

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

Name of Faculty Member: **Tan, Hazel Alena D.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
Students (50%)		$0 \times 50\% = 0$	
TOTAL for Instruction	25%	$2.5 \times 0.25 =$	0.63
Research	50%	$4.0 \times 0.50 =$	2.00
Extension	25%	$5.0 \times 0.25 =$	1.25
TOTAL			3.88

EQUIVALENT NUMERICAL RATING: 3.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 3.88

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

12/3/24

Reviewed by:

MARLON M. TAMBIS/ALAN B. LORETO
Assistant Director/Director

12/3/24

Approved:

SANTIAGO T. PEÑA JR.
VP for Research Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HAZEL ALENA D. TAN** of the **PhilRootCrops** accomplished the following targets in accordance with the indicated measures for the period January 1 to June 30, 2024.

HAZEL ALENA D. TAN

Ratee

12/2/24

Approved:

ALAN B. LORETO

Head of Unit

12/3/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UFMO 2: Higher Education Services									
MFO 1: Curriculum Program Management System	PI 4: Total FTE Monitored (Actual Faculty's FTE)	a. Handles and teaches course(s) assigned (Affiliate staff of the Department of Food Science and Technology)	1 (subject or course)	3 subjects or courses (Laboratory)	3	5	5	5	
	PI 9: Number of students advised (as SRC Member)	a. Advises and corrects research outline and thesis manuscript b. Entertains students consulting on subject taught, thesis, and grades	1 5 hours a month (at least)	2 advisees (Research Outline) 1 hour every week	5	5	5	5	
UFMO 3: Research Innovation Services	PI 2: Number of research outputs presented in regional/national/international fora/conferences		1	None					
	- In national/regional fora/conferences	a. Presents (poster or oral) in national or regional fora/conferences	1	None					

	PI 3: Number of research projects conducted and/or completed on schedule	a. Conducts basic research on microbial cultures for fermentation (as study/project leader)	1	None					
	PI 4: Number of research proposals submitted or endorsed for external funding	a. Prepares and submits capsule proposal for external funding	1	1 (prepared and submitted, not approved); 2 (prepared but not yet submitted)	4	4	4	4	
	PI 5: Percent of research proposals approved	a. Number of research proposals prepared, submitted, and approved	1	None					
MFO 3: Faculty Evaluation Services	PI 6: Number of in-house seminars or trainings or workshops or reviews conducted or attended	a. Participates in in-house seminars or trainings or workshops or reviews attended	1	3	5	5	5	5	
UFMO 4: Extension Services	PI 5: Number of technical/expert services (as Resource Person)	a. Serves as a resource person to trainings or workshops conducted by the Institute	1	None 1	5	5	5	5	
Total Over-all Rating									19.00

Average Rating (Total Over-all rating divided by 4)	4.75	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.75	
ADJECTIVAL RATING	outstanding	

Comments & Recommendations for Development Purpose:

- To submit research proposal for funding
- Pursue graduate studies

Evaluated & Rated by:


ALAN B. LORETO

Director

Date: _____


MARLON M. TAMBIS

Assistant Director

Date: _____

Recommending Approval:


IVY C. EMNACE

Director for Research

Date: 12/9/24

Approved by:


SANTIAGO PEÑA, JR.

VP for Research, Extension and Innovation

Date: 11/2/2024

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: **Prof. Alan B. Loreto & Prof. Marlon M. Tambis**

Name of Personnel:  **HAZEL ALENA D. TAN**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on potential projects and university's concerns	PRDC meeting for group discussion on issues arising and planning; February 10, April 29, and June 6 Planning workshop within the Center; June 18	Issuance of notice of meeting		Attendance to PRDC and Committee Meetings
Coaching A. Research projects	Evaluation of research proposal for submission to funding agencies	Group coaching during PRDC Meetings and small group meetings			Concept proposal prepared and submitted

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

 
MARLON M. TAMBIS / ALAN B. LORETO
Assistant Director / Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **HAZEL ALENA D. TAN**

Performance Rating:

Aim: Improve performance in instruction, research, and extension

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

- Teach undergraduate courses at affiliated department
- Implement approved research projects
- Prepare proposals for review and funding
- Attend related trainings for capability build-up (research management, proposal preparation, writing scientific publications)

Result:

- Taught undergraduate courses at DFST
 - Served as adviser for undergraduate students
 - Prepared and submitted proposals for review
 - Attended capability build-up trainings
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Date: July 1, 2024

Target Date: December 31, 2024

Next Step:

- Teach undergraduate courses at affiliated department
- Continue drafting research proposals for submission and funding
- Follow-up the submitted proposals (VSU Funding and External Funding)
- Attend capability build-up trainings
- Serve as Resource Speaker for requested trainings



Outcome:

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Final Step/Recommendation:

- To maintain performance or exceed the current performance; to submit research proposals; and continue doing four-fold functions of instruction, research, extension, and production.
- To attend trainings on research management and implementation, writing scientific publications, etc.

Prepared by:

 
MARLON M. TAMBIS / ALAN B. LORETO
Assistant Director / Director

Conforme:


HAZEL ALENA D. TAN
Name of Ratee / Faculty/Staff