

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LISA I. ARCE

Program Involvement	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
Instruction			
Head (50%)			
Students (50%)			
Total for Instruction	25%		
Research			
Dept Head /Center Director			
Total for Research	50%	5.0 x 0.5 = 2.50	2.50
Extension			
Dept. Head/Center Director			
Total for Extension	25%	5.00 x 0.25 =	1.25
Total	100%		3.75

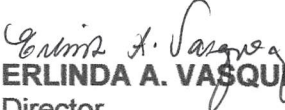
Equivalent numerical rating
Add: additional Points if any:
Total Numerical Rating:
Adjectival rating:

3.75
SATISFACTORY

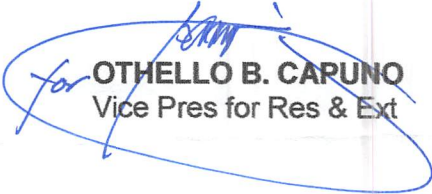
Prepared by:


MARIA ELSA M. UMPAD
AO II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
Vice Pres for Res & 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 September 1, 2018 to December 31, 2018

LISA I. ARCE
RATEE

APPROVED: Erinda A. Vasquez
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	1	1					
	Number of BSc students supervised	1. Guide students on proposal making and conduct of research	1	3					
		2. Correct research outlines and manuscripts (Student Research Committee)	2	6					
	Number of laboratory manual developed	1. Write laboratory manuals for courses taught in the Department of Plant Breeding and Genetics	1	1					
RESEARCH	Number of research studies handled	1. Act as project/study leader for projects under cassava varietal improvement	1	4					
	Number of project staff supervised	1. Conduct regular monitoring on experiments under the cassava germplasm, breeding and screening projects	1	2					
	Number of project meetings conducted	1. Organize meetings for project updates and activity monitoring	3	5					
	Number of research proposal submitted	1. Write research proposal on cassava research for internal (VSU) and external funding	1	2					
	Number of trainings, conferences, and seminars attended	2. Participate in different local and international trainings, conferences, and seminars	3	6					

	Number of written and presented proceedings on meetings and conferences	1. Act as rapporteur and facilitator in scientific conference and workshop	1	3					
		2. Submit written reports (proceedings)							
	Number of reports submitted	1. Prepare Annual Reports fro 2016-2018	1	3					
EXTENSION	Number of distributed clean planting materials (cassava cuttings)		10.000	15.000	}	5	5	5	5
	Number of facilitated cassava training	1. Assist in trainings/seminars sponsored by the center (PhilRootcrops)	1	2					
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

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

Evaluated and rated by:

Erlina A. Vasquez
ERLINA A. VASQUEZ

Director, PhilRootcrops

Date _____

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO

Director, Research and Extension

Date _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO

VP for Res. And Ext'n

Date _____

2/12/19

PERFORMANCE MONITORING & COACHING JOURNAL


Name of Office: PhilRootcrops
Head of Office: Dr. Erlinda A. Vasquez
Name of Personnel: Lisa I. Arce

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <u>3rd Quarter</u> <u>4th Quarter</u> a. Monitoring Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018	One-on-one discussion on project / program activities	Monthly PRDC Meetings Regular monthly meetings with the staff	Issuance of internal memoranda		Attendance to monthly PRDC meetings by the members of the Research and Development Council
Coaching	Research proposal production to DA/DA-BAR / PCAARRD / other agencies submission	One-one discussion on project progress Group coaching during PRDC meetings August 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018			Proposal prepared and submitted to DA –BAR / PCAARRD / other agencies

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: _____

Aim: Making of fundable research proposals

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 31, 2018

First Step:

Secure priority research areas from different funding agencies
Write research proposals and submit to funding agencies for evaluation
Defend research proposals to panel reviewers
Continue with the implementation of on-going projects
Prepare articles for publication in refereed journals

Result:

Research proposal ready for submission to funding agency/ies

Project activities conducted and implemented

Articles polished and ready for submission to journals

Date: Jan 01, 2019 Target Date: July 30, 2019

Next Step:

Follow-up progress of the submitted proposals

Continue with the implementation of on-going projects

Preparation of agency project reports

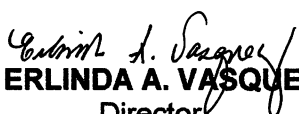
Submitted articles for review by editors of the journals

Outcome:


Agency reports submitted to funding agency
Articles ready for publication
Research proposals funded

Final Step / Recommendation:

To prepare proposals ready for funding.
To publish research article in refereed journal.

Prepared by:

ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee/Faculty / Staff