

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **TAN, JULIE D.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean			
Total for Instruction	25%	5.00 x 25%	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%)		5.00 x 50% = 2.50	
Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	3 %	4.67 x 3% = 0.15	0.14
Administration	2 %	5.00 x 2 % = 0.10	0.10
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

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Res, Ext & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE D. TAN of the Philippine Root Crop Research and Training Center 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, 2020 to June 30, 2020.


JULIE D. TAN

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	
Instruction services	Thesis handled and Subject taught	To act as Thesis Adviser of MS Food Science Student and Teach 1 MS Subject in Food Science	1 Thesis student and handle 1 MS Food Science Subject	1 Thesis student (Member of Graduate Advisory Committee)					
	Learning Guide for FTEC 233	Making of Learning Guide (Lecture and Laboratory) for FTEC 233	1 Learning Guide (Lecture) for FTEC 233	1 Draft of Learning Guide (Lecture) for FTEC 233	✓	✓	✓	✓	
			1 Laboratory Manual for FTEC 233	-					
Research Services	Research workload units conducted	Conduct/implement of approved research projects	12 units workload units	15 units workload (7 projects with and without honorarium)					
	Number of reports	Making of reports	At least 15 reports	10 reports					
	Paper published	Paper for publication	At least 1 paper submitted for publication	1 paper (draft) to be finalized for submission	✓	✓	✓	✓	
	Food products developed	Number of food products optimized	At least 4 food products optimized	3 products have undergone optimization (Chocolate-flavored puffs,					

		Number of food products verified	At least 3 food product verified	cocoyam cookies and cocoyam chippy – traditional) -					
Production	Food products produced	Production of Food Products from rootcrops for Sale	At least 5 food products processed for sale	4 rootcrop food products (plain cassava cookies, choco cookies, vacuum-fried sweetpotato, cassava chippy) were produced and sold					
	Food products sold	Generate Income from sales of rootcrop food products	Sales of at least Php 20,000.00	Total Sales of rootcrop food products: Php 14, 237.00 (8,927.00 deposited at STF and 5,310.00 as collectibles	5	5	4	4.67	
Extension	Technical expert service conducted as resource person/reviewer								
	Papers reviewed for publication in referred journal	Review of paper for publication	Review at least 2 scientific paper for publication	Reviewed 1 international paper for publication at Journal of Food Processing and Preservation, IFST (Malaysia)	5	5	5	5	
	Resource speaker in webinar/radio	Act as resource speaker in a webinar/radio	Act as resource speaker in at least 2 webinar/radio	-					
	Trainings on Foods and food Safety	Attendance to Training on Food Safety	At least 1 advanced training for food safety consultants in Region VIII	Attended Re-Echo Training on HACCP Implementation, Documentation and Auditing at DOST VIII (March 3-4, 2020)					

Administrative Service	To act as Head of the Food Microbiology Laboratory and GMP-compliant Processing Laboratory of PhilRootcrops	Maintenance of laboratory and processing plant to satisfy FDA requirement in maintaining Licence-to-operate (LTO)	Maintain the Food Processing Center at Philrootcrops to satisfy all requirements for LTO which has been released in 2019 and be ready for 2020 FDA audit (GMP-compliance)	GMP guidelines followed and LTO requirements satisfied for 2020 Audit of FDA	5	5	5	5	
Total Over-all Rating									4.93

Average Rating (Total Over-all rating divided by 4)		
Additional Points: Attendance to webinars related to food safety, foods and human health in this pandemic: 1. Feelings, Cognitions, Behaviours of Filipinos During the COVID-19 Pandemic (June 23, 2020) 2. Food Safety Amidst COVID-19: Adapting to the New Normal (June 25, 2020) 3. Sharing of Singapore's Experience in Ensuring Food Safety During the Covid-19 Pandemic, Moving towards New Normal (June 26, 2020) 4. Biotech Tools for Pandemic Response (June 27, 2020) 5. Covid-19 in South Africa (June 29, 2020) 6. Research for Public Good (June 30, 2020) 7. Food Security challenges and opportunities under the new normal – a global perspective (June 30, 2020)		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

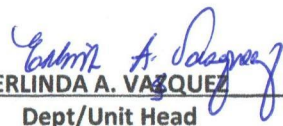
Comments & Recommendations for Development Purpose:

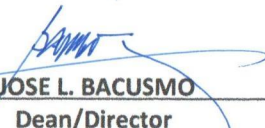
To prepare terminal reports of projects
 MRs for inventory in preparation for retirement

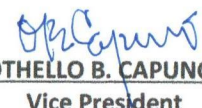
Evaluated & Rated by:

Recommending Approval:

Approved by:


ERLINDA A. VAZQUEZ
Dept/Unit Head


JOSE L. BACUSMO
Dean/Director


OTHELLO B. CAPUNO
Vice President

Date: _____ Date: _____ Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops


Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: JULIE D. TAN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	discussion on project / program progress/university's concerns	Monthly PRDC meeting Jan 13, 2020 Feb 3, 2020 May 6, 2020	Issuance of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal for submission to funding agencies	one-on-one discussion on project progress Group coaching during PRDC Meetings Jan 13, 2020 Feb 3, 2020 May 6, 2020			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:


ERLINDA A. VASQUEZ
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLANName of Employee: **JULIE D. TAN**

Performance Rating: _____

Aim: To implement on-going research projects
 To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: January 1, 2020Target Date: June 30, 2019

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 leadership, 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 Food Technology students

Date: July 1, 2020Target Date: Dec 31, 2020

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; trainings on capacity building (leadership, organizational management and administration).

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 leadership, management and administration.

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
 Director

Conforme:

[Signature]

 Name of Ratee/Faculty/Staff