



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Arce, Lisa I.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		5.0x50%= 2.50	
Students (50%)		5.0x50% = 2.50	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
Research	50%	5.0 X 0.50 =	2.50
Extension	20%	4.67 x 0.20 =	0.93
Production	5%	4.67 x 0.05 =	0.23
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II

Reviewed by:


ERLINDA A. VASQUEZ
Director

Approved:


OTHELLO B. CAPUNO
VP for R&E

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

EXHIBIT B

I, LISA I. ARCE of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January 1, 2019 to June 30, 2019


LISA I. ARCE
RATTEE

APPROVED: 
ERLINDA A. VASQUEZ
DIRECTOR

MFO and PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET *	ACTUAL ACCOMPLISHMENT	Rating				REMARKS
					Q1	E2	T3	A4	
Advanced and Higher Education Services	Number of courses taught	1. Teach undergraduate students on courses offered by the Department of Plant Breeding and Genetics	2	3	5	5	5	5	
	Number of BSc students supervised	1. Guide students on proposal making and conduct of research	1	3					
		2. Correct research outlines and manuscripts (Student Research Committee)	2	10					
RESEARCH	Number of research studies handled	1. Act as study leader for projects under cassava research	2	4	5	5	5	5	
		2. Act as project leader for PRCRTC Proj. 075 with separate studies							
		3. Conduct regular monitoring on experiments under the cassava breeding project							
		4. Conduct and supervise experiments under the different research studies							
	Number of research proposals submitted	1. Write research proposal on cassava research for internal (VSU) and external (DA-BAR, PCAARD, DOST, etc.) funding	1	3					
	Number of trainings, conferences, and seminars attended	1. Participate in different local and international trainings, conferences, and seminars	3	5					
	Number of written scientific reports	1. Facilitate in making the center's annual reports 2. Submit and present scientific reports (annual review)	3	5					

EXTENSION	Number of distributed clean planting materials (cassava cuttings)	1. Supervised distribution of clean planting materials	25,000	30,000	5	5	4	4.67	
	Number of facilitated cassava training	1. Assist in trainings/seminars sponsored by the center (PhilRootcrops)	1	2	5	5	4	4.67	
Total Rating									4.84

Average Rating (Total Over-all rating divided by 4)		
Additional points		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.84	
ADJECTIVAL RATING		

outstanding

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

Evaluated and rated by:
Erlina A. Vasquez
ERLINA A. VASQUEZ
 Director, PhilRootcrops
 Date _____

Recommending Approval:
Jose L. Bacusmo
JOSE L. BACUSMO
 Director for Research
 Date _____

Approved by:
Othello B. Caruno
OTHELLO B. CARUNO
 VP, Research and Extension
 Date _____

To prepare and submit research proposals

To pursue PhD studies

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: LISA I. ARCE 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019	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 Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019			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: **LISA I. ARCE**

Performance Rating: **Outstanding**

Aim: To implement on-going research projects and prepares research proposals
To perform instruction function

Proposed Interventions to Improve Performance:

Date: January 1, 2019

Target Date: June 30, 2019

First Step:

Implements on-going research projects
Prepares proposals for review and funding
Attends related trainings for capability build-up (leadership, management /
administration) and other related trainings in relation to administrative duties

Result:

- Implemented the scheduled activities of the research projects
 - Presented research results to 1st level review (In-house Review)
 - Prepared and submitted proposals for review
 - Attended capability build-up trainings
 - Served as instructor and student adviser of Plant Breeding students
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Date: July 1, 2019

Target Date: Dec 31, 2019

Next Step:

Continue the implementation of research projects
Follow-up the submitted proposals
Attends capability build-up trainings
Seek admission to possible for PhD studies

Outcome: Research projects continuously implemented
Research accomplishments subjected for review and monitoring by the
funding agency
Instructor and adviser to Plant Breeding 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 leadership, organizational management and effective administration.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:


LISA ARCE
Name of Ratee Faculty/Staff