

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

Name of Faculty Member: **Olana, Rochelle C.**

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%)		$4 \times 50\% = 2.00$	
TOTAL for Instruction	25%	$4.17 \times 0.25 =$	1.04
Research	50%	$3.33 \times 0.50 =$	1.67
Extension	20%	$3.5 \times 0.20 =$	0.70
TOTAL			<b>3.41</b>

EQUIVALENT NUMERICAL RATING:

**3.41**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**3.41**

ADJECTIVAL RATING:

**Satisfactory**

Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

   
**LISA I. ARCE/EDGARDO E. TULIN**  
Assistant Director/Director

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research


Approved:

  
**MARIA JULIET C. CENIZA**  
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROCHELLE C. OLANA, of the 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 31, 2021.

  
ROCHELLE C. OLANA  
Ratee

Approved:   
LISA LARCE  
Assistant Director

  
EDGARDO E. TULIN  
Director

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>	
Advanced & Higher Education Services	FTE	Taught courses at affiliated department	1	24.6	5	5	5	4.67	
	Number of virtual classrooms created and operationalized	Updated Moodle online platform CPrt 21 CPrt 22	1	2	4	4	4	4	
	Student Advising and Consultation Services: Number of hours spent on student consultation	Provided time for student consultation	Not less than 8 hr	8	5	4	4	4.73	
Research Services	Number of peer-reviewed publications	Published article in peer-reviewed journal	1	1	3	3	3	3	
	Number of proposal (s) developed and submitted	Prepared research proposals for university funding	1	4	4	4	4	4	
	Percentage of research Projects Conducted and Completed on Schedule	Conducting research (as study leader)	1	1	3	3	3	3	
		Monitoring the pests and diseases incidence and prevalence for NCT (taro)	1	1	3	3	3	3	
		Monitoring the pests and diseases incidence and prevalence of sweet potato germplasm	1	1	3	3	3	3	
		Pests and disease identification of rootcrops	1	3	3	3	4	3.33	
		To attend trainings and workshops on research implementation and writing scientific publications (webinar/ face-to-face)	1	4	4	4	4	4	
	Capability build-up trainings and workshops attended								
Extension Services	Collection and photo documentation of emerging pests and diseases causing-	Slide preparation and pure cultures with photos of emerging pests, plant	1	6	4	4	4	4	

	pathogens of cassava (handbook)	pathogens and entomopathogens			3	3	3	3	
	Library restoration	PhilRootcrops' library restored	1	1					
<b>Total Over-all Rating</b>									

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		3.67
<b>ADJECTIVAL RATING</b>		Very Satisfactory


**Comments & Recommendations for Development Purpose:**

To prepare research proposal for funding.  
To attend capability build-up training in relation to conduct of research.

Evaluated & Rated by:

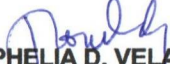
  
**LISA LARCE**  
PhilRootcrops' Assistant Director

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

  
**EDGARDO E. TULIN**  
PhilRootcrops' Director

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

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

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

Approved by:

  
**MARIA JULIET C. CENIZA**  
Vice President for Research, Extension, and 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. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **ROCHELLE C. OLANA**



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 June 2, 2021 July 7, 2021 Oct. 7, 2021 Nov. 26, 2021	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:



**LISA I. ARCE / EDGARDO E. TULIN**  
Assistant Director/Director

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **ROCHELLE C. OLANA**

Performance Rating:

Aim: To implement on-going research projects and prepares research proposals  
To perform instruction function  
To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: July 1, 2021

Target Date December 31, 2021

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 Pest Management
- 

Date: January 1, 2022

Target Date June 30, 2022

Next Step:

- Continue the implementation of research projects
- Follow-up the submitted proposals
- Attends capability build-up trainings
- Attend one-on-one mentoring with supervisors

Outcome:

- Research projects continuously implemented
- Instructor to Plant Protection students
- Enhanced capability in research management, proposal preparation and publication writing.


Final Step/Recommendation:

- To 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:

   
**LISA L. ARCE/EDGARDO E. TULIN**  
Assistant Director/Director

Conforme:

  
**ROCHELLE C. OLANA**  
Name of Ratee / Faculty/Staff