

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%)		$4.67 \times 50\% = 2.34$	
Students (50%)		$4.67 \times 50\% = 2.34$	
TOTAL for Instruction	25%	$4.68 \times 0.25 =$	1.17
Research	50%	$4.0 \times 0.50 =$	2.00
Extension	25%	$5.0 \times 0.25 =$	1.25
TOTAL			4.42

EQUIVALENT NUMERICAL RATING:

4.42

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.42

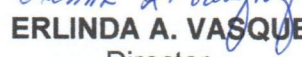
ADJECTIVAL RATING:

Very Satisfactory


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

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 July 2020 to December 2020.

MAE ANN A. BRAVO

Ratee

Approved:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Number of courses taught	To teach courses at affiliated department	1	2					
	Number of Instructional Materials Developed/Revised and Utilized: Revised IMs	To revise lecture visual aids or lab manuals	1	3					
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 10 hrs	less than 10 hours					
Research Services	Number of proposal(s) developed and/or submitted	To make research proposals for internal/external funding	2	4					
	Number of research studies	To conduct research - as project staff	1	1					
	Number of trainings, conferences and seminars/webinars	To participate in local and international trainings and seminars/webinars	3	3					
	Number of written scientific reports	To write scientific report for publication	1	1					
Extension Services	Number of beneficiaries served: Groups/ Institutions Individuals	To share expertise and technologies	10 persons	50 persons					

Total Over-all Rating									4.57
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Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.57
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

:To attend Capability build-up training in relation to the conduct of research
: To prepare research proposal for funding

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

Evaluated and Rated by:

Erlinda A. Vasquez
ERLINDA A. VASQUEZ
Director, PhilRootcrops

Date: _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP. Research, Extension and Innovation

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

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

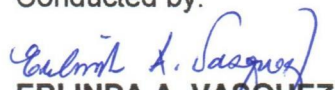
Name of Personnel: **MAE ANN A. BRAVO**



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 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 PLANName of Employee: **MAE ANN A. BRAVO**Performance Rating: **Very Satisfactory**

Aim: To implement on-going research projects and prepares research proposals
To perform instruction function

Proposed Interventions to Improve Performance:

Date: July 1, 2020Target Date: December 31, 2020

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)

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

Next Step:

Continue the implementation of research projects
Follow-up the submitted proposals
Attends capability build-up trainings

Outcome: Research projects continuously implemented
Research accomplishments subjected for review and monitoring by the funding agency
Instructor to Soil Science students
Attended capability build-up trainings

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:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

[Signature]
Name of Ratee / Faculty/Staff