

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

Name of Faculty Member: **Olana, Rochelle C.**

| Program Involvement<br>(1) | Percentage Weight<br>of Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|----------------------------|--|---|---|
| Instruction                |  |   |   |
| Head/Dean (50%)            |  | <del>-3.66 x 50% = -1.83</del>          |   |
| Students (50%) *           |  | 3.66                                    |   |
| TOTAL for<br>Instruction   | 25%  | <del>1.83</del> X 0.25 =                | <del>0.46</del> 0.915                   |
| Research                   | 50%  | 4.67 X 0.50 =                           | 2.34                                    |
| Extension                  | 20%  | 4.00 x 0.20 =                           | 0.08                                    |
| Production                 | 5%   | 4.33 x .05                              | 0.22                                    |
| TOTAL                      |  |   | (3.10) 3.56 h                           |

\* No TPES from Maternity leave 3.56 h  
 EQUIVALENT NUMERICAL RATING: 3.10  
 Add: Additional Points, if any: 3.56 h  
 TOTAL NUMERICAL RATING: 3.10 h

ADJECTIVAL RATING: Satisfactory

Prepared by:

**PRECILA C. BELMONTE**  
 Temp. Administrative Officer

Reviewed by:

**MARLON M. TAMBIS/EDGARDO E. TULIN**  
 Assistant Director/Director

Recommending Approval:

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

Approved:

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROCHELLE C. OLANA, of the 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 May to June 30, 2022.

  
ROCHELLE C. OLANA  
Ratee

Approved:   
MARLON M. TAMBIS  
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> |                 |
| Advanced & Higher Education Services | FTE   | Taught courses at affiliated department  | 1                  |                       |                |                |                |                | Maternity leave |
|                                      | Number of virtual classrooms created and operationalized                                  | Updated Moodle online platform<br>CPrt 21<br>CPrt 22   | 1                  |                       | 4              | 4              | 3              | 3.66           |                 |
|                                      | Student Advising and Consultation Services: Number of hours spent on student consultation | Student advisee  | 1                  | 1                     |                |                |                |                |                 |
|                                      |   | Provided time for student consultation   | Not less than 8 hr | 11 hr                 |                |                |                |                |                 |
| Research Services                    | Number of peer-reviewed publications  | Submitted article in peer-reviewed journal for publication   | 1                  | 1                     |                |                |                |                |                 |
|                                      | Number of proposal (s) developed and submitted  | Prepared research proposals for university funding   | 1                  | 6                     | 5              | 4              | 5              | 4.67           |                 |
|                                      |   | Submitted research proposals for university funding  | 1                  | 6                     |                |                |                |                |                 |
|                                      | Percentage of research Projects Conducted and Completed on Schedule                       | Monitoring the pests and diseases incidence and prevalence of sweet potato germplasm                                     | 1                  | 1                     |                |                |                |                |                 |
| Extension Services                   | Capability build-up trainings and workshops attended                                      | To attend trainings and workshops on research implementation and writing scientific publications (webinar/ face-to-face) | 1                  | 1                     | 4              | 4              | 4              | 4              |                 |
| Production Service                   | Number of monitored production areas  | Monitoring the pests and diseases incidence and prevalence of sweet potato field as source of planting materials         | 1                  | 2                     | 4              | 4              | 5              | 4.33           |                 |
| Total Over-all Rating                |   |  |                    |                       |                |                |                |                |                 |



|   |  |     |
|---|--|-----|
| Average Rating (Total Over-all rating divided by 4) |  |     |
| Additional Points:                                  |  |     |
| Approved Additional points (with copy of approval)  |  |     |
| FINAL RATING  |  | 4.2 |
| ADJECTIVAL RATING                                   |  |     |


**Comments &  
Recommendations for  
Development Purpose:**

- To attend trainings on personality development.
- To prepare research proposals for funding
- To pursue graduate studies.

Evaluated & Rated by:

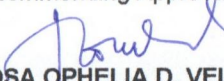
  
**MARLON M. TAMBIS**  
PhilRootcrops' Assistant Director

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

  
**EDGARDO E. TULIN**  
PhilRootcrops' Director


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

Recommending Approval:

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

Date: 8/23/22

Approved by:

  
**MARIA JULIET C. CENIZA**  
Vice President for Research, Extension, and Innovation

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

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

PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| X | 1 <sup>st</sup> | Q<br>U<br>A<br>R<br>T<br>E<br>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 & Prof. Marlon M. Tambis**


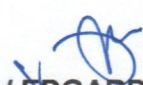
Name of Personnel: **ROCHELLE C. OLANA**



| 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<br><br>May 19, 2022   | 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<br><br>Group coaching during PRDC Meetings |                       |                       | Proposal prepared and submitted to funding agencies<br><br>New proposal for evaluation |

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

Conducted by:

   
**MARLON M. TAMBIS / EDGARDO E. TULIN**  
 Assistant Director/Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROCHELLE C. OLANA**

Performance Rating:

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: May 1, 2022

Target Date June 30, 2022

First Step:

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- 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)

Result:

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- 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 Pest Management
- 

Date: July 1, 2022

Target Date December 31, 2022

Next Step:

- Continue the implementation of research projects
- Follow-up the submitted proposals
- Attends capability build-up trainings
- Attend one-on-one mentoring with supervisors

Outcome:

- Research projects continuously implemented
- Instructor to Plant Protection students
- Enhanced capability in research management, proposal preparation and publication writing.

Final Step/Recommendation:


- To 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:

   
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
Assistant Director/Director

Conforme:

  
ROCHELLE C. OLANA  
Name of Ratee / Faculty/Staff