

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **VASQUEZ, ERLINDA A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean			
Total for Instruction	25%	5.00 x 25%	1.25
Research			
Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	50%	5.00	2.50
Extension			
Client/Dir. for Extension (50%)		5.00 x 50% = 2.50	
Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	3 %	5.00 x 3% = 0.15	0.15
Administration	2 %	5.00 x 2 % = 1.00	1.00
TOTAL			5.00

EQUIVALENT NUMERICAL RATING: **5.00**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **5.00**

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 Res, Ext & Innovation

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLINDA A. VASQUEZ, 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, 2020 to June 30, 2020.


ERLINDA A. VASQUEZ

Ratee

Approved:


OTHELLO B. CAPUNO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Advanced & Higher Education Services	FTE								
	• Courses taught	Handle 1 PProt course Lecture and lab	1	2 Undergraduate Courses: Plant Prot 132-Lec & Lab Ento 118 - Lec & Lab 1 Graduate Course: Ento 232 -Lec & Lab	5	5	5	5	
	• Number of Student Research Advising	Advise/guide students on thesis concerns	1 Undergraduate student	3 Undergraduate advisees: 1 - graduated 2 - making thesis outline 3 Undergraduate as SRC - graduated Graduate Thesis as member of GAC - graduated	5	5	5	5	
		None							
		Review and Approval of Manuscript	1 Graduate (MS)	1 MS- checked draft of thesis manuscript	5	5	5	5	
	• Number of Students serving as GAC	None	0	1 Dissertation -graduated					
	• Manuscripts corrected and approved		1	4 undergraduate-graduated 1 Dissertation -graduated					

MFO 2. Research Services	<ul style="list-style-type: none"> Research projects conducted/implemented Project Proposals submitted for funding Number of Output presented : National Paper for publication 	<ul style="list-style-type: none"> Research projects conducted/implemented Project Proposals submitted for funding Papers presented : National Revised paper for final submission 	3 Projects 1/per yr 0 1 1	4 External -FundedProjects: 3 -existingDA-BAR 1- took over from Dr. Quevedo effective Feb 2020 2- VSU Funded, continuing 0 - due to covid pandemic Published in ATR 1st issue 2020	5	5	5	5	
MFO 3. Extension Services	<ul style="list-style-type: none"> Number of DA-personnel and LGU technicians trained Number of rootcrop farmers trained Technical expert service Member -National TWG on Cassava No. of planting materials distributed for Technologies generated and disseminated 	Cassava Production and Integrated Pest Mgt To serve as Lecturer/ Resource Person/ Resource Person TWG meeting Gov't Institution Private IPM	15 30 1 2 30 K 2	None for face to face; 20 as online technical consultant to GOs, NGOs and industry clients None - no face-face training due to Covid 19 Meeting with cassava stakeholders in Feb 2020 at DA-RFO 10, Cagayan de Oro City 4,500 only to Burauen farmer's group 2 technologies disseminated through calls 2 Field Demo	5	5	5	5	
MFO 4. Production Services (Resource Generation)	<ul style="list-style-type: none"> 100% of Self-liquidating project Amount of income generated from technologies 	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops 2. Sweetpotato Weevil Pheromone 1. Production of Quality Planting Materials of Root Crops: Sweetpotato & Cassava 2. SPW Weevil Pheromone	50K 10 sachets 1.5K 3K	More the 50K but no distribution Planting due to Covid 19 20 Provided to NCT proj. and field demp 1.5 K deposited at VIFARD from sale of sweetpotato planing materials Fund transfer of 3K from NCT proj to proj acct	5	5	5	5	

MFO 5. Administrative Functions	• Number of meetings attended as Director of PhilRootcrops	Attendance	80%	100%					
	• Number of meetings presided as Director	Monthly meeting	6	6 meetings					
	• Number of meetings presided as Head of Pest Management Section	Meeting with RAs and laborers	3	5 meetings					
	• Number of MOUs of approved projects	MOU facilitation	1	1 for final approval	5	5	5	5	
	• Prompt and speedy signing/ actions of administrative and financial documents	100% signed and acted within two days without zero complaint	90%	100%					
Total Over-I Rating									5.00

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

**To attend advance leadership
abd management skills**

**To prepare terminal
reports of projects**

Evaluated & Rated by:

JOSE L. BACUSMO

Department /Unit Head

Date: _____

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Date: _____

Approved by:

OTHELLO B. CAPUNO

Vice President, Research & Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

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

Name of Personnel: ERLINDA A. VASQUEZ

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/ RDE & university's concerns	Meetings called by VP	Issuance of internal memoranda		Attendance to meetings
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress Group coaching during 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:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for R&E

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ERLINDA A. VASQUEZ**Performance Rating: **Outstanding**

Aim: To become an effective researcher, professor and administrator.

Proposed Interventions to Improve Performance:

Date: Jan 1, 2020Target Date: July 30, 2020

First Step:

-
- Implements on-going research projects
Prepares proposals based on the different thrusts of the funding agencies.
 - Prepares papers for publication
 - Performs instruction and student advising to Plant Protection and Biotech students (graduate and undergraduate)
 - Conducts meetings with PRDC, research assistants/ aides, administrative staff and laborers
-

Result:

-
- Research projects implemented and subjected to annual review by OVPRE
 - Proposals prepared and submitted for review and funding to DA-BAR
 - Papers for publication in progress
 - Served as professor and student advisers to graduate and undergraduate students
 - Conducted meetings with faculty, staff and laborers
-

Date: July 1, 2020Target Date Dec 30, 2020

Next Step:

-
- Follow-up the status of submitted proposals to the different funding agencies
-
- Submits papers for publication
-
- Attends managerial trainings to enhance skills in management and administration
-

Outcome:

Proposal approved for implementation
Presented outputs in different scientific gatherings (national and international)
Paper for submission to scientific journals
Enhanced skills in leadership, management and administration

Final Step/Recommendation:

- To maintain performance and or exceed the current performance; to submit more proposals and continue doing the assigned functions in research, extension, production and administration
- To attend managerial trainings / capability build-up trainings.

Prepared by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Res. and Ext

Conforme:

Erlinda A. Vasquez

Name of Ratee/ Faculty/Staff