

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Dr. Villaluz Z. Acedo**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.5x50%= 2.25	
b. Students (50%)		4.5x50% = 2.25	
TOTAL for Instruction	25%	4.5 X 0.25 =	1.13
2. Research	50%	5.0 X 0.50 =	2.5
3. Extension	20%	5.0 x 0.20 =	1.0
4. Production	5%	5.0 x 0.05 =	0.25
TOTAL	100%		4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**VILLALUZ Z. ACEDO**  
Name of Faculty

Reviewed by:

  
**ERLINDA A. VASQUEZ**  
Department Head

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research and Extension

**“Exhibit B”**

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

I, VILLALUZ Z. ACEDO, 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 2018 to June 2018

VILLALUZ Z. ACEDO  
Ratee

Approved:

Erlinda A. Vasquez  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	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>	FTE	• Hort& 300 (thesis- MS) Hort 222 Lec and Lab	1.0	1.5					
	Number of Student Research Advising	Advise/guide students on various concerns	1MS student	2MS students (1GAC chair, 1 GAC member)	5	4	5	4.57	
	Approved Manuscript /outline submitted	Assist/check Student's manuscript/outline	1	1					
	Student advising/Consultation Services Hours spent on consultation	Advise/guide students on various concerns	7/wk	12/wk					
	Number of Instructional Matls Developed/Revised & Utilized	Formulate IM	1	4 revised Lec ppt					
<b>Research Services</b>	•Research workload units conducted	Implement approved proposals	10	15	5	5	5	5	
	Number of research citations of published articles : ➤ Regional	Knowledge promotion	1	7					
	•Number of research fora attended/participated	Promote knowledge exchange, expand linkages/networks	1	2					
	Number of research papers produced	Knowledge promotion	1	2 papers published in International Journals					
<b>Extension Services</b>	Number of trainings conducted	To conduct hand-on training on developed technologies	1	2 (hands-on training on field planting of TC-derived ubi,	5	5	5	5	
	No. of Linkages	Establish linkages for outreach programs	1						

	No. of planting materials disseminated (R&E)	Disseminate 1. tissue cultured ubi	20	100					
	Expert services provided	Serve a chair/facilitator, etc	2	Served as chair /Pres.of PAPTCB (National) BOT member of FCSSP (Natal)					
<b>Production Services (Resource Generation)</b>	Number of tissue culture-derived planting materials produced	Produce planting materials for research/extension and for students' use	500	5,000 ube plantlets 500 gabi plantlets 200 cassava plantlets 200 chrysanthemum plantlets	5	5	5	5	
	Number of ornamental crops planting materials produced								
<b>Total Over-all Rating</b>									4.92

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

**Comments & Recommendations for Development Purpose:**

Needs to write a paper for publication

To present research outputs in any related scientific forums

To write proposals to replace the finished projects.

Evaluated and Rated by:

*Er Linda A. Vasquez*  
**ERLINDA A. VASQUEZ**  
 Director

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

Recommending Approval:

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

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

Approved by:

*Othello B. Capuno*  
**OTHELLO B. CAPUNO**  
 Vice President for Research and Extension

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

- 1- Quality
- 2- Efficiency
- 3- Timeiness
- 4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops

Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: VILLALUZ Z. ACEDO *Mgrrm*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Jan 26, 2018 Feb 6, 2018 March 6, 2018 May 7, 2018 June 25, 2018	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 26, 2018 Feb 6, 2018 March 6, 2018 May 7, 2018 June 25, 2018			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:

*[Signature]*  
Immediate Supervisor

Noted by:

*[Signature]*  
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VILLALUZ Z. ACEDO  
Performance Rating: Outstanding

Aim: Making of Fundable Research Proposal

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 30, 2018

First Step:  
Secure priority research areas from funding agencies  
Writing of research proposals, publish article in Journal  
Conduct and monitoring of 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: July 1, 2018 Target Date: December 31, 2018

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 in presented in related scientific conferences  
Terminal reports prepared

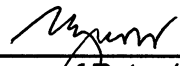
Final Step/Recommendation:

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