

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

Name of Faculty Member: **Arce, Lisa I.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$4.67 \times 50\% = 2.34$	
Students (50%)		$4.67 \times 50\% = 2.34$	
TOTAL for Instruction	25%	$4.68 \times 0.25 =$	1.17
Research	50%	$5.0 \times 0.50 =$	2.50
Extension	25%	$4.33 \times 0.25 =$	1.08 ✓
TOTAL			4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

Outstanding

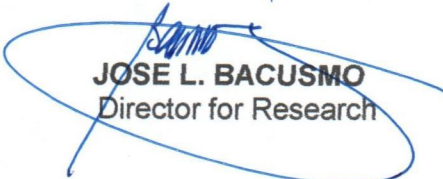
Prepared by:


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 AND REVIEW FORM (IPCR)

EXHIBIT B

I, LISA I. ARCE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July 1, 2020 to December 31, 2020

LISA I. ARCE
RATEE

APPROVED: ERLINDA A. VASQUEZ
DIRECTOR

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Advanced and Higher Education Services	Number of courses taught	1. Teach undergraduate students on courses offered by the Department of Plant Breeding and Genetics	1	1	4	5	5	4.67	
	Number of BSc students supervised	1. Guide students on proposal making and conduct of research	1	1	4	5	5	4.67	
		2. Correct research outlines and manuscripts (Student Research Committee)							
	Number of course manuals written	1. Write/revise laboratory manuals/ lecture handouts	1	1	4	5	5	4.67	
RESEARCH	Number of research studies handled	1. Act as project/study leader for projects under cassava and yam research	3	5					
		2. Conduct regular monitoring on experiments under the cassava and yam project							
		3. Supervise research assistants in the conduct of experiments (e.g. germplasm maintenance and characterization, National Cooperative Testing for cassava and yam)			5	5	5	5	
		4. Conduct and supervise side studies under varietal improvement division							

	Number of research proposals submitted/reviewed	1. Write/Review research proposal on cassava/yam research for internal (VSU) and external (DA-BAR, PCAARD, DOST, etc.) funding	1	3	4	5	4	4.33	
	Number of trainings, conferences, and seminars/webinars attended	1. Participate in different local and international trainings, conferences, and seminars/webinars	3	3	5	5	5	5	
	Number of written scientific reports	1. Write scientific report for publication 2. Submit and present scientific reports (annual review)	2	5	4	5	4	4.33	
EXTENSION	Number of distributed clean planting materials (cassava cuttings)	1. Supervised distribution of clean planting materials	10,000	16,000	4	5	4		
Total Rating									4.64

Comments / Suggestion

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		Outstanding

- : To pursue Ph.D Studies
- : To prepare research proposal for funding
- : To prepare publication

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

Evaluated and rated by:

Erlina A. Vasquez
ERLINA 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 for Research, Extension and Innovation
 Date _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

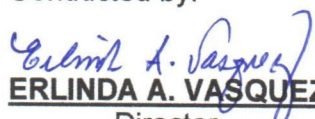
Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **LISA I. ARCE** 

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 PLANName of Employee: **LISA I. ARCE**Performance Rating: **Outstanding**

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 31, 2020

First Step:

-
- Implements on-going research projects
 - Prepares proposals for review and funding
 - Teaches courses at the DPBGR
 - Attends related trainings for capability build-up (leadership, management / administration) and other related trainings in relation to administrative duties

Result:

-
- Implemented the scheduled activities of the research projects
 - Prepared and submitted proposals for review
 - Attended capability build-up trainings
 - Served as instructor and student adviser of Plant Breeding students
-

Date: Jan 1, 2021Target Date: June 30, 2021

Next Step:

- Continue the implementation of research projects
- Follow-up the submitted proposals
- Attends capability build-up trainings
- Seek admission to possible universities for PhD studies

Outcome: Research projects continuously implemented
Research accomplishments subjected for review and monitoring by the funding agency
Instructor and adviser to Plant Breeding 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 leadership, organizational management and effective administration.
- To seek admission to any qualified universities for her PhD studies

Prepared by:

Er Linda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

Lisa I. Arce
LISA I. ARCE

Name of Ratee/ Faculty/Staff