts as peer reviewer of							
		<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>										
	<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								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									



	<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	4	4	4.33	
		<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	100% compliant	100% compliant	5	4	4	4.33	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</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	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<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							
		<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							
	<b>Total Over-all Rating</b>								64.33	
	<b>Average Rating</b>								4.60	
	<b>Adjectival Rating</b>								Outstanding	

**Comments & Recommendations for Development Purposes:**

**Comments & Recommendations for Development Purposes:**

Explore strategies to improve your instruction rating.

Attend seminars/conferences/trainings to improve RDE and instruction capabilities.

Conduct RDE projects.

Evaluated & Rated by:



**ELDON P. DE PADUA**

Department Head

Date:

Recommending Approval:



**JANNET C. BENCURE**

Dean, CET

Date:

Approved by:



**BEATRIZ S. DELONIAS**

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM


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

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	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	7-1-2023	12-31-2023	12-31-2023	VI	O	ABEn 141; ABEn 147; ABEn 158
3	Research services	-	-	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2023	12-31-2023	12-31-2023	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2023	12-31-2023	12-31-2023	VI	VS	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



## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: \_\_\_\_\_

**Aim:** Engr. **Jessie James D. Layan** as an effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

### Proposed Interventions to Improve Performance:

#### Note:

Engr. Layan will be developed into a more effective instructor, researcher, and extensionist of DABE.

**Date:** July 16, 2023

**Target Date:** November 30, 2023

#### First Step

- Re-orientation on the roles and responsibilities of a faculty not only in the area of instruction but also in the areas of research, development, extension and innovation.

#### Second Step

- Send to relevant trainings/workshops/seminars/short-term courses to improve the technical and professional proficiency of the staff.

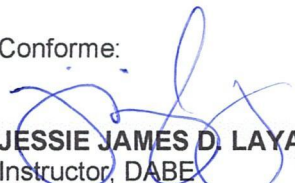
#### Results:

- Improved technical and professional skills.
- Mastery on the delivery of instruction in BSABE curriculum.
- Mastery on making project proposals and implementing/managing approved research and extension projects.

Prepared by:

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

Conforme:

  
**JESSIE JAMES D. LAYAN**  
Instructor, DABE