

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Tan, Daniel Leslie S.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0 x 50%= 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
2. Research	50%	5.0 X 0.50 =	2.50
3. Extension	20%	5.0 x 0.20 =	1.00
4. Production	3%	5.0 x 0.03 =	0.15
5. Administration	2%	4.67 x 0.02 =	0.09
TOTAL			4.99

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

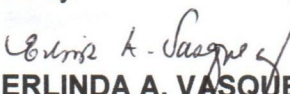
TOTAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING: **Outstanding**

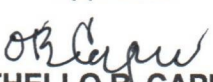
Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II

Reviewed by:


ERLINDA A. VASQUEZ
Director


Approved:


OTHELLO B. CAPUNO
VP for R&E

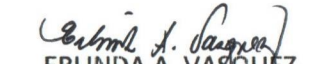
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DANIEL LESLIE S. TAN 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 January 1, to June 30, , 2019.


DANIEL LESLIE S. TAN
Ratee

Approved:


ERLINDA A. VASQUEZ
Head of Unit

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Instruction services	To teach courses in undergraduate/graduate programs in Food Science and Related Courses	FTE	5.0 FTE	Courses handled: 25 units AEng200a.4 – FIELD PRACTICE AGEN300.3 – Graduate Thesis AGEN300.4 – Graduate Thesis AEng 161 - AGRICULTURAL PROCESSING AND HANDLING (Lec and Lab) AGEN244 - DRYING & STORAGE OF AGRICULTURAL PRODUCTS (Lec and Lab) AGEN246 - POSTHARVEST ENG FOR AGRIC. PRODUCTS (Lec and Lab)	5	5	5	5	
	To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:4	2 BSAE OJT Students 2 BSAE Under-graduate student	Adviser to 4 Field Practice BSAE students Adviser to 2 BS Students Thesis					
Research Services	To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	<ul style="list-style-type: none"> Research workload units conducted Amount/value of research funds/resources externally generated Technologies Generated 	13.5 units Php 1,000,000 1 Technology	3 Projects and 3 Component Studies: Proj Ldr: Technical and System Improvement of the Portable Extruders for Rootcrop Products (P4,090,573.44) Comp Leader: Technical and System Improvement of the Portable Extruders Developed by PhilRootcrops Proj. Ldr Development of Business Plans, Promotion and Commercial Production of the Improved Portable Extruders for Puffed and Chippy Products Comp Ldr: Promotion of the Portable Extruders to Rootcrop Food Processors Project Leader: "Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops" (P4.9M) Comp. Ldr: Promotion of the Portable Extruders to Rootcrop Food Processors Technology generated: - Vacuum fried SP products	5	5	5	5	

		<ul style="list-style-type: none"> Proposal Submitted Attendance to Conferences 	1 proposal 1 National Conferences	1 proposal submitted to PCARRD NRCP Annual Scientific Conference and 86 th General Membership Assembly, PICC Manila					
Extension Services		<ul style="list-style-type: none"> Technical expert service conducted as resource person 	Resource Person to 1 training/seminar	Resource Person: SP Fiesta Resource Person: Visayas Science Technology Fair Symposium on the Advances of Cassava and Other Rotcrops Researches, 20March2019, VSU	5	5	5	5	
Production/Income-Generating Projects		<ul style="list-style-type: none"> Produce Vacuum Fried Products Patents 	Produce 100 packs 1 UM approved	Processed more than 100 packs of vacuum fried products 4 Utility Models Approved	5	5	5	5	
Administrative Services	Do other duties assigned by Supervisors	Committee Membership	1 committee	2 investigation committees	5	5	4	4.67	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: To present paper in related scientific gatherings To publish research results in CHED refereed journals To attend leadership and management trainings

Evaluated & Rated by:

Erlinda A. Vasquez
 ERLINDA A. VASQUEZ
 Dept/Unit Head

Date: _____

Recommending Approval:

Jose L. Bacusmo
 JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:

Othello B. Capuno
 OTHELLO B. CAPUNO
 VP, Research & Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

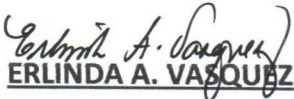
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: DANIEL LESLIE S. TAN 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance of of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal production to DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress Group coaching during PRDC Meetings Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019			Proposal prepared and submitted to DA-BAR / PCAARRD /other agencies New proposal for evaluation

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLANName of Employee: **DANIEL LESLIE S. 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: January 1, 2019Target Date: June 30, 2019

First Step:

Implements on-going research projects
Prepares proposals based on the different thrusts of the funding agencies.
Prepares papers for publication
Attends trainings that will enhance skills in leadership, organizational management and effective administration

Result:

-
- Implemented scheduled activities of the research projects
 - Prepared and submitted proposals for funding
 - Paper for publication on progress
 - Served as professor and student adviser of Agricultural Engineering students
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Date: July 1, 2019Target Date: Dec 31, 2019

Next Step:

Follow-up the status of submitted proposals to the different funding agencies (DA-BAR, PCAARRD)
Submits papers for publication

Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)

Outcome: Approved proposal for DA-BAR funding and for implementation in CY 2020 funding next year

Paper accepted for publication by refereed journals

Research paper presented in any scientific gatherings


Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit more proposals and continue doing four fold functions of instruction, research, extension and production.

To attend trainings that will enhance skills in leadership, management and administration.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme: 
Name of Ratee Faculty/Staff