

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **BRAVO, MAE ANN A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
<b>Instruction</b>			
Head/Dean			
Total for Instruction	25%	4.67 x 25%	1.17
<b>Research</b>			
Client/Dir. for Research (50%)		4.0 x 50% = 2.00	
Dept. Head/Center Director (50%)		4.0 x 50% = 2.00	
Total for Research	50%	4.00	2.00
<b>Extension</b>			
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	25%	5.00	1.25
<b>TOTAL</b>			<b>4.42</b>


EQUIVALENT NUMERICAL RATING: **4.42**

Add: Additional Points, if any:

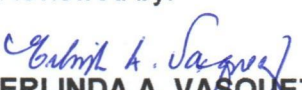
TOTAL NUMERICAL RATING: **4.42**

ADJECTIVAL RATING: **Very Satisfactory**


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

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAE ANN A. BRAVO**, 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.

  
**MAE ANN A. BRAVO**

Ratee

Approved:

  
**ERLINDA A. VASQUEZ**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	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>	Number of courses taught	To teach courses at affiliated department	1	4	5	5	4	4.67	
	Number of Instructional Materials Developed/Revised and Utilized: Revised IMs	To revise lecture visual aids or lab manuals	1	1					
	Student Advising and Consultation Services: Number of hours spent on student consultation	To provide time for student consultation	not less than 10 hrs	More than 10 hrs					
<b>Research Services</b>	Number of proposal(s) developed and/or submitted	To make research proposals for internal/external funding	1	2	4	4	4	4	
	Number of research studies	To conduct research - as project staff	1	1					
	Number of trainings, conferences and seminars/webinars	To participate in local and international trainings and seminars/webinars	1	3					
	Number of written scientific reports	To work on the center's annual report	1	1					

<b>Extension Services</b>	Number of beneficiaries served: Groups/ Institutions Individuals	To share expertise and technologies	5 persons	10 persons	4	5	5	5	
<b>Total Over-all Rating</b>									4.57

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.57
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations for Development Purpose:**

To attend training on proposal writing and scientific paper publication

To pursue advanced studies

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

Evaluated and Rated by:

*Erlinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director, PhilRootcrops

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

Recommending Approval:

*Jose L. Bacusmo*  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
 VP. Research, Extension and Innovation

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



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

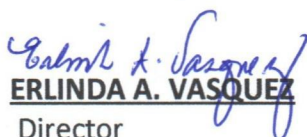
Name of Personnel: MAE ANN A. BRAVO



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	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			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: **MAE ANN A. BRAVO**Performance Rating: Very Satisfactory

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 (research management, proposal preparation, writing scientific publications)

Result:

- Implemented the scheduled activities of the research projects
- Prepared and submitted proposals for review
- Attended capability build-up trainings
- Served as instructor at Department of Soil Science

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

Outcome: Research projects continuously implemented  
Research accomplishments subjected for review and monitoring by the funding agency  
Instructor to Soil Science 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 research management and implementation, writing scientific publications, etc.

Prepared by:

Erlinda A. Vasquez  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

[Signature]  
Name of Ratee / Faculty/Staff