

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Tan, Julie D.**

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%)		$5.0 \times 50\% = 2.5$ <i>2.5 A</i>	
TOTAL for Instruction	25%	$5.0 \times 0.25 =$ <i>1.25</i>	1.25 <i>1.19 A</i>
Research	50%	$5.0 \times 0.50 =$	2.50
Extension	20%	$4.66 \times 0.20 =$	0.93
Production	3%	$5.0 \times 0.03 =$	0.15
Administration	2%	$5.0 \times 0.02 =$	0.1
TOTAL			4.93 <i>4.83 A</i>

EQUIVALENT NUMERICAL RATING:

4.93 4.87

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.93 *4.87*

ADJECTIVAL RATING:

Outstanding

Prepared by:


PRECILA D. CONTERO
Temp. Administrative Officer

Reviewed by:


LISA I. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE D. TAN of the Philippine Root Crop Research and Training Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan 1, 2021 to June 30, 2021.


JULIE D. TAN

Ratee

Approved:


LISA LARCE
Assistant Director


EDGARDO E. TULIN
Director

	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO & PAPs									
Instruction services	Thesis	To act as Thesis Adviser of MS Food Science Student	1 MS Thesis student	1 MS Student	5	5	5	5	
Research Services	Research workload units conducted	To conduct/implement approved research projects	10 units workload units	11 units workload					
	Number of reports	Making of reports	At least 6 reports	14 reports					
	Paper published	Paper for publication	2 papers submitted for publication	Finalizing the papers for publication	5	5	5	5	
	Food products developed	Food products for optimization and verification experiments	At least 2 food product for optimization and 2 food product for verification experiments	3 food products optimized and 2 food products verified					

Production	Food products produced Food products sold	Production of Food Products from Rootcrops for Sale Generate Income from sales of food products	Produced at least 3 products for sale Sales of at least Php 5,000.00	4 food products (cassava cookies, espasol, pitsi-pitsi, taro wine) Sales of Php 30,155.00	5	5	5	5	
Extension	Technical expert service conducted as resource person/reviewer Number of papers reviewed for publication in referred journal Resource speaker Attendance to Webinars on Food Safety and Human Health	Review of paper for publication Act as resource speaker in a webinar Participation in Webinars on food safety, human health and related topics	Review at least 1 scientific paper for publication Act as resource speaker in at least 1 webinar Attend to at least 2 webinars on food safety, human health and related topics	No paper reviewed 1 paper presented in a webinar 9 conferences attended in webinars	4	5	5	4.6	
Administrative Service	To act as Head of the Food Microbiology Laboratory and GMP-compliant Processing Laboratory of PhilRootcrops	Maintenance of laboratory and processing plant to satisfy FDA requirement in maintaining Licence-to-operate (LTO)	Maintain the Food Processing Center at Philrootcrops to satisfy all requirements for LTO which has been released in 2019 and be ready for FDA audit; Prepare SSOP	Prepared the Processing Plant for 2021 Audit for the renewal of LTO certificate in July, 2021	5	5	5	5	

			Manual for Sweetpotato vacuum- fried processing system						
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
1. 5th Place: Poster Paper Competition during the 32nd Joint ViCARP-RRDEN Regional RDE Symposium		
2. Two consultancy engagements with DOST 8 (Assessment of 2 local Food Processors in the region)		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		outstanding

Comments & Recommendations for Development Purpose:

To organize MRs for turn-over to the Director or VSU.

Evaluated and Rated by:


EDGARDO E. TULIN
 Director

Date: _____

Recommending Approval


LISA I. ARCE
 Asst. Director

Date: _____


ROSA OPHELIA D. VELARDE
 Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
 VP for Research and Extension

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JULIE D. TAN**

Performance Rating: *Outstanding*

Aim: To implement on-going research projects
To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021

Target Date: June 30, 2021

First Step:

- Implements on-going research projects
- Prepares papers for publication
- Prepares terminal reports and AFRs

Result:

- Implemented scheduled activities of the research projects
- Paper for publication on progress
- Terminal reports and AFRs

Date: July 1, 2021

Target Date July 4, 2021

Next Step:

- Retirement

Final Step/Recommendation:

- To organize MR and settle other obligations such as terminal reports and AFRs of projects in preparation for retirement

Prepared by:

 
LISA I. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Conforme:


Name of Ratee/Faculty/Staff