

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Erlinda A. Vasquez**

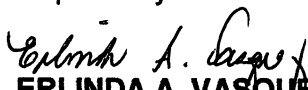
Program Involvement	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
Instruction			
Head (50%)		$5.00 \times 0.5 = 2.50$	
Students (50%)		$5.00 \times 0.5 = 2.50$	
Total for Instruction	25%	$5.00 \times 0.25 =$	1.25
Research			
Client/Dir. for Research		$4.92 \times 0.5 = 2.46$	
Dept Head /Center Director (50%)		$4.33 \times 0.5 = 2.16$	
Total for Research	50%	$5 \times 0.50+ =$	2.50
Extension			
Client/Dir for Extension (50%)		$4.78 \times 0.5 = 2.39$	
Dept. Head/Center Director (50%)		$4.83 \times 0.5 = 2.41$	
Total for Extension	20%	$5.00 \times 0.20 =$	1.00
Production			
Total for Production	3%	$5.00 \times 0.02 =$	0.15
Adminsitration	2 %	$4.87 \times 0.02 =$	0.09
Total	100%		4.99

Equivalent numerical rating
Add: additional Points if any:
Total Numerical Rating:
Adjectival rating:

4.99
OUTSTANDING

Prepared by:

Reviewed by:


ERLINDA A. VASQUEZ
Name of Researcher / Faculty


JOSE L. BACUSMO
Director for Research

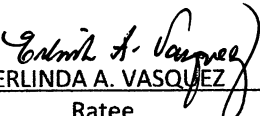
Approved


OTHELLO B. CAPUNO
Vice President for Research and Extension

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLINDA A. VASQUEZ, 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 January 1, 2017 to June 30, 2018.


ERLINDA A. VASQUEZ
Ratee

Approved: 
OTHELLO B. CAPUNO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Advanced & Higher Education Services	• FTE	Handle 1 PProt course	4.0	19.54	5	5	5	5	
	• Courses taught	Lecture and lab		1 Graduate Courses (Lec & Lab) Undergraduate: (Lecture & Lab)					
	• Number of Student Research Advising	Advise/guide students on thesis concerns	1 Undergrad and 1 graduate students	2 MS Thesis Students 1 BS Students (BSA- Plt Prot)	5	5	5	5	
	• Number of Students served as GAC	None	0	1 MS	5	5	5	5	
	• Manuscripts corrected and approved	Review and Approval of Manuscript	None 1	5 BS (1 as Adviser, 4 as Member of Advisory Committee) 2 MS (As Adviser)	5	5	5	5	3 g raduated 2 MS 1 BS
MFO 2. Research Services	• Research projects conducted/implemented	Research projects conducted/implemented	3 Projects	6 (with 2-3 studies each): - 4 DA-BAR funded, 2 VSU	5	5	5	5	Evaluated by DA-BAR panel 1 revised and approved
	• Project Proposals submitted for funding	Project Proposals submitted for funding	1/per yr	2 for evaluation	5	5	5	5	
	• Number of Output presented :National	Papers presented : National	1	2Projects. during DA-BAR Progress Review	5	5	5	5	

MFO 3. Extension Services	<ul style="list-style-type: none"> • Design cassava congress for external funding 	Proponent and co-proponent for congress to be conducted	2	ATI-funded & CARE-Phil. supported for Sept 2018	5	5	5	5	
	<ul style="list-style-type: none"> • No. of trainings co-organized 	Cassava Production and Integrated Pest Mgt	1	2 NGOs	5	5	5	5	
	<ul style="list-style-type: none"> • Number of DA-personnel and LGU technicians trained 	To serve as Lecturer/ Resource Person/	30	90 (1 BPI, 4-ATI, 1-LWR,)	5	5	5	5	
	<ul style="list-style-type: none"> • Number of rootcrop farmers trained 	Lecturer/ Resource Person	40	85 (POs, farmer leaders in Palawan and Region 8)	5	5	5	5	
	<ul style="list-style-type: none"> • Technical expert service 	Lecturer/Resource Person	1	6 Trainings and Seminars	5	5	5	5	
	<ul style="list-style-type: none"> • Member –National Technical Working Group on Cassava & Rootcrops 	TWG meeting	2	3 meetings	5	5	5	5	
	<ul style="list-style-type: none"> • Secr- Regional Rootcrop Commodity Team 								
	<ul style="list-style-type: none"> • No. of planting materials distributed for 	Gov't Institution Private	100 K 5,000	500,000 cassava & SP cuttings (part of the rehab program after Typhoon Ruby))	5	5	5	5	
	<ul style="list-style-type: none"> • Technologies generated and disseminated 	IPM	2	Different Stakeholders	5	5	5	5	
MFO 4. Production Services (Resource Generation)	<ul style="list-style-type: none"> • 100% of Self-liquidating project 	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops	1	2 projects	5	5	5	5	

	<ul style="list-style-type: none"> Amount of income generated from technologies 	2. Sweetpotato Weevil Pheromone 1. Production of Quality Planting Materials Sweetpotato Cassava 2. Sweetpotato Weevil Pheromone	5	30 sachets	5	5	5	5	
				Still part of the Php 2 M (DA-RFO8) for cassava rehab after Typhoon Ruby	5	5	5	5	
				Php 1,500.00 (5 sold out and deposited ViFARD) Php 1.800 (non-cash, used in sweetpototato production field)	5	5	5	5	
MFO 5. Administrative Functions	Number of meetings attended as Director of PhilRootcrops	Attendance	80%	100% attendance	5	5	5	5	
	Number of meetings presided as Director	Monthly meeting	6	6- 100% accomplished	5	5	4	4.67	
	Number of meetings presided as Head of Pest Management Section	Monthly meeting with RAs and laborers	3	6- 100% accomplished	5	5	5	5	
	Number of MOUs facilitated related to approved projects	MOU facilitation	1	2 (DA-BAR)	5	5	5	5	
	Prompt and speedy signing/ actions of administrative and financial documents	100% documents signed and acted within two days without zero complaint	80%	100% complied	5	5	4	4.67	
Total Over-all Rating					5	5	118	4.97	

4) Average Rating (Total Over-all rating divided by	118/120	4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for
Development Purpose:

Evaluated and Rated by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

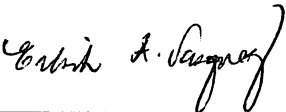
- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops


Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Dr. Erlinda A. Vasquez 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project / program progress	Group meetings with other research directors and the VP with members of the UADCO	Issuance of of internal memoranda		Attendance to research and administrative meetings
Coaching	Research proposal preparation DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress Group coaching during PRDC Meetings			Proposal prepared and submitted to DA-BAR / PCAARRD /other agencies New proposal for evaluation

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

Conducted by:



Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERLINDA A. VASQUEZ
Performance Rating: Outstanding

Aim: Making of Fundable Research Proposal

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 30, 2018

First Step:
Secure priority research areas from funding agencies
Writing of research proposals, publish article in Journal
Conduct and monitoring of on-going projects

Result:
Written project research proposals ready for submission to funding agencies
Written research article ready for submission to Journal
Project activities implemented

Date: July 1, 2018 Target Date: December 31, 2018

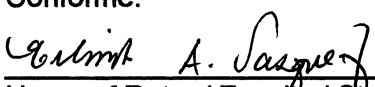
Next Step:
Follow up the progress of the submitted research proposal(s)
Editing and rewriting of the submitted article
Writing of terminal reports

Outcome: Research proposal funded,
Published article in a reputable journal
Research results in presented in related scientific conferences
Terminal reports prepared

Final Step/Recommendation:
Monitoring and evaluation of the conducted research project, and published article,
present paper in scientific conferences and preparation of terminal reports.

Prepared by:


OTHELLO B. CAPUNO
VP for Research and Extension

Conforme:

Name of Ratee/ Faculty / Staff