



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LISA I. ARCE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0 x 50% = 2.50	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	25%	5.00	1.25
2. Research			
a. Client/Dir. for Research (50%)		5.0 x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	50%	5.00	2.50
3. Extension			
a. Client/Dir. for Extension (50%)		4.67 x 50% = 2.34	
b. Dept Head/Center Director (50%)		4.67 x 50% = 2.34	
Total for Extension	25	4.68	1.17
TOTAL			4.92

EQUIVALENT NUMERICAL RATING: 4.92

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.92

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.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, LISA I. ARCE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019


LISA I. ARCE
RATEE

APPROVED: 
ERLINDA A. VASQUEZ
DIRECTOR

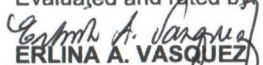
MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Advanced and Higher Education Services	Number of courses taught	1. Teach undergraduate students on courses offered by the Department of Plant Breeding and Genetics	2	2					
	Number of BSc students supervised	1. Guide students on proposal making and conduct of research	1	2	5	5	5	5	
		2. Correct research outlines and manuscripts (Student Research Committee)	2	2					
RESEARCH	Number of research studies handled	1. Act as study leader for projects under cassava research	2	3					
		2. Act as project leader for PRCRTC Proj. 075 with separate studies							
		3. Conduct regular monitoring on experiments under the cassava breeding project							
		4. Conduct and supervise experiments under the different research studies							
	Number of research proposals submitted	1. Write research proposal on cassava research for internal (VSU) and external (DA-BAR, PCAARD, DOST, etc.) funding	1	3	5	5	5	5	
	Number of trainings, conferences, and seminars attended	1. Participate in different local and international trainings, conferences, and seminars	3	3					
	Number of written scientific reports	1. Facilitate in making the center's annual reports 2. Submit and present scientific reports (annual review)	3	3					

EXTENSION	Number of distributed clean planting materials (cassava cuttings)	1. Supervised distribution of clean planting materials	20,000	25,000	4	5	5	4.67
	Number of facilitated trainings and seminars	1. Assist in trainings/seminars sponsored by the center (PhilRootcrops)	1	1				
Total Rating								

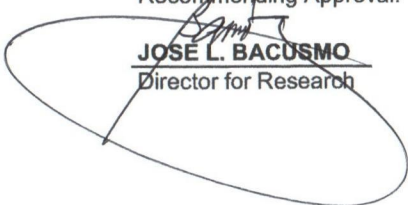
Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

4.89
outstanding

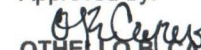
- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness

Evaluated and rated by:

ERLINA A. VASQUEZ
 Director, PhilRootcrops

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Approved by:


OTHELLO B. CAPUNO
 VP, Research and Extension


To attend trainings that will enhance skills
 To prepare research proposals
 To present research results in scientific form
 To attend leadership and management training

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

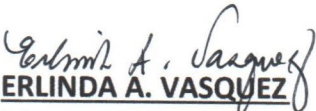
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel:  Lisa I. Arce

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
3 rd & 4 th Quarter Monitoring	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance of internal memoranda		Attendance to PRDC monthly 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 PRDC 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:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LISA I. ARCE

Performance Rating: Outstanding

Aim: Making of Fundable Research Proposal

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: Dec 31, 201

First Step:

Secures priority research areas from funding agencies

Writes research proposals, publish article in CHED accredited Journal

Implements on-going projects

Result:

Written project research proposals ready for submission to funding agencies

Written research article ready for submission to Journal

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

Next Step:

Follow up the progress of the submitted research proposal(s)

Edits and rewrites / polishes the submitted article

Outcome: Research proposal funded,
Published article in a reputable journal
Present research results in scientific fora

Final Step/Recommendation:

Monitoring and evaluation of the conducted research project, published article and present research outputs in any scientific fora.

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Unit Head

Conforme:

LISA I. ARCE
Name of Ratee/ Faculty / Staff