



Philippine Root Crop Research & **Training Center**

Visayas State University Visca, Baybay City, Leyte PHILIPPINES Phone/Fax: +63 53 5637229 Email: philrootcrops@vsu.edu.ph Website: www.vsu.edu.ph

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARCELO A. QUEVEDO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating
Instruction	(2)		(2x3)
i. Head/Dean (50%)		4.5 x 50%= 2.25	
j. Students (50%)		4.5 x 50% =2.25	
Total for Instruction	25%	4.5	1.13
Research			
i. Client/Dir. for Research (50%)		5.00 x 50% = 2.50	
j. Dept. Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Research	50%	5.00	2.50
Extension			
i. Client/Dir. for Extension (50%)		5.00 x 50 % = 2.50	
j. Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	3%	4.67	0.14
Administration	2%	4.67	0.09
TOTAL			4.86

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.86

4.86

ADJECTIVAL RATING:

Prepared by:

MARIA ELSA M. UMPAD

Administrative Officer II

Outstanding

Reviewed by:

INDA A. VASQ Director

Approved:

VP for Res. and Ext.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARCELO A QUEVEDO, of	PhilRootcrops commits to	deliver and agree to be r	ated on the attainment of t	he following targets in accordance with
the indicated measures for the period	July 1, 2019	to December 31,	, <u>2019</u>	
my			ERLINDA A. VASQUEZ	
MARCELO A. QU	EVEDO	Approved:	<u>ERLINDA A. VASQUEZ</u>	
Ratee			Head of Unit	

				Rating				Remarks
MFO & PAPs	Success Indicators	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE	4.0 Teach Hort211&Hort 311	Taught Hort 311, Hort 211	T	4	5	5	
	Number of Student Research Advising	1BSA (Hort) students 1 PhD	1 BSA (Hort student) 1 PhD student 1 Student Research Coordinator					
Research Services	Number of Outputs Presented in Regional/ National/ International Fora /Conferences Addendum:	2	2	q.	5	•	4	
Extension Services	Number of person-days trained	At least 90% of the requested training will be conducted on specified time with no valid complaint	No valid complaint	T	0	4	5	
Production Services (Resource Generation)	Number bags of feeds produced &delivered	90% of the requested feed rations produced and delivered to clienteles on time	90% of the remaining feed ingredients were sold to clienteles	4	7	7	4.67	
Administrative Services	Number of PRDC meetings attended	100 % of documents processed and acted within two days with zero complaint 90% of scheduled meeting will be attended	At least 90 % of documents processed and acted within two days with zero complaint 90% of scheduled meeting were attended	4	٦	7	4.67	
Total Over-all Rating								

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	ХХ	
FINAL RATING		4.87
ADJECTIVAL RATING		autotanding

Recommending Approval:

Director of Research

for To	Development Purpose: Prepare te rmi nal reports	of	the	projects
То	check and reconcile MRs familitation of retirement			
To	check other documents re	lat	ed to	retire
To	retire by January 16, 20)20		

Comments & Recommendations

Evaluated and Rated by:	
ENDOWN A. Jacques ERLINDA A. VASOVEZ Unit Head	

Date:				
Date.	 	 	 	

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

Approved by:

OTHELLO B. CAPONO
VP for Research & Extension

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	131	U
	2 nd	Α
Х		R
^	3 rd	Т
Х	4.1	E
	4th	R

Name of Office:

PhilRootcrops

Head of Office:

Dr. Erlinda A. Vasquez

Name of Personnel:

Marcelo A. Quevedo

Activity					
Monitoring	Meeting		Memo	Others (Pls.	Remarks
3 rd & 4 th	One-on-One	Group		specify)	
Quarter Monitoring	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			Proposal prepared and submitted to DA-BAR / PCAARRD /other agencie New proposal for evaluation

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

Conducted by:

Discotos

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARCELO A. QUEVEDO Performance Rating: Outstanding Aim: Making of Fundable Research Proposal Proposed Interventions to Improve Performance: Date: __July 2019 Target Date: December 30, 2018 First Step: Writing research articles for publication Conduct and monitoring of on-going projects Writing of project reports Preparation of project for turn-over to the next project leader re: in preparation for Jan 2020 retirement Result: Project activities implemented Data and other reports organized Outcome: Project reports / terminal reports prepared Final Step/Recommendation: Monitoring and evaluation of the conducted research project, and preparation of data and other reports for turn-over to the next project leader Prepared by:

Conforme:

Name of Ratee/ Faculty / Staff