

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Villaluz Z. Acedo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		5.0 x 50%= 2.50	
Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
Research	50%	5.00 X 0.50 =	2.50
Extension	20%	4.67 x 0.20 =	0.93
Production	5%	4.67 x 0.05 =	0.23
TOTAL			4.91

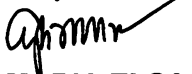
EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

  
MARIA ELSA M. UMPAD  
Administrative Officer

Reviewed by:

  
ERLINDA A. VASQUEZ  
Director

Approved:

  
OTHELLO B. CAPUNO  
VP for Res. & Ext.

# **"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 July 2018 to Dec. 2018

VILLALUZ Z. ACEDO

Ratee

Approved:

Erlinda A. Vasquez

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	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	<ul style="list-style-type: none"> <li>Hort 273 (Lec &amp; Lab, Hort 300 (thesis- MS)</li> <li>Hort 200 (thesis-BS)</li> </ul>	1.0	2.48	5	5	5	5	
	Number of Student Research Advising	<ul style="list-style-type: none"> <li>Advise/guide students on various concerns</li> </ul>	1MS	1MS. 1BS					
	Approved Manuscript /outline submitted	Assist/check Student's outline	1	2 Thesis outlines checked					
	Student advising/Consultation Services Hours spent on consultation	Advise/guide students on various concerns	2 hrs/wk	5hrs/wk					
<b>Research Services</b>	•Research workload units conducted	Implement approved proposals	10	19					
	•Number of research fora attended/participated	Promote knowledge exchange, expand linkages/networks	1	3 (1 Regional, 1 national, 1 international)	5	5	5	5	
	•Number of research papers presented	Promotion of knowledge	1	10. (2 in Regional, 5 in national, 3 in international)					
	•Number of Linkages	Establish linkages for research, extension and development		1 research collaboration with BSU- DOST-PCARRD project					
<b>Extension Services</b>	Number of trainings conducted	To conduct training on developed technologies	1	2 trainings on handling TC-derived planting materials	5	5	4	4.67	
	Technical expert service provided as resource person/facilitator/documentor/ judge/etc	To serve as resource person/facilitator in trainings/workshops/ meetings	1	Served as resource person in R8s Science and tec Forum in Samar; Paper presenter on VICARP-RRDn. PAPTCB					

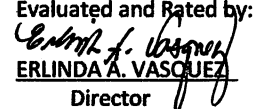
	<p>No. of Linkages</p> <p>No. of planting materials disseminated (R&amp;E)</p> <p>Expert Services Provided</p>	<p>Establish linkages for outreach programs</p> <p>Disseminate 1. tissue cultured Materials diff. root crops ube</p> <p>Served as facilitator, etc</p>	<p>1</p> <p>100</p> <p>2</p>	<p>Convention and AFSA International Conference</p> <p>Technical assistance to 3 private entities on ubi production</p> <p>3000 planting materials disseminated</p> <p>Served as I. Deputy Secretariat head, AFSA International Conference in Cambodia, Steering Com Chair and President of PAPTCB National Covention; PAPTCB Awards Com Chair, FPSAP member of the Board of Trustees</p>					
Production Services (Resource Generation)	Number of tissue culture-derived planting materials produced	Produce planting materials for research/extension and for students' use	500	Produced 6000 plantlets	J	J	9	4.67	
Others	•Awrds	Recognition of achievements		<p>1. <b>2018 Outstanding RDE Paper (Research)-</b> VICARP-RRDEN), November, 23, 2018</p> <p>2. <b>2018 Best RDE Paper-</b> VICARP-RRDEN), November, 23, 2018</p> <p>3. <b>2018 Distinguished Alumni Award for Research and Development (Tissue Culture) –UPLBAA,</b> October 9, 2018 at UPLB</p> <p>4. <b>2018 CSSP Achievement Award in Research –Crop Science Society of the Phil. (CSSP)</b> Legaspi City, July 5, 2018</p>	5	J	J	J	

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

**Comments & Recommendations for Development Purpose:**

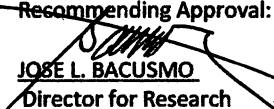
To present research results in forums and conferences

To write anothe research proposal for funding

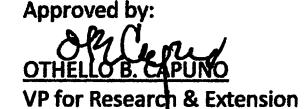
Evaluated and Rated by:  
  
 ERLINDA A. VASQUEZ  
 Director

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

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

Recommending Approval:  
  
 JOSE L. BACUSMO  
 Director for Research

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

Approved by:  
  
 OTHELLO B. CAPUNO  
 VP for Research & Extension

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

PERFORMANCE MONITORING & COACHING JOURNAL


Name of Office: **PhilRootcrops**  
Head of Office: **Dr. Erlinda A. Vasquez**  
Name of Personnel: **Villaluz Z. Acedo**

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  <u>3<sup>rd</sup> Quarter</u> <u>4<sup>th</sup> Quarter</u>  a. Monitoring  August 6, 2018 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
<b>Coaching</b>	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: **VILLALUZ Z. ACEDO**  
Performance Rating: **Outstanding**

Aim: Making of fundable research proposals

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 31, 2018

First Step:

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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

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Result:

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Research proposal ready for submission to funding agency/ies

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Project activities conducted and implemented

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Articles polished and ready for submission to journals

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Date: Jan 01, 2019

Target Date: July 30, 2019

Next Step:

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Follow-up progress of the submitted proposals

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Continue with the implementation of on-going projects

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Preparation of agency project reports

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Submitted articles for review by editors of the journals

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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