



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ALAN B. LORETO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
<b>Instruction</b>			
Head/Dean (50%)		4.50 x 50% = 2.25	
Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	25%	4.50	1.13
<b>Research</b>			
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
<b>Extension</b>			
Client/Dir. for Extension (50%)		5.0 x 50% = 2.50	
Dept Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	2%	4.67 x 0.02	0.09
Administration	3%	5.00 x 0.03	0.15
TOTAL			<b>4.87</b>

EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding

Prepared by:

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

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Res. and Ext.



Average Rating (Total Over-all rating divided by 16)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

To prepare research proposals

To present research results in scientific forums

To prepare publications out of the research results

To attend advanced Leadership & Management Trng

Evaluated & Rated:

*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. Caruno*  
OTHELLO B. CARUNO  
 VP, Research & Extension

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

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



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

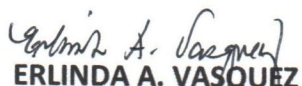
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: ALAN B. LORETO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
3 <sup>rd</sup> & 4 <sup>th</sup> Quarter Monitoring	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
Coaching	Research proposal production to DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress  Group coaching during PRDC Meetings			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: ALAN B. LORETO

Performance Rating: Outstanding

Aim: Making of Fundable Research Proposal

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 30, 2019

First Step:

- Secures priority research areas from funding agencies
- Writes research proposals, publish article in Journal
- Conducts and monitors of on-going projects

Result:

- Written project research proposals ready for submission to funding agencies
- Written research article ready for submission to Journal
- Project activities implemented

Date: Jan 2020 Target Date: June 2020

Next Step:

- Follow up the progress of the submitted research proposal(s)
- Editing and rewriting of the submitted article
- Writing of terminal reports

Outcome: Research proposal funded,  
Published article in a reputable journal  
Research results presented in related scientific conferences  
Terminal reports prepared

Final Step/Recommendation:

Monitoring and evaluation of the conducted research project, and published article,  
present paper in scientific conferences and preparation of terminal reports.

Prepared by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

*Alan Loreto*

Name of Ratee/ Faculty / Staff