SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSA OPHELIA D. VELARDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
Head/Dean (50%)		4.60 x 50% = 2.3	
Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	25%	4.55 x .25% = 1.13	1.18
2. Research	10%	5 x .10 = 0.5	
3. Extension	3%	5x .03 = 0.15	1.25
4. Production	2%	5x .02 = 0.1	
5. Administration	60%	5x .60 = 3	1.0
TOTAL	100%		4.83

EQUIVALENT NUMERICAL RATING: 4.83
    Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ROSA OPHELIA D. VELARDE
Name of Faculty

Reviewed by:

ANTONIO P. ABAMO
Director for Extension

Recommending Approval:
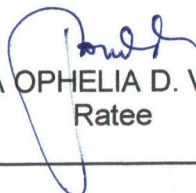
ALAN B. LORETO
Director for Innovation

Approved:

MARIA JULIET C. CENIZA
Vice President for Research,
Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Rosa Ophelia D. Velarde**, of the **Office of the Director for Research** 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- JUNE, 2021**

Approved:

ROSA OPHELIA D. VELARDE
Ratee
Date:_____

MARIA JULIET C. CINEZA
Head of Unit
Date:_____

MFO No.	MFO Description	Success Indicator (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 2: ADVANCED AND HIGHER EDUCATION SERVICES										
	FTE Number of students taught		Teach students under assigned courses	5 Grad Students	FTE=1.5 6	5	5	4	4.6	

	Number of student Research Advisee	To advise/guide undergrad students in their BS theses	0	2 BS	5	5	4	4.6	

UMFO 3: RESEARCH SERVICES

	Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter	To supervise the monitoring of published research outputs and presented in scientific fora	15	15	5	5	5	5	
	Number of registered & evaluated research projects supervised	To supervise the recording and evaluation of implemented research programs/projects	15	136	5	5	5	5	
	Number of research proposals reviewed for both external and internal funding	To act on research proposals for technical review	13	25	5	5	4	4.6	

	Amount of generated research money approved from institutional and external research recorded and monitored funding	To supervise the monitoring of generated research funds:							
		a. Externally funded research projects	8M	34,210,872.20M	5	5	5	5	
		b. Institutionally funded research projects	20M	45,779,153.50M	5	5	5	5	
	Number of research collaboration/partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	To coordinate the forging and monitoring of R&D program partnerships	7	7	5	5	5	5	
Research Faculty Development Services	Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To coordinate the supervise monitoring of capability program for R&D	5	5	5	5	5	5	
	Number of In-House reviews/seminars/trainings/ conventions/workshops coordinated/conducted/ participated	To coordinate and supervise sub-union R&D for a							
		a. R&D In House Review output for regional symposia	1	12	5	5	5	5	
		b. Workshops/ Webinars	1	12	5	5	5	5	

	Number of R&D programs/projects monitored	To coordinate and supervise monitoring of implemented R&D program/projects	80	136	5	5	5	5	
Extension Services	Number of extensions cum research projects monitored and assisted	To monitor unit extension cum research program	1	3	5	5	5	5	
Administrative Services	Number of personnel supervised and job performance monitored/evaluated	To manage office operations and supervise personnel functions, monitor and evaluate job performance	5	5	5	5	5	5	
	Number of documents/papers acted	To review and act on office personnel' outputs: a. Communications, notices and documents	200	250	5	5	5	5	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	b. Vouchers, payrolls, trip tickets and job request	40	45	5	5	5	5	
	Number of documents research reports prepared reproduced, released and facilitated	c. Reproduction of research reports	150	200	5	5	5	5	
	Number of guests/researchers actual office transactions attended	To attend the actual office transactions of guests/faculty researchers	5	22	5	5	5	5	

	Number of research related meetings represented	To attend and represent in institutional and interagency membership	5	10	5	5	5	5
	Number of research output publication produced/related technical publication/ Research Manual supervised	To oversee the preparation of research publications	1	10	5	5	4	4.6
	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACCUP, COPC, etc. supervised	To oversee the recording and retrieval of office files	20	32	5	5	5	5
Total Over-all Rating								4.92
Average Rating								
Adjectival Rating								

Evaluated & Rated by:

MARIA JULIET C. CENIZA, Ph.D.
Immediate Supervisor

Date:_____

Approved by:

MARIA JULIET C. CENIZA, Ph.D.
Vice President for Research,
Extension & Innovation

Date:_____

PERFORMANCE MONITORING & COACHING JOURNAL

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

(Q U A R T E R)

Name of Office: **Research Office**

Head of Office: **Rosa Ophelia D. Velarde**

Name of Personnel Under Review: **ROSA OPHELIA D. VELARDE**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university concerns	a. Monthly meeting of office staff Dec. 2021 b. Quarterly meeting of VP and Directors for Extension & Innovation c. Quality meetings of Center Director	Issuance of Official Letter/Notice		a. President's monthly office personal meetings b. Attended to meetings called by the Vice President c. Attended to university wide meetings, UADCO, other meetings
Coaching		One-on-one discussion on RDEI progress Group coaching during Director's Meetings			

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

Conducted by:

MARIA JULIET C. CENIZA
Vice President for Research
Extension

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROSA OPHELIA D. VELARDE**

Performance Rating: **Outstanding**

Aim: To coordinate the for of strategic slot range Research Program Development Plan

To manage the university's research program

To coordinate the implementation, monitoring and evaluation of VSU's Research Program /Projects

To supervise the review and evaluate of faculty research workload

To coordinate review and of Research facilities

Date: <u>Jan 5, 2021</u>   Target Date: <u>2021</u>

First Step:

• Reviewed implemented R&D program project	January-February
• Reviewed prepared RD documents for ISO Accreditation	March
• Allocated budget for R&D Implementation	April
• Attended the March 2021 Regional RDE Symposium	May-June
• Supervised review & evaluation of Research faculty workload	
• Review of research proposals for institutional funding	February-April
• Attendance to RD meetings, webinars	As called/
• Supervise Office Personnel and Job performance	December 2021

Date: July 1, 2021

Next Step:

• Hiring of JOs as support personnel to assist in the Office operations	July - August
• Supervise the Review of Research Programs for Institutional funding	August
• Supervise-Review and evaluation of faculty research workload	September-December
• Conduct of R&D In-House Review	September 2021
• Participate in the Regional RDE Symposium	November
• Supervise preparations and submission of documents for AACCUP accreditation of 10 VSU Academic Program and 4 major graduates research programs	October - December
• Oversee conduct of Research Training on Writing Research Proposal and Research A for Publication in coordinate of ORDPO-KMU Department of Development Communication	November 27, 2021 December 8, 2021
• Oversee the preparation and packaging of Research products generated for the data bank of the Research Office through the KMU	October - December 2021
• Attended/Participated to meetings, webinar training both institutional and Regional Consortia (VICARP &EVHRDC)	July - December 2021
• Subjected the Research Office to ISO internal audit for accreditation	October
• Conduct consultation monthly meetings with office personnel	July – December
• Submit accomplishment report (OPCR/IPCR)	August
• Unit External campus and conduct meetings, RD agenda & R& Programs	December

Prepared by:

JHANN MAE S. MARQUEZ
Administrative Assistant

Conforme:

ROSA OPHELIA D. VELARDE
Name of Ratee/ Faculty/Staff