

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			
Total for Instruction	25%	5.00 x 25%	1.25
Research			
Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	50%	5.00	2.50
Extension			
Client/Dir. for Extension (50%)		5.00 x 50% = 2.50	
Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	25%	4.67 x 25% = 1.17	1.17
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: **4.92**

Add: Additional Points, if any:

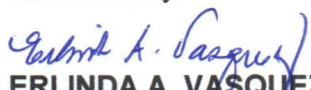
TOTAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II


Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Res, Ext & Innovation

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, 2020 to June 30, 2020

LISA I. ARCE

RATEE

APPROVED: Erinda A. Vasquez

ERLINDA A. VASQUEZ

DIRECTOR

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET * (Jan-Dec)	ACTUAL ACCOMPLISHMENT (Jan-June)	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	2	1	4	5	5	4.67	
	Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	1	4	5	5	4.67	
	Number of instructional materials developed (on-line ready materials, supplemental learning resources, and assessment tools)	Review and revise Course Syllabus	2	2					
		Prepares and submits on-line ready courseware (Instructional module/laboratory guide/workbook or a combination thereof) for review by the Technical Review Panel	3	0	4	5	4	4.33	
		Prepares Power Point presentation, video clips, movie clips, reading assignments on courses taught	10	5					
	Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2	0					
	Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	0					

Number of students advised	Acts as academic adviser to students	1	1					
Number of students advised on thesis/field practice/special problem	As SRC Chairman- advises, and corrects research, outline and thesis/SP manuscript	1	0					
	As SRC Member- advises and corrects research outline and thesis/SP manuscript	3	3					

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	2	2	5	5	5	5
		As study leader- monitor activities under the study and submits report to project leader	5	5				
		Conduct and supervise other research studies (side studies)	1	1				
		Assists experiments/research of other researchers from different division	2	1				
	Number of research assistant supervised	Monitor and oversee activities of research assistants under the different projects	3	3				
	Number of research proposals submitted	Write research proposals for internal (VSU) and external (DA-BAR, PCAARD, DOST, etc.) funding	2	1				
	Number of research proposals reviewed	As member of Root Crop Commodity Team- reviews and corrects research proposals submitted	2	0				
	Number of written scientific reports	Submit and present scientific reports (annual review)	5	2				

		Submit scientific report/ handbook for publication	2	0					
	Number of trainings, conferences, and seminars/ webinars attended	Participate in different local and international trainings, conferences, seminars/webinars	5	3					
EXTENSION	Number of distributed clean planting materials (cassava cuttings)	Assist in distribution of cassava planting materials	40,000	25,000					
	Number of facilitated trainings and seminars	Acts as resource person during trainings/seminars/broadcasts on rootcrop nursery establishment or proper cultural practices	2	1	4	5	5	4	6
		Assists in trainings/seminars sponsored by PhilRootcrops	2	1					
Total Rating									4.67

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

4.67	
	Outstanding

To attend training on advanced leadership and management

To pursue advance studies

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

Evaluated and rated by:

Erlina A. Vasquez
ERLINA A. VASQUEZ
Director, PhilRootcrops
Date _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research
Date _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
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. Erlinda A. Vasquez

Name of Personnel: LISA I. ARCE

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/ university's concerns	Monthly PRDC meeting Jan 13, 2020 Feb 3, 2020 May 6, 2020	Issuance of internal memoranda		Attendance to PRDC monthly Meetings by the members of the 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:


ERLINDA A. VASQUEZ
 Director

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January 1, 2020Target Date: June 30, 2020

First Step:

Implements on-going research projects
Prepares proposals for review and funding
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, 2020Target Date: Dec 31, 2020

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.

Prepared by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:



Name of Ratee / Faculty / Staff