



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 (2x3)
Instruction			
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: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer II

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for Res. and Ext.

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

**Comments & Recommendations
for Development Purpose:**

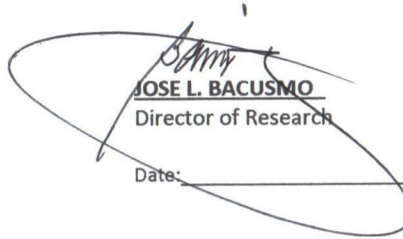
To Prepare terminal reports of the projects
 To check and reconcile MRs for easy
 facilitation of retirement claims
 To check other documents related to retirement
 To retire by January 16, 2020

Evaluated and Rated by:


ERLINDA A. VASQUEZ
 Unit Head

Date: _____

Recommending Approval:


JOSE L. BACUSMO
 Director of Research

Date: _____

Approved by:


OTHELLO B. CAPONO
 VP for Research & Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

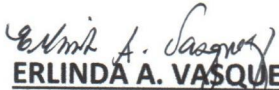
Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel:  **Marcelo A. Quevedo**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
3rd & 4th 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 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: **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

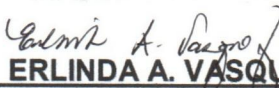
Outcome:

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:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee/ Faculty / Staff