

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

Name of Faculty Member: **ACEDO, VILLALUZ Z.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean			
Total for Instruction	25%	5.0 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%)		4.67 x 50% = 2.34	
Dept Head/Center Director (50%)		4.67 x 50% = 2.34	
Total for Extension	20%	4.68	0.94
Production	5%	4.67	0.23
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

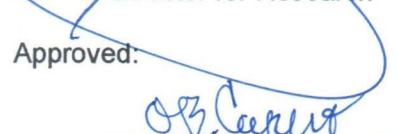
Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
VP for Res, Ext & Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VILLALUZ Z. ACEDO, 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 2020 to June 2020

VILLALUZ Z. ACEDO

Ratee

Approved:

ERLINDA A. VASQUEZ

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE	<ul style="list-style-type: none"> Hort 300 (thesis- MS) Hort 273 Lec and Lab 	1.0	1.32					
	Number of Student Research Advising	Advise/guide students on various concerns	2MS student	2MS, 1PhD and 1 undergrad					
	Approved Manuscript /outline submitted	Assist/check Student's manuscript/outline	1	2 outline, 1 manuscript checked	5	5	5	5	
	Student advising/Consultation Services Hours spent on consultation	Advise/guide students on various concerns	5hrs/wk	5 hrs/week					
	Number of Instructional Matls Developed/Revised & Utilized	Formulate IM	1	1 lec and lab presentations					
Research Services	•Research workload units conducted	Implement approved proposals	10	16					
	•Number of research fora attended/participated	Knowledge promotion	1	2 virtual	5	5	5	5	
	Number of research papers produced	Promote knowledge exchange, expand linkages/networks Knowledge promotion	1	1 article for publication					
Extension Services	Number of trainings conducted	To conduct hands-on training on developed technologies	1	1 virtual					
	No. of Linkages	Establish linkages for outreach programs	1	2					

	No. of planting materials disseminated (R&E)	Disseminate tissue cultured plantlets	100	1200	5	5	4	4.67	
	Expert services provided	Serve a chair/facilitator, etc	1	1					
Production Services (Resource Generation)	Number of tissue culture-derived planting materials produced	Produce planting materials for research/extension and for students' use	500	2000	5	5	4	4.67	
Total Over-all Rating									4.84

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

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

Evaluated and Rated by

ERLINDA A. VASQUEZ

Dept/Unit Head

Recommending Approval:

JOSE L. BACUSMO

Director of Research

Approved by:

OTHELLO B. CAPUNO

VP, Research, Extension & Innovation

Date: _____

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

Date: _____

Date: _____

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

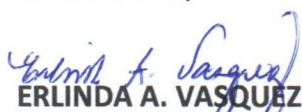
Name of Personnel: VILLALUZ Z. ACEDO



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 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
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VILLALUZ Z. ACEDO**

Performance Rating: _____

Aim: To implement on-going research projects and prepares research proposals
To perform instruction function

Proposed Interventions to Improve Performance:

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

First Step:

Implements on-going research projects
Prepares proposals for review and funding
Attends related trainings for capability build-up (leadership, management / administration) and other related trainings in relation to administrative duties

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as professor and student adviser of Horticulture students

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

Next Step:

Continue the implementation of research projects
Follow-up the submitted proposals
Attends capability build-up trainings
To make inventory of MRS in preparation for retirement in 2021

Outcome: Research projects continuously implemented
Research accomplishments subjected for review and monitoring by the funding agency
Instructor and adviser to Horticulture students
Attended capability build-up trainings

Final Step/Recommendation:

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

To attend trainings on leadership, organizational management and effective administration.

Prepared by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
Director

Conforme:

[Signature]

Name of Ratee Faculty/Staff