

SUMMARY LIST OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSA OPHELIA D. VELARDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
Head/Dean (50%)		$4.6 \times 50\% = 2.30$	
Students (50%)		$4.5 \times 50\% = 2.25$	
Total for Instruction	25%	$4.55 \times 25\% = 1.1$	1.1
2. Research	10%	$.05 \times 10\% = 0.5$	0.5
3. Extension	3%	$.05 \times 3\% = 0.15$	0.15
4. Production	2%	$.05 \times 2\% = 0.1$	0.1
5. Administration	60%	$.05 \times 60\% = 3$	3
TOTAL	100%		4.85

EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:


ROSA OPHELIA D. VELARDE

Name of Faculty

Reviewed by:


MARIA JULIET C. CENIZA

Vice President for Research,


Approved:



MARIA JULIET C. CENIZA

Vice President for Research,
Extension & Innovation

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

I, **Rosa Ophelia D. Velarde**, of the **Office of the Director for Research** 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- JUNE, 2023**


ROSA OPHELIA D. VELARDE
 Ratee
 Date: 7-14-23

Approved: 
MARIA JULIET C. CENIZA
 Head of Unit
 Date: 7-14-23

MFO No.	MFO Description	Success Indicator (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 2: ADVANCED AND HIGHER EDUCATION SERVICES										
MFO 1 – Curriculum Program Management System	P1. Total FTE monitored		Handle assigned courses to students	4 students	ADED 222 - 9 AGEX 200-B - 1 AGEX 200n.2 - 1	5	5	4	4.6	

	P2.No. of instructional materials developed	Develop instructional materials	1	1	5	5	4	4.6	
	P3. Number of virtual classrooms created and operationalized	Develop virtual classrooms	1	4	5	5	5	5	
	Number of student Research Advisee	To advise/guide undergrad students in their BS theses	1 student	1	5	5	5	5	

UMFO 3: RESEARCH SERVICES

Research Program Services	A. Year 2022 R & D agenda /program Review	R and D agenda and programs assessment and reviewed and harmonization with SDGs	10	64	5	5	5	5	
	PI.1 R & D Agenda and programs and resource allocation revisited and harmonized with SDGs								
	PI.2 Number of ongoing and completed R and D programs/projects periodically monitored and evaluated	Quarterly and semi-annual and annual R & D monitoring, review and evaluation	15	117 - Ongoing 7- Completed	5	5	5	5	

	Number of institutional Annual R and D In house review conducted	To coordinate and supervise monitoring and evaluation of implemented R&D program/ projects	1	1	5	5	5	5	
	PI.3. Number of research proposals facilitated for review and funding locally and externally	R & D proposals review in coordination with the Technical Working Groups	7	20	5	5	5	5	
	Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter	To supervise the monitoring of published research outputs and presented in scientific for a	54 R & D projects with publishable products	27	5	5	5	5	
	Amount of generated research money approved from institutional and external research recorded and monitored funding	To supervise the monitoring of generated research funds: a. Externally funded research projects b. Institutionally funded research projects including those	15M 35M	87,397, 978.73M 99,044,650.06M (whole year)	5 5	5 5	5 5	5 5	

		under the internationalization program in coordination with the Office of the President and Management Office							
	Number of monitored R and D collaboration/ partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	To coordinate the forging and monitoring of R&D program partnerships	10	106	5	5	5	5	
Research Faculty Development Services	Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To coordinate the supervise monitoring of capability program for R&D	2	2	5	5	5	5	
	Number of seminars/ trainings/conventions/ workshops coordinated/ conducted/participated	To coordinate and monitor R&D Fora participation/involvement a. R&D projects papers, posters, presentation In House Review	20	30	5	5	5	5	

		for regional symposia							
		b. Participation in R & D Workshops/ Webinars, and other scientific fora	5	61	4	4	4	4	
		c. In-house coordinated Training and webinars	10	22	5	5	5	5	
RDE Network Monitoring and coordination	Number of monitored and recorded RDE network and partnership	Reconciling and establishing systematic records of VSU's RDEI networks and collaborative partnerships	1 network 2 collaborative partnerships	3 collaborative partnerships	5	5	5	5	
Extension Services	Number of extensions cum research projects assisted and monitored	To provide financial assistance and monitor extension cum research projects	1	2	5	5	5	5	
Administrative Services	Research office manpower review	Office staffing and manpower tasking reviewed and tasking done	3	5	5	5	5	5	

	Number of personnel supervised and job performance monitored/evaluated	To manage office operations and supervise personnel functions, monitor and evaluate job performance	5	7	5	5	5	5	
	Number of registered & research projects supervised	To supervise the recording and evaluation of implemented research programs/projects	100	124	5	5	5	5	
	Number of documents/papers acted	To review and act on office personnel' outputs: a. Communications /notices and documents	200	1,574	5	5	5	5	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	b. Vouchers, payrolls, trip tickets and job request	40	175	5	5	5	5	
	Number of documents research reports prepared reproduced, released, and facilitated	c. Reproduction of research reports	10	60	5	5	5	5	

	Number of guests/researchers actual office transactions attended	To attend the actual office transactions of guests/faculty researchers	10	20	5	5	5	5	
	Number of research related meetings attended/represented	To attend and represent in institutional and interagency membership	5	10	5	5	5	5	
	Number of generated reports / research knowledge management outputs	To coordinate with KMU head and staff the preparation and packaging of R & D knowledge management outputs	1	10	5	5	5	5	

	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACUP, COPC, etc. supervised	To oversee the recording and retrieval of office files	12	5	5	5	5	5	
	Building maintenance and office space improvement in accordance to IATF health protocol	Building and office space maintenance and ensure healthy office work and environment	2	3	5	5	5	5	
Total Over-all Rating								4.66	
Average Rating									
Adjectival Rating									

Evaluated & Rated by:

Recommending Approval:

MARIA JULIET C. CENIZA, Ph.D.

Immediate Supervisor

Date: 7-14-23

MARIA JULIET C. CENIZA, Ph.D.

Vice President for Research,
Extension & Innovation

Date: 7-14-23

*Commendable
accomplishments.!*

[Signature]

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **Research Office**
 Head of Office: **Rosa Ophelia D. Velarde**
 Name of Personnel Under Review: **ROSA OPHELIA D. VELARDE**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university concerns	a. Monthly meeting of office staff Jan-June 2022 b. Quarterly meeting of VP and Directors for Extension & Innovation c. Quality meetings of Center Director	Issuance of Official Letter/Notice		a. President's monthly office personal meetings b. Attended to meetings called by the Vice President c. Attended to university wide meetings, UADCO, other meetings
Coaching		One-on-one discussion on RDEI progress Group coaching during Director's Meetings			

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

Conducted by:


MARIA JULIET C. CENIZA
 Vice President for Research Extension

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROSA OPHELIA D. VELARDE**

Performance Rating: **Outstanding**

Aim: To improve and attain outstanding employee and office performance in support to the the overall function of the Office of the Vice President for Research, extension, and Innovation (OVPREI).

Proposed intervention to Improve Performance:

Date: **03 January 2023**

Target Date: **30 March 2023**

First Step:

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1. Assessment of previous year's program and R&D management accomplishments.
 2. Identify gaps and relevant needs.
 3. Prioritize the need for actions to be taken.
 4. Coordinate with various units in revisiting the R and D Agenda for R & D program planning.
 5. Call for Proposals for CY 2023 funding.
 6. Coordinate with TWGs technical review of proposals.
 7. Coordinate with FMO financial review for R & D budget allocation.
 8. Coordinate with FMO and OVPREI Vice President Allocation and release of funds for research program and management operations.
 9. Coordinate R & D program and management periodic monitoring and evaluation.
 10. Coordinate data retrieval and packaging as required for different programs and institutional accreditations (ISO, AACUP, RQAT, COPC, AUN).
 11. Coordinate R&D Capability building.
 12. Supervise office personnel for quality performance.
 13. Supervise and oversee repair of Research Center/Offices, R&D facilities (RDE Building, Offices, ECOFARMI, NARC, PDDL).

Result:

1. Achievement of office personnel in providing required data for planning, resource allocation, and operations management.
2. Provision of budget for programs/projects operations.
3. Improved/corrected process of quarterly monitoring of program/projects accomplishments in proper order as per ISO approval.
4. Improved office personal quality performance and service delivery.
5. Improved the facilities of Research Center/Offices, R&D Facilities (RDE Building, Offices, ECOFARMI, NARC, PDDL).
6. Immediately addressed problems /issues.

Date: April 01, 2023Target Date: 30 June 2023

Next Step:

1. Coordinate for 1st and 2nd Quarters of the R & D program and manage periodic program/projects monitoring and evaluation.
2. Coordinate monitoring and evaluation of R & D human resource project accomplishment in terms of reports, published and cited articles, attendance/participation in R & D fora, recognitions and awards, etc.
3. Supervise R & D review of proposed, ongoing, and completed programs/projects by unit in preparation for university-wide R & D In-House Review.
4. Supervise by unit and Institutional R & D In-House Review in coordination with appropriate regional Consortia: VICARP- RRDEN, EVHRDC, EVCIERD, CHED Region 8.
5. Benchmark better opportunities with other academic institutions and agencies on R & D harmonization addressing sustainability, future thinking, and management approach, programming, monitoring and evaluation, and partnerships.
6. Coordinate R&D Capability building.
7. Call for R & D proposals for 2023 funding.
8. Coordinate with TWGs in revisiting medium-term institutional R & D agenda and programs.
9. CY 2023 budget review and consultation with proponents.
10. Coordinate submission of year/annual R & D report.
11. Coordinate with unit heads the preparation and packaging of R & D knowledge products.
12. Office consultation/management meetings for further performance improvements.
13. Supervise and oversee repair of Research Center/Offices, R&D facilities (RDE Building, Offices, ECOFARMI, NARC, PDDL).

Result:

Planned activities carried out, and expected outputs produced and reported for higher policy and decision-makers, end-users: R & D programs /projects reviewed and packaged for CY2023 operations; increased number of upgraded R & D manpower, and facilities; improved performance of office personnel and office services.

Outcome/s:

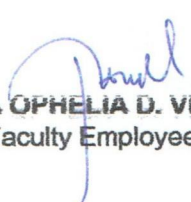
Improved R & D program and office operations and management and delivery of services to end-users (R & D Units, researchers, others).

Final Step/Recommendation: Maintain or exceed current performance

Prepared by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Conforme:


ROSA OPHELIA D. VELARDE
Faculty Employee