

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Bravo, Mae Ann A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
Students (50%)		$4.67 \times 50\% = 2.34$	
TOTAL for Instruction	25%	$4.84 \times 0.25 =$	1.21
Research	50%	$4.93 \times 0.50 =$	2.47
Extension	20%	$5.0 \times 0.20 =$	1.00
Administration	5%	$5.0 \times .05$	0.25
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.93**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

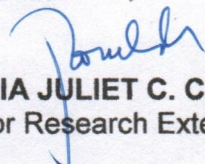
Reviewed by:

 
MARLON M. TAMBIS/EDGARDO E. TULIN
Assistant Director/Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA ^{ac} _{1/24/23}
VP for Research Extension & Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAE ANN A. BRAVO, INSTRUCTOR I of PhilRootcrops accomplished the following targets in accordance with the indicated measures for the period July 2022 to December 2022.


MAE ANN A. BRAVO
Ratee

Approved: 
MARLON M. TAMBIS
Assistant Director


EDGARDO E. TULIN
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 2: Advanced & Higher Education Services	Number of courses taught	To teach courses at affiliated department	2	2	5	5	5	5	
	Number of Instructional Materials Developed/Revised and Utilized:	To develop new lecture and laboratory IMs	1	5	5	5	5	5	
	New IMs	To revise lecture visual aids or lab manuals	1	5	5	5	5	5	
	Revised IMs								
	Number of virtual rooms created and operational	To create virtual classroom either in Moodle or Google classroom	2	2	5	5	5	5	
	Number of student research and field practice advising and OJT	To act as coordinator/clientele for student undergoing OJT	1	3	5	5	5	5	
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 10 hours	more than 30 hours	5	5	5	5	

MFO 3: Research Services	Number of proposal(s) developed and/or submitted	To make research proposals for internal/external funding	1	3	✓	✓	✓	✓	
	Number of research studies handled, conducted and assisted	- as project leader (leads activities of research projects and evaluate tasks of RAs and field workers)	1	2	✓	✓	✓	✓	
		- as study leader (Monitor the study and submit project report to project leader)	1	4	✓	✓	✓	✓	
	Number of trainings, conferences and seminars/webinars	To participate in local and international trainings and seminars/webinars	2	5	✓	✓	✓	✓	
	Number of written scientific reports	To work on a publication (submitted for critique; second correction)	1	1	✓	✓	✓	4.07	
MFO 4: Extension Services	Number of beneficiaries served: Groups/ Institutions Individuals	To share expertise and technologies	5 persons	More than 20 persons	✓	✓	✓	✓	
MFO 6: General Admin. and Support Services	Office headship	To act as CASL Head (supervision, cash invoice signing, etc.)	100% with zero complaints	100% with zero complaints	✓	✓	✓	✓	

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

Comments & Recommendations for Development Purpose:

To pursue graduate studies.

Evaluated and Rated by:



EDGARDO E. TULIN
Director

Date: _____

Recommending Approval:


MARLON M. TAMBIS
Assistant Director

Date: _____


ROSA OPHELIA D. VELARDE
Director for Research

Date: Jan. 24, 2023

Approved by:


MARIA JULIET C. CENIZA
VP. Research for Extension and Innovation

Date: Jan. 24, 2023

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

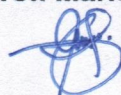
PERFORMANCE MONITORING & COACHING JOURNAL

	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. Edgardo E. Tulin & Prof. Marlon M. Tambis**



Name of Personnel: **MAE ANN A. BRAVO**



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 Jan. 11, 2022 March 7, 2022 May 19, 2022 July 5, 2022 Sept. 26, 2022	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:

 
MARLON M. TAMBIS / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MAE ANN A. BRAVO**

Performance Rating:

Aim: To implement on-going research projects and prepares research proposals
To perform academic function
To come up with approved proposals for funding and implementation
To lead administrative services in CASL

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date December 31, 2022

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)
- To teach Soil Science related subjects
- To supervise laboratory and administrative related work in CASL

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 Soil Science
 - Supervised the laboratory and implemented guidelines for the services provided by the lab
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Date: Jan 1, 2023

Target Date June 30, 2023

Next Step:

- Continue the implementation of research projects
- Prepare new proposals for funding
- Attend capability build-up trainings
- Provide leadership in CASL

Outcome:

- Research projects continuously implemented
- Instructor to Soil Science students
- Enhanced capability in research management, proposal preparation and writing.

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 research management and implementation, writing scientific publications, etc.

Prepared by:

 
MARLON M. TAMBIS/EDGARDO E. TULIN
Assistant Director/Director

Conforme:


MAE ANN A. BRAVO
Name of Ratee / Faculty/Staff