

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Ladie Anne P. Conde

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%	4.33 X 0.50 =	2.17
Extension	20%	5.00 x 0.20 =	1.00
Production	5%	4.50 x 0.05 =	0.23
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer

Reviewed by:

Er Linda A. Vasquez
ERLINDA A. VASQUEZ
Director

Approved:

OK Capuno
OTHELLO B. CAPUNO
VP for Res. & Ext.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LADIE ANNE P. CONDE**, 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** to **December 31**, **2018**.

LADIE ANNE P. CONDE

Ratee

Approved:

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	FTE	To teach courses at affiliated department	2.5	1.33					low number of enrollees due to K-12 program
	Number of Instructional Materials Developed/Revised and Utilized: Revised IMs	To revise lecture visual aids or lab manuals	1	2	5	5	5	5	Ftech 233 lec visual aids and lab manual
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 10 hrs	more than 10 hrs					
Research Services	Percentage of Research Projects Conducted and Completed on Schedule	To conduct researches - as project leader	2	2	5	4	4	4.33	
		- as study leader	2	2					
		- as Co-study leader	1	1					
	Papers signed/processed (purchase and job requests, payments, etc.)	To facilitate paper works needed for conduct of research activities	10	more than 20	5	4	5	4.67	
	Number of Outputs Presented in <i>National Fora/Conferences</i>	To present a paper/poster	1	2	5	5	5	5	1 national and 1 international paper presentation
	Number of research citations: in high impact journal	To monitor journal citations		7	5	5	4	4.67	
	Number of proposal(s)	To make research proposals	1		3	3	3	3	still drafting on improved RTE bar production

	developed and/or submitted	for internal/external funding							
Extension Services	Number of beneficiaries served: Groups/ Institutions Individuals	To share expertise and technologies	15 persons	more than 50 persons	5	5	5	5	
	Technical/ Expert services (international, national, regional): Resource Person	To be a resource person for specific topics	1	4					
Production	Book keeping	Audit expenses and sales for certain rootcrop food products	3	3	3	5	5	4.33	
	Amount of income generated from the processed root crop-based food products	Generate income	Php 30,000	Php 51,837.00	5	4	5	4.67	As STF deposit, collectibles, and revolving funds
Total Over-all Rating									

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

Comments & Recommendations for Development Purpose: <p>To prepare research article for publication in research journal</p> <p>To pursue PHD studies</p>

Evaluated and Rated by:
Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director, PhilRootcrbbs

Date: _____

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

Recommending/Approval:
Jose L. Bacusmo
JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:
Othello B. Caputo
OTHELLO B. CAPUTO
VP. Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PHILROOTCROPS

Head of Office: ERLINDA A. VASQUEZ

Name of Faculty/Staff: LADIE ANNE P. CONDE

Signature: 

Date: Jan. 25, 2019


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring A. Research project meetings B. Report writing C. PRDC meetings	One on One discussion with Study Leader Final check on <i>drafted reports</i>	1a. Regular quarterly meeting with the Research staff and discuss results 2a. Special meetings for important activity of VSU that concerns the lab and its staff 1b. Preliminary <i>presentation of results</i> 2b. Writing of quarter and in-house reports Group discussion on issues arising and planning; Aug.6, Sept. 3, Oct 11, Nov.5, and Dec. 3, 2018			In-house reports and quarterly reports submitted
Coaching A. On-going projects B. Paper Presentation C. Extension Services	One on One planning with Study Leader Include faculty as speaker in requested trainings	 Collegial critiquing			Future activities planned

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

Prepared/Conducted by:

Verified by:

MARCELO A. QUEVEDO
Immediate Supervisor


ERLINDA A. VASQUEZ
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ladie Anne Conde
Performance Rating: Outstanding

Aim: Improve performance in instruction, research, and extension.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 31, 2018

First Step:

- To teach graduate courses at affiliated department
- To present research finding in conferences
- To apply for doctoral scholarships to commence early 2019
- To present research finding in conferences
- To implement researches and finish on time

Result:

Taught a graduate course at DFST, as temporary graduate faculty
Research projects completed and drafting terminal report
Conducted lectures and demo trainings
Presented research paper in an international conference

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

Next Step:

- To apply for doctoral scholarships to commence early 2019
- To submit terminal reports
- To write papers for publication

Outcome: Commence doctoral studies by 2nd quarter
Terminal report submitted
Paper for publication drafted and later submitted

Final Step/Recommendation:

Work on novel technologies that can be applied to rootcrops for thesis

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Unit Head

Conforme:

Ladie Anne P. Conde
LADIE ANNE P. CONDE
Name of Ratee Faculty/Staff