

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**
(January - June 2014)

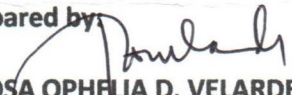
Name of Faculty Member: ROSA OPHELIA D. VELARDE

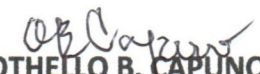
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(4)
1. Instruction			
a. Head / Dean (50%)	50%		
b. Students (50%)	50%		
Total for Instruction	15%	4.80	.720
2. Research	25%	4.87	1.217
3. Extension	25%	4.90	1.225
4. Administration	35%	4.87	1.704
TOTAL	100%		


EQUIVALENT NUMERICAL RATING: 4.866



Add: Points, if any:

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
ROSA OPHELIA D. VELARDE
Name of Faculty

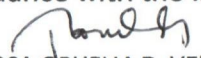
Reviewed by: 
OTHELLO B. CAPUNO
Vice President, OVPRE

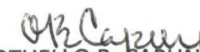
Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

APPROVED: 
EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSA OPHELIA D. VELARDE, Staff and Head of the RESEARCH OFFICE at OVPRE 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 to June, 2016.


ROSA OPHELIA D. VELARDE
 Ratee


OTHELLO B. CAPUNO
 Head of Unit
 Date: _____

Approved:
EDGARDO E. TULIN
 President

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks	
					Q ¹	E ²	T ³	A ⁴	
MFO1- Higher Education Services	P4: No. of graduate students advised	As advisory Committee Member	1	3	4.7	4.7	4.7	4.7	MMGT
MFO2- Higher Education Services	FTE	Teach <u>Undergraduate Courses:</u> 1 st Sem, SY 2015-16 - Psychology 11	0	6.5 FTE 1 section: MWF (45)	4.8	4.8	4.8	4.8	
	Number of IEC Materials produced, and utilized	Develop/revise and utilize instructional materials	0	1	4.7	4.7	4.0	4.8	
	Number of student organizations advised	As Adviser/Mentor	1	2	5	4.9	4.8	4.9	ZAE and Polyphonics

MFO 2 - Research Services	Number of assisted /facilitated R & D agenda and programs review coordinated	Assist and facilitate formulation/review of R&D plan/agenda of different units	7	11	5.0	5.0	5.0	5.0	All RDE centers and colleges/departments R& D Program consultative review and planning workshops attended and assisted
	Number of reviewed & endorsed R & D proposed programs/	Coordinate the review of proposed R & D programs/projects by review teams/experts , facilitate approval & funding	5	17	4.9	4.8	4.7	4.8	Received proposals reviewed and endorsed for funding
	Number of coordinated and monitored implemented R & D programs/ projects	Coordinate and supervise the monitoring of implemented R & D programs/ project s	97	260	5.0	5.0	5.0	5.0	VSU and externally funded programs/projects
	Number of conducted research management project/study with submitted reports / outputs	Conduct research management project/study with submitted reports / outputs	1	3	4.8	4.8	4.7	4.76	Conducted with DDC researchers
	Number of R&D for a coordinated/facilitated	Coordinated /facilitated RD fora / RDEI Seminar series,	5	11	4.9	4.9	4.9	4.8	
	Number of facilitated of R & D program status / reports/ outputs presentations in R & D Fora / Conferences	Presentation of R & D papers in R & D fora facilitated	12	32	5	5	4.8	4.95	
	Number of supervised packaging of R & D Management outputs: Tech Compendium,-Newsletter, R & D Digest,-R & D Manual	Packaging , reproduction and submission of R & D Management outputs supervised , outputs submitted and endorsed for approval	2	5	4.8	4.8	4.8	4.8	RD Manual submitted (June) and approved by UADCO & BOR (October) Other Outputs submitted to superiors.
MFO 3. Extension Services	Number of R & D Training conducted for research faculty of VSU external campuses and HEIs under CHED ZRC	Assist in the overall coordination and facilitation of R & D related training	2	5	4.9	4.9	4.9	4.9	Facilitated participation of VSU budding faculty

									researchers in enhancement training by VSU - VICARP
	Number of Persons trained on RDE program/project management	Act as Resource Person in VSU /ATI / DAV7 & DA8/EVSU conducted RDE training/seminar/for a	2	5	4.9	4.9	4.9	4.9	78 pax (MAOs & ATs and Farmers
MFO 4. Admin Support Services	<p>Percentage of documents acted: <u>a. As Director of Research:</u></p> <ul style="list-style-type: none"> -Reviewed & recommended appointments/ designation of R & D leaders -payrolls vouchers - Requests for funding reviewed and recommended/ - Attend to research clients/ stakeholders <p><u>b. As OIC VPRE as instructed/designated:</u></p> <ul style="list-style-type: none"> - Attends to RDE visitors in behalf of VP - Vouchers - researchers appointments/ contracts / - payrolls -requests - budget proposals 	<p>Act on research outputs and research related administrative documents, attend/respond to R & D stakeholders</p> <p>Act as OIC-VP when the VP is either on official travel or on leave.</p>	As the need arises and as designated	<p>100%</p> <p>100%</p>	<p>4.7</p> <p>5.0</p>	<p>4.7</p> <p>5.0</p>	<p>4.7</p> <p>4.8</p>	<p>4.7</p> <p>4.95</p>	

	- other related communication								
	<p>Reviewed and endorsed administrative RDE data / outputs retrieved, consolidated and submitted to requesting units/offices, VSU line agencies , and funding agencies:</p> <p>a. Consolidated budget proposal b. Physical reports c. quarterly reports d. Annual reports e. Consolidated progress reports f. data requested by other agencies g. Consolidated data for CHED, PCAARRD, DA-BAR, DOST, DTI, NEDA, DBM</p>	Supervise data retrieval , then, prepares/ finalize/ submit data/report to requesting office/agency	As ordered, requested/required	35	5	5	4.8	4.9	
	<p>Number of prepared and submitted minutes of organized / facilitated R & D meetings :</p> <p>a. Research office meetings b. OVPRE meetings</p>	As presider / or as secretary in OVPRE related meetings and presides research related meetings	2	17	5	5	4.8	4.9	
	Number of briefing/reports/ minutes of meetings /fora attended /represented in behalf of Director for Extension ,OIC-VP /,President as officially designated	Represents the Vice President for R & E in meetings provide a brief/ update on attended/represented meetings/fora.	5	15	5	5	5	5.0	
	Research & extension database updated	Supervise updating of R&D database (excel) filing of R & D records	1	In progress	4.7	4.7	4.6	4.67	With Help from DCST


Clerical Services	Percentage of communication documents drafted/ finalized; endorsed/ submitted to units/ agencies on time/filed for easy retrieval	Draft, finalize RDE communication and ensured easy data filing and retrieval of R & D documents	80%	95%	5	5	5	5.0	
Total Over-all Rating								97.23	
Average Rating								4.8615	
Adjectival Rating				OUTSTANDING					OUTSTANDING

Received by:


TERESITA L. QUINANOLA
 Planning Office

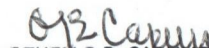
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Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

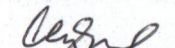
Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
 Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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