



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JULIE D. TAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
m. Head/Dean (50%)		4.5 x 50% = 2.25	
n. Students (50%)		4.5 x 50% = 2.25	
Total for Instruction	25%	4.50	1.13
Research			
m. Client/Dir. for Research (50%)		5.00 x 50% = 2.50	
n. Dept. Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Research	50%	5.00	2.50
Extension			
m. Client/Dir. for Extension (50%)		5.00 x 50 % = 2.50	
n. Dept Head/Center Director (50%)		5.00 x 50% = 2.50	
Total for Extension	20%	5.00	1.00
Production	5%	5.00	0.25
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88

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.

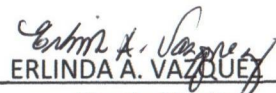
**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, JULIE D. 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.

  
JULIE D. TAN  
 Ratee

Approved:

  
ERLINDA A. VAZQUEZ  
 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>	
Instruction services	To teach courses in undergraduate/graduate programs in Food Science and Related Courses]	Subjects Taught	1 Thesis student or 1 FTEC subject	- 1 MS Student - Taught FTEC 232 (Ph. D.)	J	J	J	J-	
Research Services	To conduct/implement approved research projects; present results; publish research results; act as evaluator of researches; write reports	<ul style="list-style-type: none"> <li>•Research workload units conducted</li> <li>•Submission of Research proposal</li> <li>•Number of reports submitted</li> <li>•Number of conferences/ symposiums attended</li> <li>•Accepted paper for publication</li> </ul>	10  1 research proposal evaluated and approved (study leader only of a project)  10 reports  At least 2 conferences (1 national and 1 international)  At least 1 paper reviewed and published	19  1 PCAARRD-funded Research Proposal Approved for implementation (Study Leader only)  14  2 international conferences 7 national/regional conferences/congress  1 paper published at ATR (July-Dec, 2019 Issue)	J	J	J	J	
Extension Services		•Technical expert service conducted	1 Training: Act as Resource Person on	At least 6 trainings	J	J	J	J	





Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
<ol style="list-style-type: none"> <li>Received Registration number for Utility Model of Taro Wine (Reg. No. 2018000936/ 2019.11.25)</li> <li>Attended Inventor's Summit (c/o TAPI, DOST) and established the Regional Inventors Association with SEC registration (one of the Pioneering Members)</li> <li>Resource Speaker during the ACLAB 2019 in Yogyakarta, Indonesia</li> <li>Presented Poster Paper during the International Food Conference in KL, Malaysia</li> <li>Selected as one of the Presenters during the AGHAMBAYAN Visayas (ViScience 2019-Visayas Festival) on "Sweet Dessert Red Wine from Mixture of Taro and Black Glutinous Rice"</li> <li>Resource person during the Rootcrop Congress, Mla.</li> </ol>		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		Outstanding

To check documents and MRs in preparation for retirement


To prepare publications out of the research results

**Comments & Recommendations for Development Purpose:**

To check documents and MRs in preparation for retirement

To prepare publications out of the out of the research results

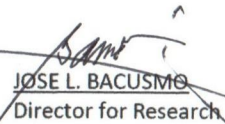
Evaluated and rated by:

  
**ERLINDA A. VASQUEZ**  
 Director

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


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

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director for Research

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice President for Res. & Ext.

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

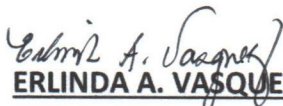
Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: JULIE D. 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: JULIE D. 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, publishes 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:

*Erinda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
Director

Conforme:

  
Name of Ratee/ Faculty / Staff