

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Tulin, Anabella B.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
Students (50%)		$4.25 \times 50\% = 2.13$	
TOTAL for Instruction	25%	$4.63 \times 0.25 =$	1.16
Research	50%	$5.0 \times 0.50 =$	2.50
Extension	20%	$5.0 \times 0.20 =$	1.00
Production	2%	$5.00 \times 0.02 =$	0.10
Administration	3%	$5.0 \times 0.03 =$	0.15
TOTAL			4.91

EQUIVALENT NUMERICAL RATING:

4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

Outstanding

Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:

 
LISA I. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Recommending Approval:



ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANABELLA B. TULIN, 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, 2021 to December 31, 2021.


ANABELLA B. TULIN
 Ratee

Approved:


LISA I. ARCE
 Asst. Director


EDGARDO E. TULIN
 Director

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 Soil Science and Social Science courses (face to face/on-line/modular)	2 Soil Science subject taught	4	5.00	5.00	5.00	5.00	
	Number of Student Research Advising	To advise students in the conduct of their thesis	5 students advisees	6	5.00	5.00	5.00	5.00	
	Number of graduate students enrolled	To campaign for more graduate students enrolled	450	472	5.00	5.00	5.00	5.00	
	Number of meetings with graduate students (on line/face to face)	To inform graduate students of the Graduate School Code and the various deadlines set by the graduate school	2	2	5.00	5.00	5.00	5.00	
	No. of webinar/virtual meetings facilitated/attended/participated	To inform graduate faculty/graduate students/graduate school staff of the latest development with the present situation	10	12	5.00	5.00	5.00	5.00	
	Number of graduate degree program/graduate school proposals for evaluation	To encourage academic departments /office to propose graduate curricular program/graduate school proposals	2	3	5.00	5.00	5.00	5.00	
Research Services	•Research workload units conducted	Conduct research on root crops and other crops	1	6	5.00	5.00	5.00	5.00	
	•Number of Outputs Presented in Regional/ National/ International Fora /Conferences	Present research results in conferences and seminars	1	2	5.00	5.00	5.00	5.00	


Average Rating (Total Over-all rating divided by 4)		5.00
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	•Percentage of Research Projects Conducted and Completed on Schedule	Conduct and complete within prescribed period research projects	2/2	2/3	5.00	5.00	5.00	5.00	
	• Amount/value of research funds/resources externally generated	Generate funds from external sources for conduct of research	PhP 500,000.00	PhP 14,000,00.00	5.00	5.00	5.00	5.00	
	•Research Awards received (international, national, local)	Submit completed research paper for presentation in national and internal fora	1	1	5.00	5.00	5.00	5.00	
	•Number of research articles and books approved/accepted for publication	Submit research articles to refereed journals	1	2	5.00	5.00	5.00	5.00	
Extension Services	Number of person-days trained	To conduct training of developed technology	20	30	5.00	5.00	5.00	5.00	
	Technical expert service conducted as resource person	To serve as resource person in national conferences	1	3	5.00	5.00	5.00	5.00	
	Number of training conducted	To conduct trainings	1	1	5.00	5.00	5.00	5.00	
Production Services	Volume of yam produced and sold to clientele	To produce Yam with new technology	200 kgs	300 kgs	5.00	5.00	5.00	5.00	
Administrative Services	Number of new graduate curricular program proposals reviewed and endorsed for approval	To approve at Graduate School level new graduate curricular program proposals for endorsement to the University Curriculum Committee	2	3	5.00	5.00	5.00	5.00	
	Number of Graduate Faculty appointments reviewed	To review and approve Graduate Faculty appointments	35	40	5.00	5.00	5.00	5.00	
	Number of Graduate School related documents approved	To review and approve Graduate School related documents	1010	1050	5.00	5.00	5.00	5.00	
	Number of Graduate School related meetings (Graduate School Council meetings, Graduate Faculty Meeting, Graduate Students Meetings, virtual meetings and Webinar	To conduct Graduate School related meetings	3	5	5.00	5.00	5.00	5.00	
	Number of approved Graduate School related policies reviewed and implemented	To review and strictly implement approved Graduate School related policies	20	35	5.00	5.00	5.00	5.00	
	Number of Graduate School Related memoranda, announcements issued	To issue Graduate School related memoranda and announcements	2	5	5.00	5.00	5.00	5.00	
	No. of Seminars attended and participated	To conduct seminar-workshop for graduate faculty and students	2	4	5.00	5.00	5.00	5.00	

	Prompt and speedy action of Graduate School I related documents	100% of documents processed and acted within 2 days with zero complaints	0% complaint	0% Complaint	5.00	5.00	5.00	5.00	
Total Over-all Rating								120	
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				5.00					
ADJECTIVAL RATING				Outstanding					

Comments & Recommendations for Development Purpose:
Accomplished a lot of tasks in spite of COVID 19 pandemic.

Evaluated & Rated by:


 EDGARDO E. TULIN
 Dept/Unit Head


Date: _____

Recommending Approval:


 EDGARDO E. TULIN
 Dean/Director

Date: _____

Approved by:


MARIA JULIET C. CENIZA
 VP FOR RESEARCH

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel:

Anabella B. Tulin
ANABELLA B. TULIN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university,s concerns	Monthly PRDC meeting June 2, 2021 July 7, 2021 Oct. 7, 2021	Issuance of memoranda		Attendance to PRDC monthly Meetings by the members of Research and Development Council
Coaching	Research proposal for submission to funding agencies	One-on-one discussion on project progress Group coaching during PRDC Meetings			Proposal prepared and submitted to funding agencies New proposal for evaluation

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

Conducted by:

Lisa I. Arce
LISA I. ARCE / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANABELLA B. TULIN**Performance Rating: **Outstanding**

Aim: To implement on-going research projects
 To come up with approved proposals for funding and implementation.
 To become an effective administrator (as Dean of the Graduate School)

Proposed Interventions to Improve Performance:

Date: July 1, 2021

Target Date December 31, 2021

First Step:

-
- Implements on-going research projects
 - Prepares proposals based on the different thrusts of the funding agencies.
 - Prepares papers for publication
 - Attends trainings that will enhance skills in leader, organizational management and effective administration

Result:

-
- Implemented scheduled activities of the research projects
 - Prepared and submitted proposals for funding
 - Paper for publication on progress
 - Served as professor and student adviser of Soil Science students
 - Attended trainings in relation to current responsibility as Dean of the Graduate School
-

Date: Jan 1, 2022

Target Date June 30, 2021

Next Step:

-
- Follow-up the status of submitted proposals to the different funding agencies
 - Submits papers for publication
 - Attends related trainings / conferences on appropriate discipline
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Outcome: Approved proposal for funding and for implementation
 Paper accepted for publication by refereed journals
 Research paper presented in any scientific gatherings

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit more proposals and continue doing four-fold functions of instruction, research, extension and production.

To attend trainings that will enhance skills in leader, management and administration.

Prepared by:

 
LISA I. ARCE/EDGARDO E. TULIN
 Assistant Director/Director

Conforme:


 Name of Ratee /Faculty/Staff