

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

Name of Faculty Member: ROSA OPHELIA D. VELARDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
Head/Dean (50%)			
Students (50%)		$1 \times 50\% = 0.5$	0.5
Total for Instruction	25%	$1 \times .25\% = 0.5$	0.5
2. Research	10%	$5 \times .10 = 0.5$	0.5
3. Extension	3%	$5 \times .03 = 0.15$	0.15
4. Production	2%	$5 \times .02 = 0.1$	0.1
5. Administration	60%	$5 \times .60 = 3$	3
TOTAL	100%		4.75

EQUIVALENT NUMERICAL RATING: 4.75

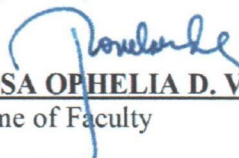
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.75

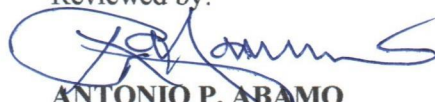
ADJECTIVAL RATING:

**Outstanding**


Prepared by:

  
**ROSA OPHELIA D. VELARDE**  
Name of Faculty

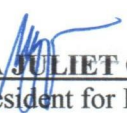
Reviewed by:

  
**ANTONIO P. ABAMO**  
Director for Extension

Recommending Approval:

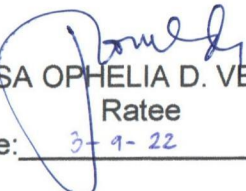
  
**ALAN B. LORETO**  
Director for Innovation

Approved:

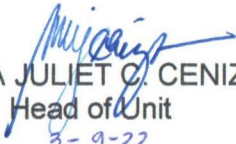
  
**MARIA JULIET C. CENIZA**  
Vice President for Research,  
Extension & Innovation

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)  
(TARGET & ACCOMPLISHMENT)**

I, **Rosa Ophelia D. Velarde**, of the **Office of the Director for Research** 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- DECEMBER, 2021**

  
ROSA OPHELIA D. VELARDE  
Ratee  
Date: 3-9-22

Approved:

  
MARIA JULIET C. CENIZA  
Head of Unit  
Date: 3-9-22

MFO No.	MFO Description	Success Indicator (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 2: ADVANCED AND HIGHER EDUCATION SERVICES										
	<u>FTE</u> Number of students taught	Teach students under assigned courses	Grad Students	FTE= 1.5 6	5	5	4	4.6		

	Number of student Research Advisee	To advise/guide undergrad students in their BS theses	0	2BS	5	5	4	4.6	
<b>UMFO 3: RESEARCH SERVICES</b>									
	Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter	To supervise the monitoring of published research outputs and presented in scientific fora	11	54	5	5	5	5	
	Number of registered & evaluated research projects supervised	To supervise the recording and evaluation of implemented research programs/projects	36	76	5	5	5	5	
	Number of research proposals reviewed for both external and internal funding	To act on research proposals for technical review	18	35	5	5	4	4.6	

	Amount of generated research money approved from institutional and external research recorded and monitored funding	To supervise the monitoring of generated research funds:  a. Externally funded research projects  b. Institutionally funded research projects	7M  10M	10,383,230.29M  45, 779, 153.50M	5  5	5  5	5  5	5  5	
	Number of research collaboration/partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	To coordinate the forging and monitoring of R&D program partnerships	5	11	5	5	5	5	
<b>Research Faculty Development Services</b>	Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To coordinate the supervise monitoring of capability program for R&D	5	5	5	5	5	5	
	Number of In-House reviews/seminars/trainings/conventions/workshops coordinated/conducted/participated	To coordinate and supervise sub-union R&D for a  a. R&D In House Review output for regional symposia  b. Workshops/ Webinars	1  1	1  1	5  5	5  5	5  5	5  5	

	Number of R&D programs/projects monitored	To coordinate and supervise monitoring of implemented R&D program/projects	45	132	5	5	5	5	
<b>Extension Services</b>	Number of extensions cum research projects monitored and assisted	To monitor unit extension cum research program	1	1	5	5	5	5	
<b>Administrative Services</b>	Number of personnel supervised and job performance monitored/evaluated	To manage office operations and supervise personnel functions, monitor and evaluate job performance	5	5	5	5	5	5	
	Number of documents/papers acted	To review and act on office personnel' outputs: a. Communications, notices and documents	100	200	5	5	5	5	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	b. Vouchers, payrolls, trip tickets and job request	25	40	5	5	5	5	

	Number of documents research reports prepared reproduced, released and facilitated	c. Reproduction of research reports	100	231	5	5	5	5	
	Number of guests/researchers actual office transactions attended	To attend the actual office transactions of guests/faculty researchers	7	10	5	5	5	5	
	Number of research related meetings represented	To attend and represent in institutional and interagency membership	3	5	5	5	5	5	
	Number of research output publication produced/related technical publication/ Research Manual supervised	To oversee the preparation of research publications	5	10	5	5	4	4.6	
	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACUP, COPC, etc. supervised	To oversee the recording and retrieval of office files	20	32	5	5	5	5	
<b>Total Over-all Rating</b>								<b>4.92</b>	
<b>Average Rating</b>									
<b>Adjectival Rating</b>									

Hardworking! Targets achieved & won  
Signed: Keep up!

*[Signature]*

Evaluated & Rated by:

*[Signature]*  
**MARIA JULIET C. CENIZA, Ph.D.**  
Immediate Supervisor

Date: 3-9-22

Recommending Approval:

*[Signature]*  
**MARIA JULIET C. CENIZA, Ph.D.**  
Vice President for Research,  
Extension & Innovation

Date: 3-9-22

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **ROSA OPHELIA D. VELARDE**

Performance Rating: **Outstanding**

Aim: To improve and attain outstanding employee and office performance in support to the overall function of the Office of the Vice President for Research, extension, and Innovation (OVPREI).

**Proposed intervention to Improve Performance:**

Date: **01 July 2021**

Target Date: **31 December 2021**

**First Step:**

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1. Assessment of previous year's program and R&D management accomplishments.
  2. Identify gaps and relevant needs.
  3. Prioritize the needs for actions to be taken.
  4. Coordinate with various units in revisiting R and D Agenda for R & D program planning.
  5. Recomposition of R & D Technical Working Groups.
  6. Call for Proposals for CY 2023 funding.
  7. Coordinate with TWGs technical review of proposals.
  8. Coordinate with FMO financial review for R & D budget allocation.
  9. Coordinate with FMO and OVPREI Vice President Allocation and release of funds for research program and management operations.
  10. Coordinate R & D program and management periodic monitoring and evaluation.
  11. Coordinate data retrieval and packaging as required for different programs and institutional accreditations (ISO, AACUP, RQAT, COPC, AUN).
  12. Supervise Annual R & D In House Review.
  13. Coordinate R&D Capability building.
  14. Supervise office personnel for quality performance.

**Result:**

1. Achievement of office personnel in providing required data for planning, resource allocation, and operations management.
2. Provision of budget for programs/projects operations.
3. Improved/corrected process of quarterly monitoring of program/projects accomplishments in proper order as per ISO approval.
4. Improved office personal quality performance and service delivery.
5. Immediately addressed problems /issues.

Date: January 1, 2022

Target Date: 30 June 2022

Next Step:

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1. Coordinate for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of the R & D program and manage periodic program/projects monitoring and evaluation.
2. Coordinate monitoring and evaluation of R & D human resource project accomplishment in terms of reports, published and cited articles, attendance/participation in R & D fora, recognitions and awards, etc.
3. Supervise R & D review of proposed, ongoing, and completed programs/projects by Unit in preparation for university-wide R & D In House Review.
4. Supervise by Unit and Institutional R & D In House Review in coordination with appropriate regional Consortia: VICARP- RRDEN, EVHRDC, EVCIERD, CHED Region 8.
5. Benchmark better opportunities with other academic institutions and agencies on R & D harmonization addressing sustainability, future thinking, and management approach, programming, monitoring and evaluation, and partnerships.
6. Coordinate R&D Capability building.
7. Call for R & D proposals for 2023 funding.
8. Coordinate with TWGs in revisiting medium-term institutional R & D agenda and programs.
9. CY 2023 budget review and consultation with proponents.
10. Coordinate submission of year/annual R & D report.
11. Coordinate with unit heads the preparation and packaging of R & D knowledge products.
12. Office consultation/management meetings for further performance improvements.

*Result:*

Planned activities carried out, and expected outputs produced and reported for higher policy and decision-makers, end-users; R & D programs /projects reviewed and packaged for CY2023 operations; increased number of upgraded R & D manpower, and facilities; improved performance of office personnel and office services.

*Outcome/s:*

Improved R & D program and office operations and management and delivery of services to end-users (R & D Units, researchers, others).

*Final Step/Recommendation:* Maintain or exceed current performance

Prepared by:

  
**MARIA JULIET C. CENIZA**  
Immediate Supervisor

Conforme:

  
**ROSA OPHELIA D. VELARDE**  
Faculty Employee