



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: 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%	5.00	1.25
Research			
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
Extension			
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			4.99

EQUIVALENT NUMERICAL RATING: 4.99

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

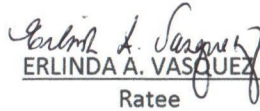
Approved:

OTHELLO B. CAPUNO
VP for Res. and Ext.

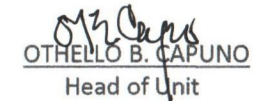
"Exhibit B"

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, 2019 to December 31, 2019.


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) & Updating Syllabus	1	Updating of Syllabus only	5	5	5	5	No enrollee
	Number of Student Research Advising	Advise/guide students on thesis concerns	1	2 as Adviser -1 Under-graduate & 1 Graduate 2 as GAC and 1 SRC					
	Thesis Outline corrected and approved	Approved Thesis Outline	1	1 Graduate & 1 Under-graduate					
MFO 2. Research Services	Research projects conducted/implemented	Project Leader of Research projects conducted implemented	2 Projects	3	5	5	5	5	
	Project Proposal submitted for funding	Project Proposal submitted for funding	1/per yr	2	5	5	5	5	
	Number of Output presented:	Papers presented :	1	2	}	5	5	5	
	National	National	1	2					
	Local	Local							
MFO 3. Extension Services	Extension Project conducted/Implemented	Extension Project implemented	1	2	5	5	5	5	
	No. of trainings Workshop organized	Cassava Production and Integrated Pest Mgt	1	2	5	5	5	5	
	Technical expert service	To serve as Lecturer/ Resource Person/	1 Seminar	3	5	5	5	5	

	Member –National Technical Working Group on Cassava and DA-BAFS Cassava Standards	TWG meeting	2	3	5	5	5	5	
	Technologies generated and disseminated	IPM	1	2					
MFO 4. Production Services (Resource Generation)	Propagation/Maintenance of Quality Planting Materials of Rootcrops Sweetpotato Weevil Pheromone	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops 2. Sweetpotato Weevil Pheromone	3 Crops	165 Sp cuttings 30 sachets	5	5	4	4.67	
MFO 5. Administrati ve Functions	Number of meetings attended as Director of PhilRootcrops Number of meetings presided as Director Number of meetings presided as Head of Pest Management Section Number of MOUs facilitated related to approved projects Prompt and speedy signing/ actions of administrative and financial documents	Attendance Monthly meeting Monthly meeting with RAs and laborers MOU facilitation 100% documents signed and acted within two days without zero complaint	4 6 6 0	8 6 8 100%	5 5 5 5	5 5 5 5	5 5 5 5		
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		4.97
ADJECTIVAL RATING		Outstanding

**Comments &
Recommendations for
Development Purpose:**

To attend trainings on leadership,
organization and management

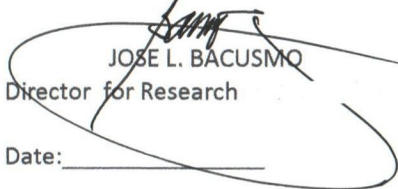
To prepare publications out of the
research results

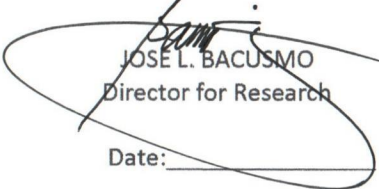
Evaluated and Rated


:

Recommending Approval:

Approved by:


JOSE L. BACUSMO
Director for Research
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

	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: ERLINDA A. VASQUEZ

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project / program progress discussion on unit's operation and management	Meetings as necessary	Issuance of of internal memoranda Issuance of notice of meetings		Attendance to called / scheduled 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 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:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Res and Ext

EMPLOYEE DEVELOPMENT PLANName of Employee: **ERLINDA A. VASQUEZ**Performance Rating: **Outstanding**

Aim: To become an effective researcher, professor and administrator.

Proposed Interventions to Improve Performance:

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

First Step:

-
- Implements on-going research projects
Prepares proposals based on the different thrusts of the funding agencies.
 - Prepares 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:

-
- Research projects implemented and subjected to annual review by OVPRE
 - Proposals prepared and submitted for review and funding to DA-BAR
 - Papers for publication in progress
 - Served as professor and student advisers to graduate and undergraduate students
 - Conducted meetings with faculty, staff and laborers
-

Date: Jan 1, 2020Target Date June 30, 2020

Next Step:


-
- Follow-up the status of submitted proposals to the different funding agencies (DA-BAR, PCAARRD)
-
- Submits papers for publication
-
- Attends managerial trainings to enhance skills in management and administration
-

Outcome: Proposal approved by DA-BAR for implementation in CY 2020
Presented outputs in different scientific gatherings (national and international)
Paper for submission to scientific journals
Enhanced skills in leadership, management and administration

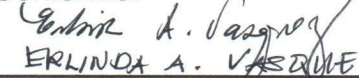
Final Step/Recommendation:

- 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 build-up trainings.

Prepared by:


OTHELLO B. CAPUNO
 VP for Research and Extension

Conforme:


ERLINDA A. VASQUEZ
 Name of Ratee/ Faculty/Staff