



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
k. Head/Dean (50%)		5.0 x 50% = 2.50	
l. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	25%	5.00	1.25
Research			
k. Client/Dir. for Research (50%)		5.00 x 50% = 2.50	
l. Dept. Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Research	50%	5.00	2.50
Extension			
k. Client/Dir. for Extension (50%)		5.00 x 50 % = 2.50	
l. Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	5%	4.67	0.23
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:

**MARIA ELSA M. UMPAD**  
Administrative Officer II

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Director

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Res. and Ext.

**“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 July 1, 2019 to December 31, 2019.

  
**DANIE LESLIE S. TAN**  
 Ratee

Approved:   
**ERLINDA A. VASQUEZ**  
 Head of Unit

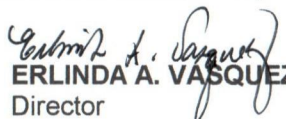
MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Instruction services</b>	To teach courses in undergraduate/graduate programs in Ag Engineering and Related Courses  To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	FTE  No. of Advisees	3.00 FTE  3MSAE graduate student 2 BSAE Student 3 BSAE OJT Students	Courses Handled: 13 units AGEN 200a.4 – Undergraduate OJT AGEN300.2 – Graduate Thesis AGEN300.3 – Graduate Thesis Adviser to 3 MSAE Students  Adviser to 2 BSAE Thesis students Adviser to 5 OJT Students	5	5	5	5	
<b>Research Services</b>	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"> <li>Research workload units conducted</li> <li>Amount/value of research funds/resources externally generated</li> <li>Number of technologies generated for information/commercialization/protection</li> <li>No of publications</li> </ul>	13.5 units  Php1,000,000  1 technology To be generated  1 article submitted for publication	2 Projects and 3 Component Studies ProjLdr and Comp Leader: Technical and System Improvement of the Portable Extruders for  Rootcrop Products (P4,090,573.44) ProjLdr 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)  Technologies Generated: -Improved Extrusion system  1 Article submitted for 2nd International Food Research Conference in Putrajaya, Malaysia 1 research article submitted to ATR	5	5	5	5	



Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**  
 To present paper in scientific gatherings like forum, symposium, conferences, etc.  
 To publish paper out of the results of the projects  
 To attend leadership and management in organization training


Evaluated and Rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

Recommending Approval

  
**JOSE L. BACUSMO**  
 Director for Research

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Res & Ext

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

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			
3 <sup>rd</sup> & 4 <sup>th</sup> Quarter Monitoring	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance of of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
Coaching	Research proposal production to DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress  Group coaching during PRDC Meetings			Proposal prepared and submitted to DA-BAR / PCAARRD /other 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: Making of Fundable Research Proposal

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 30, 2019

First Step:

Secures priority research areas from funding agencies

Writes of research proposals, publish article in Journal

Conducts and monitors on-going projects

Result:

Written project research proposals ready for submission to funding agencies

Written research article ready for submission to Journal

Project activities implemented

Date: Jan 2020 Target Date: June 2020

Next Step:

Follow up the progress of the submitted research proposal(s)

Editing and rewriting of the submitted article

Writing of terminal reports

Outcome: Research proposal funded,  
Published article in a reputable journal  
Research results presented in related scientific conferences  
Terminal reports prepared

Final Step/Recommendation:

Monitoring and evaluation of the conducted research project, and published article,  
present paper in scientific conferences and preparation of terminal reports.

Prepared by:

  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
Name of Ratee/ Faculty / Staff