

### SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Bravo, Mae Ann A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$4.89 \times 50\% = 2.45$	
Students (50%)		$4.89 \times 50\% = 2.45$	
TOTAL for Instruction	25%	$4.9 \times 0.25 =$ <i>4.45</i>	<i>1.23</i> <i>1.125</i>
Research	50%	$4.58 \times 0.50 =$	2.29
Extension	25%	$5.0 \times 0.25 =$	1.25
TOTAL			<i>4.76</i> <i>4.65</i>

EQUIVALENT NUMERICAL RATING:

*4.76* *4.65* *ex*

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

*4.76* *4.65* *ex*

ADJECTIVAL RATING:

Outstanding

Prepared by:

*Precila D. Contero*  
**PRECILA D. CONTERO**  
Temp. Administrative Officer

Reviewed by:

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

Recommending Approval:

*Rosa Ophelia D. Velarde*  
**ROSA OPHELIA D. VELARDE**  
Director for Research

Approved:

*Maria Juliet C. Ceniza*  
**MARIA JULIET C. CENIZA**  
VP for REI

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MAE ANN A. BRAVO**, 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 January 1, 2021 to June 30, 2021.

  
**MAE ANN A. BRAVO**  
Ratee

Approved:   
**LISA LARCE**  
Assistant Director

  
**EDGARDO E. TULIN**  
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Advanced &amp; Higher Education Services</b>	Number of courses taught	To teach courses at affiliated department	1	5	5	5	5	5	
	Number of Instructional Materials Developed/Revised and Utilized: Revised IMs	To revise lecture visual aids or lab manuals	1	4	5	4	5	4.67	
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 10 hrs	More than 10 hrs	5	5	5	5	
<b>Research Services</b>	Number of proposal(s) developed and/or submitted	To make research proposals for internal/external funding	1	1	4	5	4	4.33	
	Number of research studies	To conduct research - as project staff	1	2	5	5	5	5	
	Number of trainings,	To participate in local and international	1	4	5	4	5	4.67	

	conferences and seminars/webinars	trainings and seminars/webinars							
	Number of written scientific reports	To work on a publication (submitted for critique)	1	1	4	4	5	4.33	
<b>Extension Services</b>	Number of beneficiaries served: Groups/ Institutions Individuals	To share expertise and technologies	5 persons	10 persons	5	5	5	5	
<b>Total Over-all Rating</b>									

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		4.75
<b>ADJECTIVAL RATING</b>		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 and Rated by:


  
**EDGARDO E. TULIN**  
Director

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

Recommending Approval:

  
**LISA LARCE**  
Assistant Director

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

  
**ROSA OPHELIA D. VELARDE**  
Director for Research

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

Approved by:

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

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

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



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

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

Name of Personnel: **MAE ANN A. BRAVO**



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. 28, 2021 Feb. 16, 2021 March 4, 2021 March 29, 2021 May 7, 2021 June 2, 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**  
 Assistant Director/Director

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **MAE ANN A. BRAVO**Performance Rating: **Outstanding**

Aim: To implement on-going research projects and prepares research proposals  
To perform instruction function  
To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021Target Date: June 30, 2021

First Step:

- 
- Implements on-going research projects
  - Prepares proposals for review and funding
  - Attends related trainings for capability build-up (research management, proposal preparation, writing scientific publications)
  - To teach Soil Science related subjects

Result:

- 
- Implemented the scheduled activities of the research projects
  - Prepared and submitted proposals for review
  - Attended capability build-up trainings
  - Served as instructor at Department of Soil Science
- 

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

Next Step:

- Continue the implementation of research projects
- Prepare new proposals for funding
- Attend capability build-up trainings

Outcome:

- Research projects continuously implemented
- Instructor to Soil Science students
- Enhanced capability in research management, proposal preparation and writing.

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 research management and implementation, writing scientific publications, etc.

Prepared by:

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

Conforme:

  
MAE ANNA BRAVO

\_\_\_\_\_  
Name of Ratee / Faculty/Staff