

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Codog, Joy C.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		4.72 x 50% =	2.36
Students (50%)			
TOTAL for Instruction	25%	2.36 X 0.25 =	0.59
Research	50%	4.80 X 0.50 =	2.40
Extension	25%	4.67 x 0.25 =	1.17
TOTAL			4.16

EQUIVALENT NUMERICAL RATING:

4.16

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.16

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:

LISA L. 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, JOY C. CODOG, of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period September 1, 2021 to December 31, 2021.


JOY C. CODOG
 Ratee

Approved:


LISA I. ARCE
 Assistant Director


EDGARDO E. TULIN
 Director

MFO & PAPs	Success/Performance Indicators	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Services									
Total FTE coordinated, implemented and monitored	Actual faculty FTE	Handles and teaches courses assigned <i>(Affiliate staff Dept of Horticulture)</i>	8.4	8.4	5	4	4	4.33	Hort 141 Lab - 31 students Hort 173 Lab - 25 students
	Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	4	5	5	4	4.25	Midterm and Final Term Grade Sheets
	Number of trainings attended related to instruction	Attended mandated trainings	0	0					
	Number of long examinations administered and checked	Administers and checks long examination for subject taught	2	4	5	5	4	4.25	2 Long Exams Hort 141 2 Long Exams Hort 173

	Number of quizzes administered and checked	Prepares and checks quizzes for laboratory	2	4	5	5	f	f	4.7	4 quizzes for 31 students
	Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	7	5	5	f	f	4.7	6 Lab reports (for each 56 students) and 1 term paper (8 groups)
Number of Students advised	Number of students advised on thesis/OJT - Acts as Adviser (OJT) - Acts as SRC Chairman - Acts as SRC Member	Advises and corrects research outline and thesis manuscript	0 0 0	1 1 1	5	5	5	5		SRC Member of Karen Esguerra
	Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5		11 Hort 141 students 9 Hort 173 students
Research Services										
	Number of research studies handled	Conduct research as: Co-Project leader / Study Leader	1	2	f	f	f	f		
	Number of research-related awards	Prepare and submits poster presentation to RDE for Competition	0	1	5	5	5	5		Best RDE Poster (1 st Place) 'Developing Vegetable Value Chains to Meet Evolving Market Expectations in the Philippines'
	Number of research outputs presented in regional/national/int'l for a/conferences	Prepares, submits and presents research paper in scientific conference	1	3 for International Conference	5	5	5	5		2 oral presenter (PSSN & TVU-SLSU)

									1 poster presentation (PSSN)
	Number of research proposal(s) developed and/or submitted/ reviewed	Write research proposals for internal/external funding	1	1	5	4	4	4.33	On going writing of proposal about <i>in vitro</i> conservation of Sweet potato germplasm
	No. of trainings/ seminars/webinars/ conference attended	Participate in different local and international trainings and seminars/webinars/conference	1	5	5	5	5	5	2 conferences 1 RDE 2 Webinars
	Number of papers to be published in other peer-reviewed publications (proceedings, monographs, etc.):	Prepares and submit papers for publication	1	1	5	5	4	4.67	Submitted full paper during TVU-SLSU International Conference 2021(waiting for the respond)
Support to Operations									
		Member of AACCUP Research task force (MS Horticulture)							
	Compliance to all requirements of the program and institutional accreditations	Prepares required documents and complies all requirements as prescribed		70%	5	4	5	4.67	On-going Preparation for AACCUP Accreditation Level IV Phase 2
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		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend capability build-up training in relation to the conduct of research.


To prepare research proposal for funding.

To pursue graduate studies.

Evaluated & Rated by:

Recommending Approval:

Approved by:


EDGARDO E. TULIN
 Director


LISA I. ARCE
 Assistant Director


ROSA OPHELIA D. VELARDE
 Director for Research


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

Date: _____

Date: _____

Date: _____

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

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

Name of Personnel: **JOY C. CODOG** *J. Codog*

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 Oct. 7, 2021 Nov. 26, 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:

Lisa I. Arce *Edgardo E. Tulin*
LISA I. ARCE / EDGARDO E. TULIN
 Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOY C. CODOG**

Performance Rating:

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

Proposed Interventions to Improve Performance:

Date: September 1, 2021Target Date December 31, 2021

First Step:

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- Implements on-going research projects
 - Prepares proposals for review and funding
 - Teaches courses at the DOH
 - 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 Horticulture students
-

Date: January 1, 2022Target Date June 30, 2022

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 Horticulture 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:

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

Conforme:


JOY C. CODOG

Name of Ratee /Faculty/Staff