

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **TAN, DANIEL LESLIE S.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean			
Total for Instruction	25%	5.00 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%)		5.00 x 50% = 2.50	
Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	3 %	5.00 x 3% = 0.15	0.15
Administration	2 %	4.67 x 2 % = 0.09	0.09
TOTAL			4.99

EQUIVALENT NUMERICAL RATING: **4.99**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.99**

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:



MARIA ELSA M. UMPAD
Administrative Officer II


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)

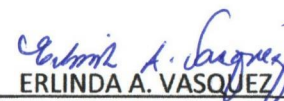
I, DANIEL LESLIE S. TAN of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, to June 30, 2020.



DANIEL LESLIE S. TAN

Ratee

Approved:


ERLINDA A. VASQUEZ

Head of Unit

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Instruction services	To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:6	2 BSAE OJT Students 2 BSAE Under-graduate student 2 MSAE student	4 BSAE OJT students 2 BSAE Undergraduate Students 3 MSAE students	5	5	5	5	
Research Services	To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	<ul style="list-style-type: none"> •Research workload units conducted •Amount/value of research funds/resources externally generated •Technologies Generated • Proposal Submitted • Present paper to Conferences • Submit articles to refereed journals 	13.5 units Php 1,000,000 1 Technology 1 proposal 1 National Conference 1 journal article	4 Projects and 3 Component Studies Proj Ldr and Comp Leader: Technical and System Improvement of the Portable Extruders for Rootcrop Products (P4,090,573.44) Proj Ldr and Comp Ldr: "Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops" (P4.9M) Pro Ldr and Comp Ldr: Development of Business Plans, Promotion and Commercial Production of the Improved Portable Extruders for Puffed and Chippy Products (>P4M) Project Leader: "Enhancing the Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte and Samar, and Linking with Related Industries Phase 2" (P5M) Technologies Generated: - Improved Extrusion system - Pneumatic Dryer for Grates 1 proposal submitted to DOST 1 Poster paper presented to NRCP Annual Symposium 1 research article to be submitted to ATR	5	5	5	5	

Extension Services	To share technologies/information	• Technical expert service conducted as resource person	Resource Person to at least 1 training/seminar	Resource Person to the Online consultations of the GMP Processing Plant Resource person conceptualization of the Sweetpotato Processing Plant in Baybay City Reviewer of 2 research papers for journal publication Resource person for planning of the Cassava Processing Plant in Marabut, Samar	5	5	5	5	
Production/Income-Generating Projects	Fabricate processing machines for clientele	• Fabricate processing machines	Fabricate at least 3 processing machines	Facilitated the fabrication of 2 chippers, 1 spinner, and vacuum fryer	5	5	5	5	
Administrative Services	Do other duties assigned by Supervisors	Committee Membership	2 committees	Member, Formal Investigation Committee (VSU) Member, PhilRootcrops Personnel Committee Member, IPR Committee	4	5	5	4.67	
Total Over-all Rating									4.93

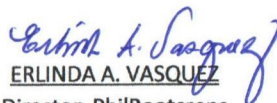
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

To attend training on advanced leadership and management skills

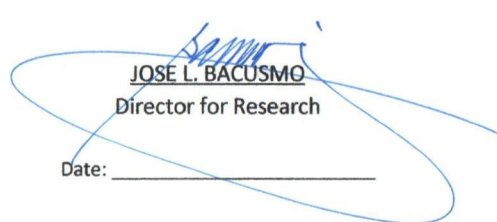
To prepare paper for scientific publication

Evaluated and Rated by:


ERLINDA A. VASQUEZ
 Director, PhilRootcrops

Date: _____

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
 Vice President for Research and Extension

Date: _____

- 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: Dr. Erlinda A. Vasquez

Name of Personnel: DANIEL LESLIE S. TAN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	one-on-one discussion on project / program progress	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: **DANIEL LESLIE S. TAN**
 Performance Rating: **Outstanding**

Aim: To implement on-going research projects
 To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2019

First Step:

Implements on-going research projects
 Prepares proposals based on the different thrusts of the funding agencies.
 Prepares papers for publication
 Attends trainings that will enhance skills in leadership, organizational management and effective administration

Result:

-
- Implemented scheduled activities of the research projects
 - Prepared and submitted proposals for funding
 - Paper for publication on progress
 - Served as professor and student adviser of Agricultural Engineering students
-

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

Next Step:

Follow-up the status of submitted proposals to the different funding agencies
 Submits papers for publication

Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)


Outcome: Approved proposal for funding and for implementation r
 Paper accepted for publication by refereed journals
 Research paper presented in any scientific gatherings

Final Step/Recommendation:

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

To attend trainings that will enhance skills in leadership, management and administration.

Prepared by:


ERLINDA A. VASQUEZ
 Director

Conforme:


 Name of Ratee/Faculty/Staff