

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Dr. Marcelo A. Quevedo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		5.0 x 50%= 2.50	
Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
Research	50%	4.67 X 0.50 =	2.34
Extension	20%	4.33 x 0.20 =	0.87
Production	5%	4.67 x 0.05 =	0.23
TOTAL			4.69

EQUIVALENT NUMERICAL RATING: 4.69

Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
VP for Res. & Ext.

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARCELO A QUEVEDO, 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 1, 2018 to December 31, 2018.

MARCELO A QUEVEDO

Ratee

Approved:

ERLINDA A. VASQUEZ
Head of Unit

MFO & PAPs	Success Indicators	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE	4.0 Teach , Hort 252, Hort 211	Taught AgSci 111, Hort 211, Hort 252 and Hort 311					
	Number of Student Research Advising	2 BSA (Hort) students	3 BSA (Hort) students 1 PhD	5	5	5	5	
Research Services	•Number of Outputs Presented In Regional/ National/ International Fora /Conferences Addendum:	2	1 research output presented at National Level 1 published article (Durability of sago thatch on beach huts of the VSU resort, Leyte. Sago Palm 26(1):15-16.)	5	5	4	4.67	
Extension Services	Number of person-days trained	At least 90% of the requested training will be conducted on specified time with no valid complaint	No valid complaint	5	4	4	4.33	
Production Services (Resource Generation)	•Number bags of feeds produced & delivered	90% of the requested feed rations produced and delivered to clientele on time	At least 90% of the requested feed ingredients/rations served to clients on time	5	5	4	4.67	
Administrative Services	DTR signed	100 % of documents processed and acted within two days with zero complaint	No valid complaints					
	Number of PRDC meetings attended	90% of scheduled meeting will be attended	Attended at least 90% of the scheduled meetings attended	5	5	4	4.67	
Total Over-all Rating								4.67

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

Comments & Recommendations for Development Purpose:

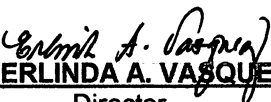
To organize his MRS in preparation for retirement in 2020

To preparea teminal reports

Evaluated and Rated by:


Recommending Approval:


Approved by:


ERLINDA A. VASQUEZ
Director

Date: _____

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


JOSE L. BACUSMO
Directorfor Research
Date: _____


OTHELLO B. CAPUNO
VP for Research & Extension
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

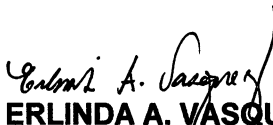
Name of Office: **PhilRootcrops**
Head of Office: **Dr. Erlinda A. Vasquez**
Name of Personnel: **Marcelo A. Quevedo**

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018	One-on-one discussion on project / program activities	Monthly PRDC Meetings Regular monthly meetings with the staff	Issuance of internal memoranda		Attendance to monthly PRDC meetings by the members of the Research and Development Council
Coaching	Research proposal production to DA/DA-BAR / PCAARRD / other agencies submission	One-one discussion on project progress Group coaching during PRDC meetings August 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018			Proposal prepared and submitted to DA –BAR / PCAARRD / other agencies

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: MARCELO A. QUEVEDO
Performance Rating: Outstanding

Aim: Making of fundable research proposals

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 31, 2018

First Step:

- Secure priority research areas from different funding agencies
- Write research proposals and submit to funding agencies for evaluation
- Defend research proposals to panel reviewers
- Continue with the implementation of on-going projects
- Prepare articles for publication in refereed journals

Result:

- Research proposal ready for submission to funding agency/ies
- Project activities conducted and implemented
- Articles polished and ready for submission to journals

Date: Jan 01, 2019 Target Date: July 30, 2019

Next Step:

- Follow-up progress of the submitted proposals
- Continue with the implementation of on-going projects
- Preparation of agency project reports
- Submitted articles for review by editors of the journals

Outcome:

- Agency reports submitted to funding agency
- Articles ready for publication
- Research proposals funded

Final Step / Recommendation:

- To prepare proposals ready for funding.
- To publish research article in refereed journal.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee/Faculty / Staff