

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Tan, Julie D.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0 x 50%= 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
2. Research	50%	5.0 X 0.50 =	2.50
3. Extension	20%	5.0 x 0.20 =	1.00
4. Production	3%	5.0 x 0.03 =	0.15
5. Administration	2%	4.67 x 0.02 =	0.09
TOTAL			<b>4.99</b>

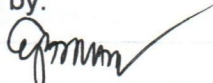
EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**MARIA ELSA M. UMPAD**  
Administrative Officer II

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
VP for R&E

# **“Exhibit B”**

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

I, JULIE D. TAN 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, 2019 to June 30, 2019.

JULIE D. TAN

Ratee

Approved:

ERLINDA A. VAZQUEZ

Head of Unit

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Instruction services	To teach courses in graduate programs in Food Science and Related Courses]	Subjects Taught	1 Thesis student or 1 FTEC subject	1 MS Thesis Student 1 MS FTEC student	5	5	5	5	
Research Services	To make research proposals; conduct/implement approved research projects; present results; drafting of claims for patent/utility model application of rootcrop processed food products; write reports (quarterly, mid-year; year-end and terminal reports	<ul style="list-style-type: none"> <li>Research workload units conducted</li> <li>Making of Research proposal for submission</li> <li>Funds for the new Approved Proposal</li> <li>Number of reports</li> </ul>	10  1 research proposal  Php500,000.00  6reports	14  1 research proposal ready for submission  Php 229,606.20 150,000.00 791,708.42  TOTAL: 1,171,314.62  10 reports	5	5	5	5	
Extension Services		Technical expert service conducted as resource	1 Trainings: Act as Resource Person on Health Benefits and	1 Training as resource speaker	5	5	5	5	



<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
1. Drafted 5 applications (product and process) and submitted for protection at IPOPHIL (filed under DOST-TAPI IPR Assistance Program)  2. Attended the 1 <sup>st</sup> Interconsortia FIESTA on Sweetpotato. Bureau of soils and Water Management (BSWM). June 25-25, 2019.  3. Finalized the 2 Manuals with ISBN Nos.:  a. Practical Manual on Good Manufacturing Practices (GMP) for Food Processors (ISBN: 978-971-93018-4-4) b. Practical Manual on Sanitation Standard Operating Procedures for Food Processors (ISBN: 978-971-93018-5-1)		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		4.93
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**

To present paper in related scientific gatherings

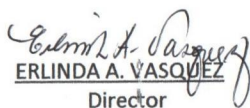
To publish research results in CHED refereed journals

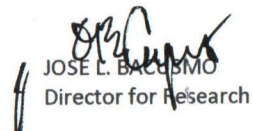
To attend leadership and organizational management trainings

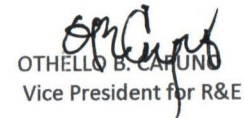
Evaluated and Rated by:

Recommending Approval:

Approved by:

  
 ERLINDA A. VASQUEZ  
 Director

  
 JOSE L. BACALSO  
 Director for Research

  
 OTHELLO B. CAPUNO  
 Vice President for R&E

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

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

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

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



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: JULIE D. TAN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance of of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
<b>Coaching</b>	Research proposal production to DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress  Group coaching during PRDC Meetings  Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019			Proposal prepared and submitted to DA-BAR / PCAARRD /other 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 PLAN

Name of Employee: JULIE D. TAN

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 1, 2019 Target Date: June 30, 2019

First Step:

Implements on-going research projects  
Prepares proposals based on the different thrusts of the funding agencies.  
Prepares papers for publication  
Attends trainings that will enhance skills in leadership, organizational management and effective administration

Result:

- Implemented scheduled activities of the research projects
- Prepared and submitted proposals for funding
- Paper for publication on progress
- Served as professor and student adviser of Food Technology / Food Science students

Date: July 1, 2019 Target Date: Dec 31, 2019

Next Step:

Follow-up the status of submitted proposals to the different funding agencies (DA-BAR, PCAARRD)  
Submits papers for publication  
Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)

Outcome: Approved proposal for DA-BAR funding and for implementation in CY 2020 funding next year

Paper accepted for publication by refereed journals

Research paper presented in any scientific gatherings

Final Step/Recommendation:

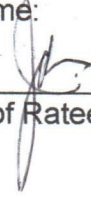
To maintain performance and or exceed the current performance; to submit more proposals and continue doing four fold functions of instruction, research, extension and production.

To attend trainings that will enhance skills in leadership, management and administration.

Prepared by:

  
ERLINDA A. VASQUEZ  
Director

Conforme:

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