

**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)
Instruction			
Head/Dean (50%)		$4.33 \times 50\% = 2.17$	
Students (50%)		$4.33 \times 50\% = 2.17$	
TOTAL for Instruction	25%	$4.34 \times 0.25 =$	1.09
Research	50%	$5.0 \times 0.50 =$	2.50
Extension	20%	$5.0 \times 0.20 =$	1.00
Production	2%	$5.00 \times 0.02 =$	0.10
Administration	3%	$5.0 \times 0.03 =$	0.15
TOTAL			<b>4.84</b>

EQUIVALENT NUMERICAL RATING:

4.84

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**4.84**

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

  
**MARIA ELSA M. UMPAD**  
Administrative Officer II

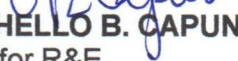
Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research


Approved:

  
**OTHELLO B. CAPUNO**  
VP for 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 July 1, to Dec 30, 2020.

  
DANIEL LESLIE S. TAN  
 Ratee

Approved:   
ERLINDA A. VASQUEZ  
 Head of Unit

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Instruction services	To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE student	2 MSAE Students, BSAE student	4	✓	4	4.03	
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"> <li>• Research workload units conducted</li> <li>• Amount/value of research funds/resources externally generated</li> <li>• Technologies Generated</li> <li>• Proposal Submitted</li> <li>• Submit articles to refereed journals</li> </ul>	13.5 units  Php 1,000,000  1 Technology  1 proposal  1 journal article	4 Projects and 3 Component Studies Proj Ldr and Comp Leader: Technical and System Improvement of the Portable Extruders for Rootcrop Products (P4,090,573.44) Proj Ldr and Comp Ldr: "Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops" (P4.9M) Pro Ldr and Comp Ldr: Development of Business Plans, Promotion and Commercial Production of the Improved Portable Extruders for Puffed and Chippy Products (>P4M) Project Leader: "Enhancing the Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte and Samar, and Linking with Related Industries Phase 2" (P5M) Technologies Generated: - Cutter for Chippy and Puffed products - Pneumatic Dryer for Grates 1 proposal submitted and approved in principle by RFO3 for 2021 implementation (P1.3M)	✓	✓	✓	✓	
Extension Services	To share technologies/information	• Technical expert service conducted as resource person	Resource Person to at least 1 training/seminar	Resource Person to "Stepping Up Local Raw Material Processing for Food Businesses" Webinar sponsored by DOST-TAPI on Nov 18, 2020	✓	✓	✓	✓	
Production/Income-Generating Projects	Fabricate processing machines for clientele	• Fabricate processing machines	Fabricate at least 3 processing machines (1 year)	Facilitated the fabrication of processing machines for FEA, Kananga Businessman,	✓	✓	✓	✓	



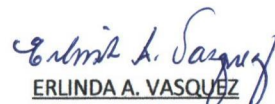
Administrative Services	Do other duties assigned by Supervisors	Committee Membership	3 committees	Chairperson, Investigation Committee (IC#419) Risk Manager Leader, University Inspectorate Team for Infrastructure Projects of VSU Member, Formal Investigation Committee (VSU) Member, PhilRootcrops Personnel Committee Member, IPR Committee Member, Safety and Health Committee Member, ISO Top Management Committee	✓	✓	✓	✓	
	Director, Planning and Infrastructure Development and Monitoring	Facilitate the Strategic Plan Revisit, Plan and Monitor Infra Project	Monitor Operational Plans and Strat Plan, Gather and submit infra projects for NEDA and DBM, Monitor 2 Infra Projects	Prepared and implemented the Strategic Plan Revisit; Submitted consolidated infra proposals to NEDA, Monitored 2 infra projects, Reported the status of the VSU Old Library; Monitored the Accomplishment of the Strat Plan and OTP.	✓	✓	✓	✓	
Total Over-all Rating									4.87

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

**Comments & Recommendations for Development Purpose:**

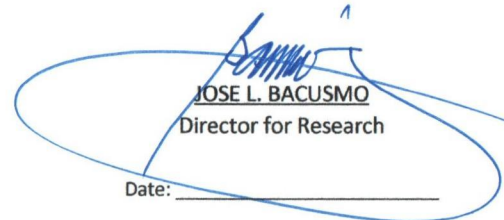
- : To attend Leader & management trainings
- : To attend capability build-up training in relation to new assignment as Head of planning office

Evaluated and Rated by:

  
ERLINDA A. VASQUEZ  
 Director, PhilRootcrops


Date: \_\_\_\_\_

Recommending Approval:

  
JOSE L. BACUSMO  
 Director for Research

Date: \_\_\_\_\_

Approved by:

  
OTHELLO B. CAPUNO  
 Vice President for Research and Extension

Date: \_\_\_\_\_

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

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

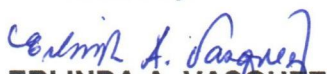
Name of Personnel: **DANIEL LESLIE S. TAN**



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university,s concerns	Monthly PRDC meeting July 6, 2020 Sept 14, 2020 Nov 9, 2020	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:

  
**ERLINDA A. VASQUEZ**  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name 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: July 1, 2020

Target Date: Dec 31, 2020

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
- 

Date: Jan 1, 2021

Target Date: June 30, 2021

Next Step:

- 
- Follow-up the status of submitted proposals to the different funding agencies
  - Submits papers for publication
  - Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)
- 

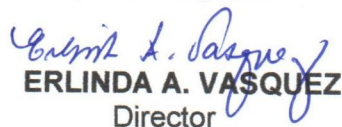
Outcome: Approved proposal for funding and for implementation  
Paper accepted for publication by refereed journals  
Research paper presented in any scientific gatherings

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