

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Dr. DANIEL LESLIE S. TAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction <i>25%</i>			
a. Head/Dean	<i>12.5</i> 15% <i>Adj.</i>	5.00	0.75 <i>0.625</i> <i>Adj.</i>
b. Students	<i>12.5</i> 10% <i>Adj.</i>	5.00	0.50 <i>0.625</i> <i>Adj.</i>
2. Research	15%	5.00	0.75
3. Extension	5%	5.00	0.25
4. Production	5%	5.00	0.25
5. Administration/Support to Operation	50%	4.96	2.48
TOTAL	100%		4.98 ✓


EQUIVALENT NUMERICAL RATING: 4.98 ✓

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98 ✓

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


DANIEL LESLIE S. TAN
Name of Faculty

Approved:



EDGARDO E. TULIN
President *7/27/2022*

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Dr. DANIEL LESLIE S. TAN**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1 - June 30, 2022**.

DANIEL LESLIE S. TAN
Vice President for Administration & Finance
Date:

Approved:


EDGARDO E. TULIN
President *OLC 7/12/24*

Date:

MFO's/PAPs	Success Indicators	Target	Actual Accomplishment	Percent Accomplishment	Rating				Remark
					Q	E	T	A	
MFO1: Advanced & Higher Education Services									
	Number of FTE implemented	5.00	9.81	196%	5	5	5	5.00	
Instruction Services:									
To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE student	2 MSAE Students: Engr. Katherine Padilla and Engr Janice Hermoso, 4 BSABE Thesis Students (Advisees), 10+Student Research Committee	300%	5	5	5	5.00	
To teach BSABE Courses	No. Courses/ Students taught	1 Course	ABEn 178, ABEn 200.1, AGEN300	400%	5	5	5	5.00	
Sub-total (Points):					15.00	15.00	15.00	15.00	
Sub-Total (Average Score):					5.00	5.00	5.00	5.00	
MFO3: Research Innovation Services									
Research Services:									
To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports)	Research workload units conducted	13.5 units	Development of an Automated Drying System for Cassava Grates Using a Real-time Moisture Content Sensor	103.70%	5	5	5	5.00	
			Enhancing the Resilience of the Communities at Risk to Natural Hazards						
			Pilot Testing of Portable Vacuum Frying System for Mushroom and Portable Extruders for Rice-based Products in Central Luzon						
			Pilot Testing of the Portable Vacuum Frying System for Mushroom Products						
			Pilot testing of the Portable Extruders for Rice-based Products						

			Enhancing the Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte, and Linking with Related Industries Phase 2"						
	Amount/value of research funds/resources externally generated	Php 1,000,000	P1,300,000	130%	5	5	5	5.00	
	Technologies Generated	1 Technology	1. Sweetpotato and Rice Puff Products 2. Rice Puff Products	200%	5	5	5	5.00	
	Proposal Submitted	1 proposal	"Development of Concept for Smart Sweetpotato Production and Processing Technologies"	100%	5	5	5	5.00	
	Submit articles to refereed journals	1 journal article	"Development of the Portable Extruders and Extruded Cassava Products" submitted to ATR	100%	5	5	5	5.00	
	Sub-total (Points):				25.00	25.00	25.00	25.00	
	Sub-Total (Average Score):				5.00	5.00	5.00	5.00	

MFO4: Extension Services

Extension Services

To share technologies/information	Technical expert service conducted as resource person	Resource Person to at least 1 training/seminar	Resource Person: PSABE National Convention, April 26-28, 2022. Technical Panel of Evaluators for Best National Invention Contest and Exhibit (NICE) Unlad Awardee for 2022 (2nd TWG Finalization Meeting on the Development of PNS on Technical Means for Ensuring Safety (May 4, 2022), BAES Conference Room QC	300%	5	5	5	5.00	
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Production/Income- Generating Projects

Fabricate processing machines for clientele	Fabricate processing machines	Fabricate at least 2 processing machines	Fabricated the Grates Processing System for CARAGA and Hinunangan, So Leyte (5 machines) through accredited machine	200%	5	5	5	5.00	
	Sub-total (Points):				10.00	10.00	10.00	10.00	
	Sub-Total (Average Score):				5.00	5.00	5.00	5.00	

MFO 5: Support to Operations

Administrative Services and Management	Number of Offices and units directly supervised and monitored	19	25	132%	5	5	5	5.00	
	Number of university-wide committees chaired and coordinated	7	14 (NAPB, PMT, AO25, SIAC, VACDUPOA, VASC, Crisis Mgt., OSH, VSU Finance Comm., Director's under OVPAF, Inspectorate, Energy Conservation, Calibration Comm., Risk Mgt/)	200%	5	5	5	5.00	
	Number of university-wide committees meetings conducted	45	169 (Jan-19; Feb-25; Mar-36; April-25; May-19; June-45)	376%	5	5	5	5.00	

	Number of administrative and financial documents reviewed	2,000	3,626	181%	5	5	5	5.00	
	Number of Memorandum issued	2	5 (Memo Circular-3; Memorandum-2)	250%	5	5	5	5.00	
	Number of linkages with external agencies maintained	10	20 (COA, DBM, BTr, LBP, NEDA, CHED, BIR, PHILHEALTH, Pag-ibig Fund, GSIS, CSC, PASUC, NAP, Local ITF, Ombudsman, CPOWLI, PhilGEPS, Bureau of Fire Protection, DOST, Local LGU)	200%	5	5	5	5.00	
Physical facilities development and maintenance	Number of infrastructure coordinated and monitored	4	6	150%	5	5	5	5.00	
	Percentage of building and facilities inspected for preventive and corrective maintenance	100% of scheduled maintenance inspected	100% of scheduled maintenance inspected	100%	5	5	4	4.67	
	Percentage of repair and maintenance of light vehicles and heavy equipment programs	100% of scheduled maintenance monitored	100% of scheduled maintenance monitored	100%	5	5	4	4.67	
	Percentage of solid waste collected and disposed	100% collected and disposed	100% collected and disposed	100%	5	5	5	5.00	
	Percentage of laboratory instruments and equipment for preceventive and corrective	100% of scheduled maintenance works	100% of scheduled maintenance works	100%	5	5	4	4.67	
	Percentage of well-maintained campus beautification and landscape	100% of scheduled campus landscape well-maintained	100% of scheduled campus landscape well-maintained	100%	5	5	5	5.00	
Financial Management Services	Percentage of financial documents received and approved	Documents released within 45 mins	Documents released within 30 mins	150%	5	5	5	5.00	
	Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committess and agencies	100% submission, 80% approved as NEP/PRE Tier 1 & 2	1 volume of budget proposal submitted	100%	5	5	5	5.00	
	Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for a ll funds; error free	100% budgetary accountability reports submitted on time, error free	100% budgetary accountability reports submitted on time, error free	100%	5	5	5	5.00	
Personnel Services and Management	No. of of activities conducted in compliance to ISO requirements/alignment to QMS coordinated & monitored	2 RSP, 2 L&D, 1 PM and 3 R&R processes	2 RSP, 2 L&D, 1 PM and 3 R&R processes	100%	5	5	5	5.00	
	Number of human resource management systems monitored	6	6	100%	5	5	5	5.00	
Medical and Dental Health Services	Percentage of medical-related services monitored	100%	100%	100%	5	5	5	5.00	
	Percentage of dental-related services monitored	100%	100%	100%	5	5	5	5.00	

	Percentage of emergency calls responded	100%	100%	100%	5	5	5	5.00	
	Percentage of public health services in the new normal traced and monitored	100%	100%	100%	5	5	5	5.00	
Disaster and Risk-Reduction Management Services	Percentage of investigation and reported incidents conducted	95%	95%	100%	5	5	5	5.00	
	Percentage of emergency calls responded	95%	95%	100%	5	5	5	5.00	
Information and Communications Technology Management Services	Percentage of system development, enhancement and debugging maintained	50%	50%	100%	5	5	5	5.00	
	Percentage of network infrastructure and internet connectivity established	50%	50%	100%	5	5	5	5.00	
Support Services	Efficient customer friendly frontline service	Zero complaint	Zero complaint	100%	5	5	5	5.00	
	Sub-total (Points):				130.00	130.00	127.00	129.00	
	Sub-Total (Average Score):				5.00	5.00	4.88	4.96	
Total Over-all Rating								179.00	
Average Rating (Total Over-all rating divided by # of entries)			4.97		Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.97						
ADJECTIVAL RATING			Outstanding						

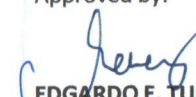
Evaluated & Rated by:

Recommending Approval:

Approved by:


EDGARDO E. TULIN
Immediate Supervisor

N/A


EDGARDO E. TULIN
President
Date: _____

- 1 - quality
2 - efficiency

- 3 - timeliness
4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: **OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE**

Head of Office: **DANIEL LESLIE S. TAN**


Number of Personnel: **3**

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocumented informal discussion with concerned staff				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


DANIEL LESLIE S. TAN
 Immediate Supervisor

Noted by:


EDGARDO E. TULIN
 Next Higher Supervisor *10/16/2016*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DANIEL LESLIE S. TAN**

Performance Rating: **January 1 – June 30, 2022**

Aim:

Development of capability to manage existing resources and personnel to cope up with the "New Normal" under this pandemic.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: February to June 2022

First Step: Attend to webinars on strategies and innovations to cope with administrative responsibilities during this pandemic.

Result:

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Prepared by:


EDGARDO E. TULIN
President *dc 7/27/22*

Conforme:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance
