

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Erlinda A. Vasquez

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		5.0 x 50%= 2.50	
Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
Research	50%	5.00 X 0.50 =	2.50
Extension	20%	5.00 x 0.20 =	1.00
Production	5%	5.00 x 0.05 =	0.25
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

Approved: 
OTHELLO B. CAPUNO
VP for Res. & Ext.

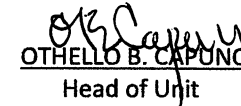
“Exhibit B”

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 July 1, 2018 to December 31, 2018.


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 Assigned	Teach: InBt 152 (Lec & Lab) Entom 228 (Lec & Lab)	1 1	1 (InBt 152-Lec & Lab) 2 (Entom 228 & Entom 213 Lec & Lab)	5	5	5	5	
	Number of Student Research Advising	Advise/guide students on thesis concerns	1	3 BSA (Plt Prot) students 1 PhD (Entom) student					
	Thesis Outline corrected and approved	Approved Thesis Outline	1	2 (1 BSA & 1 PhD)					
MFO 2. Research Services	Research projects conducted/implemented	Project Leader of Research projects conducted implemented	2 Projects	4 as Project Leader					
	Project Proposal submitted for funding	Project Proposal submitted for funding	1/per yr	2 (1 funded- 5.5 M)	5	5	5	5	
	Number of Output presented: National Local	Papers presented : National Local	1 1	2 (DA-BAR Annual Review) 3 (RDE Review)					

MFO 3. Extension Services	Extension Project conducted/Implemented	Extension Project implemented	1	2 (CARE & LWR)					
	Proposal for the Cassava congress for external funding	Proponent of the Proposal for Cassava Congress	1	1 st Visayas- Wide Cassava Congress, Sept 2018 1 st Leyte Cassava Congress, Sept 2018 (Co-organizer)	5	5	5	5	
	No. of trainings Workshop organized	Cassava Production and Integrated Pest Mgt	1 Seminar	Pre-planting Treatment in Cassava, ,Aug 2018					
	Technical expert service	To serve as Lecturer/ Resource Person/	2	4					
	Member –National Technical Working Group on Cassava and DA-BAFS Cassava Standards	TWG meeting	1	5					
	Technologies generated and disseminated	IPM		2 (SPW Pheromone and Streptomycin for CPD)					
MFO 4. Production Services (Resource Generation)	Propagation/Maintenance of Quality Planting Materials of Rootcrops	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops	3 Rootcrops	Maintained 3 production areas for distribution	5	5	5	5	
	Sweetpotato Weevil Pheromone	2. Sweetpotato Weevil Pheromone		Customized production on need-based for fresh supply)e					
MFO 5. Administrative Functions	Number of meetings attended as Director of PhilRootcrops	Attendance	4	5					
	Number of meetings presided as Director	Monthly meeting	6	7	5	5	5	5	
	Number of meetings presided as Head of Pest Management Section	Monthly meeting with RAs and laborers	6	8					

	Number of MOUs facilitated related to approved projects	MOU facilitation	0	1 (DA-RFO 8)					
	Prompt and speedy signing/ actions of administrative and financial documents	100% documents signed and acted within two days without zero complaint		100% without valid complaints					
Total Over-all Rating									

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

Comments & Recommendations for Development Purpose:

To present research results in scientific gatherings

To publish research articles in referred jour.

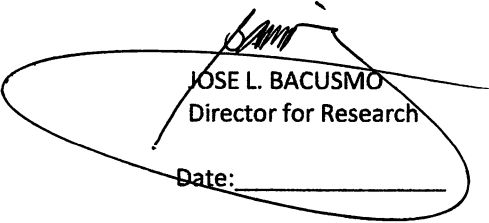
Evaluated and Rated :

Recommending Approval:

Approved by:


OTHELLO B. CAPUNO
Vice –President for Research and Extension

Date: _____


JOSE L. BACUSMO
Director for Research
Date: _____


OTHELLO B. CAPUNO
Vice President for Research & Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: Dr. Erlinda A. Vasquez

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018	One-on-one discussion on project / program activities	Monthly PRDC Meetings Regular monthly meetings with the staff	Issuance of internal memoranda		Attendance to monthly PRDC meetings by the members of the Research and Development Council
Coaching	Research proposal production to DA/DA-BAR / PCAARRD / other agencies submission	One-one discussion on project progress Group coaching during PRDC meetings August 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018			Proposal prepared and submitted to DA –BAR / PCAARRD / other agencies

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

Conducted by:


OTHELLO B. CAPUNO
VP for Res. And Extension

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: July 01, 2018 Target Date: December 31, 2018

First Step:

- Prepares proposals for submission to different funding agencies.
- Prepares scientific 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:

- Prepared and submitted proposals for funding to DA-BAR
- Papers for publication in progress
- Served as professor and student advisers to graduate and undergraduate students
- Conducted regular meeting with PhilRootcrops personnel

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

Next Step:

- Follow-up the status of submitted proposals to the different funding agencies (DA-BAR, PCAARRD)
- Submitted papers for publication
- Searched / scouted for managerial trainings

Outcome: Presented the proposal in the DA-BAR panel and approved for funding next year; presented outputs in different scientific gatherings (national and international)

Finalized paper for submission to scientific journals

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 buildp-up trainings.

Prepared by:


ERLINDA A. VASQUEZ
Director