

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Arce, Lisa I.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$4.78 \times 50\% = 2.39$	
Students (50%)		$4.78 \times 50\% = 2.39$	2.39
TOTAL for Instruction	25%	$4.78 \times 0.25 = 1.195$	1.20 1.13
Research	50%	$5.0 \times 0.50 =$	2.47
Extension	25%	$4.78 \times 0.25 =$	1.20
TOTAL			4.87 4.80

EQUIVALENT NUMERICAL RATING:

4.87 4.80

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.87 4.80

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

PRECILA D. CONTERO
Temp. Administrative Officer

EDGARDO E. TULIN
Director

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, LISA I. ARCE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January 1, 2021 to June 30, 2021

LISA I. ARCE
RATEE

APPROVED: EDGARDO E. TULIN
DIRECTOR

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Advanced and Higher Education Services	Number of courses taught	Handles and teaches courses assigned in the Department of Plant Breeding and Genetics	1	2	5	5	4	4.67	
	Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	4	4.67	
	Number of instructional materials developed (on-line ready materials, supplemental learning resources, and assessment tools)	Review and revise Course Syllabus	2	3	5	4	5	4.67	
		Prepares and submits on-line ready courseware (Instructional module/laboratory guide/workbook or a combination thereof) for review by the Technical Review Panel	2	2	4	5	5	4.67	
		Prepares Power Point presentation, video clips, movie clips, reading assignments on courses taught	10	12	5	5	5	5	
	Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5	

Number of students advised	Acts as academic adviser to students	1	1	4	5	5	4-67
Number of students advised on thesis/field practice/special problem	As SRC Chairman- advises, and corrects research, outline and thesis/SP manuscript	1	1	5	5	4	4-67
	As SRC Member- advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5

RESEARCH

Number of research studies handled, conducted, assisted	As project leader- leads and monitors activities of research projects, assign and evaluate tasks of research assistants and field workers	1	3	5	5	4	5
	As study leader- monitor activities under the study and submits report to project leader	3	4	5	5	5	5
	Conduct and supervise other research studies (side studies)	1	2	5	5	5	5
	Assists experiments/research of other researchers from different division	2	3	5	5	4	4-67
	Number of research assistant supervised	2	4	5	5	5	5
	Number of research proposals submitted	2	2	5	5	4	4-67
	Number of written reports	2	2	5	5	5	5

		Write and submit accomplishment reports	1	2	5	5	5	5	
	Number of trainings, conferences, and seminars/webinars attended	Participate in different local and international trainings, conferences, seminars/webinars	2	4	5	5	5	5	
EXTENSION	Number of distributed clean planting materials (cassava cuttings)	Assist in distribution of cassava planting materials	10,000	12,000	5	5	4	4.67	
	Number of facilitated trainings and seminars	Acts as resource person during trainings/seminars/broadcasts on rootcrop nursery establishment or proper cultural practices	2	4	5	4	5	4.67	
		Assists in trainings/webinars/workshops sponsored by PhilRootcrops	2	4	5	5	5	5	
Total Rating									


Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		Outstanding

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

Evaluated and rated by:


EDGARDO E. TULIN
 Director, PhilRootcrops
 Date _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research
 Date _____

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **LISA I. ARCE**

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. 28, 2021 Feb. 16, 2021 March 4, 2021 March 29, 2021 May 7, 2021 June 2, 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:


EDGARDO E. TULIN
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LISA I. ARCE**
 Performance Rating: **Outstanding**

Aim: To implement on-going research projects and prepares research proposals
 To perform instruction function

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021

Target Date: June 30, 2021

First Step:

- Implements on-going research projects
- Prepares proposals for review and funding
- Teaches courses at the DPBG
- Attends related trainings for capability build-up (leadership, management / administration) and other related trainings in relation to administrative duties

Result:

- Implemented the scheduled activities of the research projects
 - Prepared and submitted proposals for review
 - Attended capability build-up trainings
 - Served as instructor and student adviser of Plant Breeding students
-

Date: July 1, 2021

Target Date December 31, 2021

Next Step:

Continue the implementation of research projects
 Follow-up the submitted proposals
 Attends capability build-up trainings
 Seek admission to possible universities for PhD studies

Outcome: Research projects continuously implemented
 Research accomplishments subjected for review and monitoring by the funding agency
 Instructor and adviser to Plant Breeding students
 Attended capability build-up trainings

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 leadership, organizational management and effective administration.
- To seek admission to any qualified universities for her PhD studies

Prepared by:


EDGARDO E. TULIN
 Director

Conforme:


LISA I. ARCE

Name of Ratee/ Faculty/Staff