

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%)	Equivalent Numerical (2x3)
1. Instruction		(3)	
a. Head/Dean (50%)		2.38	
b. Students (50%)		2.43	
Total for Instruction	40%	4.81	1.92
2. Research			
a. Client/Dir. for Research (50%)		Not Available	
b. Dept. Head/Dean/Director (50%)		4.30	
Total for Research	30%	4.30	1.29
3. Extension			
a. Client/Dir. for Extension (50%)		Not Available	
b. Dept Head/Dean/Director (50%)		4.68	
Total for Extension	15%	4.68	0.70
4. Administration	10%	4.95	0.50
5. Production	5%	5.00	0.25
TOTAL			4.66

EQUIVALENT NUMERICAL RATING: 4.66


Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


ADJECTIVAL RATING:

Outstanding

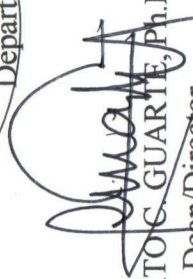
Prepared by:


JESSIE JAMES D. LAYAN
Name of Faculty/Staff

Reviewed by:


ARTHUR T. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


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

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

JESSIE JAMES D. LAYAN
Ratee

ARTHUR JT. TAMBONG, FPSAE
Head of Unit

[illegible]

	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)								RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood improvement	Assisting	100%	100%	5	5	4	4.67	RCG - solar lighting; AIT - employment generation from FS; DLST -processing machines commercializatn.
	d. whose research work resulted in an extension program	Assisting	0%	33%	5	5	4	4.67	RCG renewable energy research
	Total Points:			Subtotal:				27.67	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Teaching	200	356.67	5	5	5	5.00	Individual FTE
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Teaching	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%	5	5	5	5.00	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%	5	5	5	5.00	Computation: 100%+((84-69.23)/69.23 x100%); Previous Yr Passing: 69.23% = 121%
	PI 5: Number of students who graduated within the prescribed period	Teaching	60%	91%	5	5	5	5.00	20 of 22
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Teaching	5%	110.98%	5	5	5	5.00	Last yr graduates: 14/17 or 82%
	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 (based on student monitoring feedback)
	PI 8: Number of academe/industry linkages established	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	10	21	5	5	5	5.00	21 BS Thesis/OJT outlines approved
	a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Teaching	10	21	5	5	5	5.00	21 BS Thesis/OJT manuscripts approved
	PI 10: Number of student organizations advised/assisted	Advising	1	1	5	5	5	5.00	AIT & JJDL: PSABE-VSC; RCG: CoE-SSC; AIT: CBI-International VSU Chapter
	PI 11: Number of instructional materials developed/revised								
	a. OBE-compliant syllabi	Workforce	4	8	5	5	4	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	4	4.33	AIT-1
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Workforce	4	6	5	5	4	4.67	PowerPoint visual matls: AIT-1, RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1
	d. On-line interactive learning resources per subject	Workforce	0	1	5	4	4	4.33	AIT-1: Bytex Feasibility Analyzer Datasets Version 2019 (interactive but offline or on classroom only)
	PI 12: Number of instruction-related awards								
	Number of national student awards	Teaching	0	8	5	5	5	5.00	NAT'L Major Award - 1: Allen Glen Gil - Most Outstanding ABE Student Leader awarded by PSABE National Chapter; NAT'L Student Awards - 7: Various Awards Obtained during the PSABE Nat'l Conventn, Bacolod, April 2019 - AutoCAD, Harvester Parts Identificatn, Dance, PSABE Chapter Video, Ms. ABE, Mr. ABE
	Number of honor graduates	Teaching	2	1	5	5	5	5.00	Fatima Gumamac, BSAE - Cum Laude; (2 board topnotchers-Top 3 & Top 7; placed under additional outputs)
	Total Points			Subtotal:				83.00	

UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted	Researcher/ assisting	1	7	5	5	5	5.00	DA-BAR Propsal: AIT-1; DOST-CRADLE Proposal: RCG-1; CHED Proposals: RCG-1, TFS-1, JJDL-1, TFS-1; DOST Balik Scientist Proposal: ROC -1
	PI 2. Number of research proposals approved	Researcher/ assisting	1	1	5	4	5	4.67	DOST Balik Scientist Project: ROC -1
	PI 3. Number of research studies conducted	Researcher/ assisting	6	1	5	5	4	4.67	DOST Balik Scientist Roject: ROC -1
	PI 4. Number of research projects/studies completed within the year	Researcher/ assisting	3	4	5	5	4	4.67	4 Climate Change Studies: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences								
	In int'l fora/conferences	Researchr/asstng	0	0	N/A	3	4	3.50	No opportunity yet
	In nat'l fora/conferences	Researchr/asstng	1	1	5	4	4	4.33	In PSABE Nat'l Convention: AIT-1
	In reg'l fora/conferences	Researchr/asstng	1	1	5	4	4	4.33	AIT-1 in ATI, Isabela
	In institutional fora/conferences	Researchr/asstng	2	3	5	5	4	4.67	AIT-2 in OVPRE, ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of paper submitted for publication in internationally indexed journals	Researchr/asstng	0	1	5	4	4	4.33	AIT-1: EB Journal (Europe)
	PI 7. Number of published papers in peer-reviewed journals								
	In refereed int'l journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	In refereed nat'l journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	In institutional journals	Researchr/asstng	0	0	N/A	3	4	3.50	None published yet
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Researchr/asstng	1	3	5	5	4	4.67	AIT-3 Copyrights: Bytex Feasibility Analyzer Datasets Version 2019, Global Food Security System Version 3, Open Channel Designer Ver. 2
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Researchr/asstng	0	465	5	5	4	4.67	DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Researchr/asstng	50	100	5	5	4	4.67	RCG Researches

	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Researchr/asstng	0	4	5	5	5	5.00	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	3	4	3.50	Many papers presented, unfortunately no award received so far
	Total Points			Subtotal:				166.17	
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Extensionist, assisting	240	2,690	5	5	5	5.00	ROC (Balik Scientist): Biodiesel Production Training at RERC; AG: TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Extensionist, assisting	1	2	5	5	4	4.67	ROC: Biodiesel Production; AG: TESDA-VSU Training co-managed with ME Dept.
	PI 3: Number of IEC materials/techno-guides developed/used	Extensionist, assisting	1	2	5	5	4	4.67	RCG-1: Solar Technoguide; AIT-1: ABE Brochure for Incoming Students
	PI 4: Number of beneficiaries served								
	Groups	Extensionist, assisting	2	9	5	5	5	5.00	1 Biogas Training Batch; 3 RERC Field Trip Groups; 4 Senior High Schools: VSULHS, Ormoc, Hilongos, & Baybay; 1 TESDA Training Batch
	Individuals	Extensionist, assisting	15	255	5	5	5	5.00	Biogas Training=50 persns; RERC Field Trips = 100 persons; Senior High Schools = 80 students from VSULHS, Ormoc, Hilongos, & Baybay; TESDA Training=25 persns
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring	Cooperating/Assisting	1	2	5	5	5	5.00	RCG-1 & AIT-1: Separate research mentorings to junior DABE faculty
	Peer reviewers/Panelists								AIT-1: Journal of Society & Technoly

	Resource Person								RCG-2: CHED-TPET; AIT-4: ATI Trainings in Isabela and VSU; 2 Board Reviews handled in MSU-Gensan & SPAMAST-Digos
	Convenor/Organizer	Assisting	1	1	5	4	4	4.33	RCG-1:CHED-TPET Forum
	Consultancy								AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns
	Evaluator	Evaluator	0	6	5	5	4	4.67	All Faculty as Thesis/OJT evaluators
	PI 6: Number of extension projects conducted	Assisting	1	3	5	5	4	4.67	ROC: Biogas Training at RERC; AG: TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting
	PI 7: Number of extension proposals submitted	Assisting	1	1	5	5	5	5.00	TESDA-VSU Trainings co-managed with ME Dept.
	PI 8: Number of extension proposal approved	Assisting	1	1	5	5	4	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	5	4	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	5	4	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	5	4	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	0	N/A	3	4	3.50	No opportunity yet
	Total Points			Subtotal:				70.17	
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	4	4.67	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-1: 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
	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	3	5	5	5	5.00	Undergrad Theses Review, MS Theses Review, OJT Reports Review

OVPI MFO 4. Program and Institutional Accreditation 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			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 addressed/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 prescribed period	Support	100%	100%	5	5	5	5.00	100% or equivalent to "no complaint to comply"

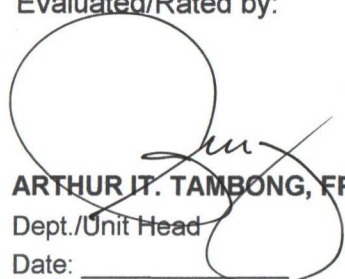
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
	Board Topnotchers	Teaching	0	2	5	5	5	5.00	2 ABE Board Exam Topnochers: Top 3 - Gerald Ompod, Top 7 - Donna Pagliawan
	International Accreditation	Workforce	0	1	5	5	5	5.00	1 International Accreditation obtained - Washington Accord
	Nationa Accreditation	Workforce	0	1	5	5	5	5.00	AACCUP Level 3 Phase 2 (2nd to highest level)
	Regional Accreditation	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
	Number of Field Trips Entertained	Assisting	0	4	5	5	5	5.00	4 Field Trips Oriented at RERC
					Subtotal:			55.00	
Total Over-all Rating					343.667				
Average Rating					4.708				
Adjectival Rating					Outstanding				

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

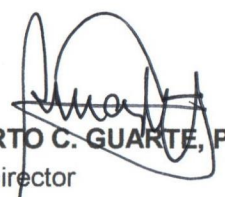
**Comments &
Recommendations for
Development Purpose:**

*Enhance participation in
reasearch & extension.*

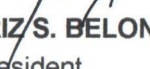
Evaluated/Rated by:


ARTHUR IT. TAMBONG, FPSAE
Dept./Unit Head
Date: _____

Recommending Approval:


ROBERTO C. GUARATE, Ph.D.
Dean/Director
Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President
Date: _____

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: Engr. Jessie James D. Layan

Period: January-June 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	1-2-2019	6-30-2019	6-30-2019	NA	NA	Not Teaching MS
2	Teaching in BS Courses	Grade reports	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more
3	Research	Researches conducted	1-2-2019	6-30-2019	6-30-2019	I	VS	Improve more
4	Extension	Extension conducted	1-2-2019	6-30-2019	6-30-2019	I	VS	Improve more
5	Support to operations	Documents and services	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more
6	General administration & support services	Documents and services	1-2-2019	6-30-2019	6-30-2019	VI	O	Improve more
7	ISO preparations	Documents and services	1-2-2019	6-30-2019	6-30-2019	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. ARTHUR IT. TAMBONG, FPSAE
Head, DABE
Unit Head/Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

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

Performance rating: **4.66 (O) for the period January-June 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:

- No outcome yet/Not applicable for period January-June 2019

Final Step/Recommendation:

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

Conforme:

JESSIE JAME D. LAYAN
Batee

Prepared by:

ARTHUR IT. TAMBONG, FPSAE
Head of Unit