

### SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Maranan, Geleca I.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$4.33 \times 50\% = 2.17$	
Students (50%)		$4.33 \times 50\% = 2.17$	
TOTAL for Instruction	25%	$4.34 \times 0.25 =$	1.09
Research	50%	$3.92 \times 0.50 =$	1.96
Extension	25%	$4.00 \times 0.25 =$	1.00
TOTAL			<b>4.05</b>

EQUIVALENT NUMERICAL RATING:

4.05

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**4.05**

ADJECTIVAL RATING:

**Very Satisfactory**

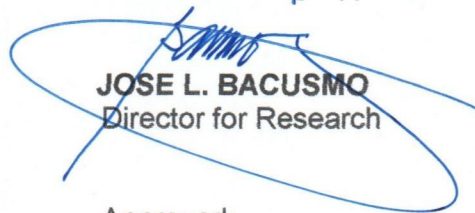
Prepared by:

  
**MARIA ELSA M. UMPAD**  
Administrative Officer II


Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
VP for R&E

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

I, **GELECA C. IGDANES**, of **PhilRootcrops** 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, 2020.

GELECA C. IGDANES-MARAÑAN

Ratee

Approved:

ERLINDA A. VASQUEZ

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Advanced &amp; Higher Education Services</b>	Number of courses taught	Teach undergraduate students on courses offered by the affiliated department (Agronomy)	2	3	4	5	4	4.33	
	Number of Instructional Materials Developed/ Revised and Utilized Student Advising and Consultation Services: Number of hours spent on student consultation	Revise lab manuals, handouts and visual aids  Provide time for student consultation	1  < 10 hrs/wk	1  < 10 hrs/wk					
<b>Research Services</b>	Number of research studies handled	Conduct research as: - Project staff/leader and study leader	2	2	4	4	4	4	
	Number of research proposal(s) developed and/or submitted/ reviewed	Write/Submit research proposals for internal/external funding	1	3	4	4	3	3.67	
	No. of trainings and seminars/webinars attended	Participate in different local and international trainings and seminars/webinars	2	9	4	4	4	4	
	Number of papers published in other peer-reviewed publications (proceedings,	Write/Submit paper for publication in international, national or institutional	1	1	4	4	4	4	

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	monographs, etc.):	Journals							
<b>Extension Services</b>	Number of beneficiaries served: Groups/ Institutions Individuals	Share expertise and technologies	2 persons	50 persons	4	4	4	4	
<b>Total Over-all Rating</b>									4.07

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.07
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations for Development Purpose:**

To prepare proposal for funding

Evaluated & Rated by:

*Erinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director, PhilRootcrops

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

Recommending Approval:

*Jose L. Bacusmo*  
JOSE L. BACUSMO  
Director for Research

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

Approved by:

*Othello B. Capuno*  
OTHELLO B. CAPUNO  
VP, Research, Extension & Innovation

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

1 – Quality    2 – Efficiency    3 – Timeliness    4 – Average



# PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

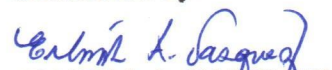
Name of Personnel: **GELECA C. IGDANES**



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university,s concerns	Monthly PRDC meeting July 6, 2020 Sept 14, 2020 Nov 9, 2020	Issuance of memoranda		Attendance to PRDC monthly Meetings by the members of Research and Development Council
Coaching	Research proposal for submission to funding agencies	One-on-one discussion on project progress  Group coaching during PRDC Meetings			Proposal prepared and submitted to funding agencies  New proposal for evaluation

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

Conducted by:

  
**ERLINDA A. VASQUEZ**  
Director

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **GELECA I. MARAÑAN**Performance Rating: **Very Satisfactory**

Aim: To implement on-going research projects and prepares research proposals  
To perform instruction function

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: December 30, 2020

First Step:

Implements on-going research projects  
Prepares proposals for review and funding  
Attends related trainings for capability build-up (research management,  
proposal preparation, writing scientific publications)

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as instructor at Department of Agronomy

Date: Jan 1, 2020Target Date: June 30, 2020

Next Step:

Continue the implementation of research projects  
Follow-up the submitted proposals  
Attends capability build-up trainings

Outcome: Research projects continuously implemented  
Research accomplishments subjected for review and monitoring by  
the funding agency  
Instructor to Agronomy students  
Attended capability build-up trainings

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit  
proposals and continue doing four-fold functions of instruction, research, extension  
and production.

To attend trainings on research management and implementation, writing scientific  
publications, etc.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
Name of Ratee / Faculty/Staff