

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Lady Fatima G. Palermo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		4.00 x50%= 2.00	
Students (50%)		4.00x50% = 2.00	
TOTAL for Instruction	25%	4.00 X 0.25 =	1.00
Research	50%	4.33 X 0.50 =	2.17
Extension	25%	4.33 x 0.25 =	1.08
TOTAL	100 %		4.25

EQUIVALENT NUMERICAL RATING: 4.25

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.25

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
LADY FATIMA G. PALERMO  
Name of Faculty

Reviewed by:

  
ERLINDA A. VASQUEZ  
Department Head

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Research and Extension

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, LADY FATIMA G. PALERMO, 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 January 1 to June 30, 2018.

LADY FATIMA G. PALERMO

Approved:

ERLINDA A. VASQUEZ

Ratee: Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Advanced &amp; Higher Education Services</b>	FTE	To teach courses at affiliated department	4.5	11.85	4	4	4	4	
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 8 hrs	not less than 8 hours					
<b>Research Services</b>	Number of proposal(s) developed and submitted	To make research proposals for outside funding	1	1					
	Percentage of Research Projects Conducted and Completed on Schedule	To conduct researches - as study leader	1	2 on-going	5	4	4	4.33	
	Papers signed/processed (purchase and job requests, payments, etc.)	To facilitate paper works needed for conduct of research activities	1	5					
	Pests and Disease Diagnosis Services	To maintain plant pathogens in the laboratory for diagnostic and research purposes	1	2					



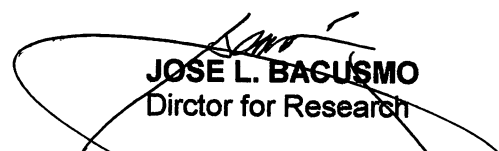
Average Rating (Total Over-all rating divided by 4)		XX	<b>Comments &amp; Recommendations for Development Purpose:</b>  To go on further studies. Needs to write more proposals for funding. Needs to publish a paper.
Additional Points:			
Punctuality	XX		
Approved Additional points (with copy of approval)	XX		
FINAL RATING		XXX	
ADJECTIVAL RATING	Very Satisfactory		

Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
Director

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

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
Vice President for Research and Extension

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

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Number of Personnel: Lady Fatima G. Palermo

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> A. Research project	One on one discussion regarding immediate concerns that affect the conduct of project	Monthly meetings discuss project activities, results and problems encountered <i>Jan 26, 2018</i> <i>Feb 6, 2018</i> <i>Mar 6, 2018</i> <i>May 7, 2018</i> <i>June 25, 2018</i>			Concerns that affect the conduction of experiments are addressed
B. Report writing	One on one discussion to draft reports	Special meetings for unforeseen events  Writing of quarterly, annual and in-house reports			Submission of reports
<b>Coaching</b> A. On-going projects		Planning together with the project leader			Future activities planned
B. Proposal writing	Introduction to external funding agencies  Mentoring on proposal writing				Proposal submitted, reviewed and revised

C. Extension activities	Coached and assigned extension activities such as resource speaker based on the staff's expertise				Attended extension activities as a resource speaker
-------------------------	---	--	--	--	---

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

Conducted by:

Noted by:

  
DILBERTO O. FERRAREN  
Immediate Supervisor

  
ERLINDA A. VASQUEZ  
Director

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lady Fatima G. Palermo  
Performance Rating: Very Satisfactory

Aim: Improve performance as an instructor, researcher and extensionist

Proposed Interventions to Improve Performance:

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

First Step: 1. Taught classes based on subject of expertise.  
2. Write and submit research proposal particularly for external funding.  
3. Train farmers and other rootcrop stakeholders on production technologies and pest management strategies.

Result: 1. Taught courses on Principles of Plant Protection.  
2. Submitted proposal for external agency funding.  
3. Assisted in training farmers and stakeholders about pest management of rootcrops and integrated farming

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

Next Step: 1. Visited farmer's field for actual evaluation of infested crops, collected samples for laboratory analysis and assisted farmers with their pest management concerns.  
2. Attended farmer's field day as a resource speaker to address farmer's questions regarding pests and diseases of rootcrops.  
3. Accepted invitation as resource speaker of pests and diseases of rootcrops during trainings on rootcrop production and pest management.  
4. Addressed questions on rootcrop pest management brought about by walk-in visitors of the center.

Outcome: 1. Improved pest and disease diagnosis and recommendation of pest management practices for rootcrop stakeholders.

Final Step/Recommendation: Get funding for developed research proposals and plan to take doctorate study in 2019.

Conforme:

  
LADY FATIMA G. PALERMO  
Name of Ratee Faculty/Staff

Prepared by:

  
ERLINDA A. VASQUEZ  
Director