

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Daniel Leslie S. Tan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		4.00 x50%= 2.00	
Students (50%)		4.00x50% = 2.00	
TOTAL for Instruction	25%	4.00 X 0.25 =	1.00
Research	50%	5.00 X 0.50 =	2.50
Extension	20%	5.00 x 0.20 =	1.00
Production	5%	5.00 X 0.05 =	0.25
TOTAL	100 %		4.75

EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

DANIEL LESLIE S. TAN  
Name of Faculty

Reviewed by:

ERLINDA A. VASQUEZ  
Department Head

Approved:

OTHELLO B. CAPUNO  
Vice President for Research and Extension

# **"Exhibit B"**

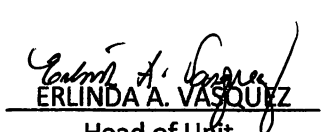
## **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **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 January 1, \_\_\_\_\_ to June 30, \_\_\_\_\_, 2018.

  
**DANIEL 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>	<p>To teach courses in undergraduate/graduate programs in Food Science and Related Courses</p> <p>To act as Thesis/OJT adviser/ Committee member to HS/BSAE/MSAE students</p>	<p>FTE</p> <p>No. of Advisees</p> <p>No. of Thesis Committee serving as Member</p>	<p>5.00 FTE</p> <p>2 BSAE Under-graduate student</p> <p>2 BSAE Student</p>	<p>Courses handled: AEng200a.4 – FIELD PRACTICE AEng244 – Drying and Storage of Agricultural Products (Lecture &amp; Laboratory) AEng200 – Undergraduate Thesis Adviser to 5 Field Practice BSAE students</p> <p>Committee Member to 2 BSAE Thesis Students Adviser to 4 High School students</p>	5	5	5		
<b>Research Services</b>	<p>To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports</p>	<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</li> <li>No of publications</li> <li>Number of reports: Year-end reports</li> <li>Research proposals made</li> <li>Attendance to Conferences</li> </ul>	<p>13.5 units</p> <p>Php 1,000,000</p> <p>1 technology To be generated</p> <p>1 article submitted for publication</p> <p>2 reports</p> <p>1 proposal submitted for funding</p> <p>1 National Conferences</p>	<p>2 Projects and 3 Component Studies Proj Ldr and Comp Leader: "Enhancement of Food and Nutrient Security through Food Diversification: Dev. of Extruded Products from Cassava"(P3.878M)-extended for 3 months Proj. Ldr and Comp Ldr: Dried Cassava Grates Processing And System Optimization (P2.996M)-extended for 1 yr Comp Ldr: SP-ISP: Mechanized Zero waste processing system (P3.832M) Project Leader: "Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops" (P4.9M)</p> <p>Technologies Generated: - Improved Portable Vacuum fryer (twin-cylinder) - Vacuum fried SP products 2 Articles submitted for publication to 4<sup>th</sup> AFSA Int'l Conference</p> <p>2 reports of Projects (Terminal Report DOST Technicom, and 3 RDE Evaluation Reports 1 proposal submitted to DOST-Technicom</p> <p>NRCP Annual Scientific Conference and 85<sup>th</sup> General Membership Assembly, 14March2018, PICC Manila</p>	5	5	5		

<b>Extension Services</b>		<ul style="list-style-type: none"> <li>• Technical expert service conducted as resource person</li> <li>• Number of Papers reviewed for publication</li> </ul>	Resource Person to 1 training/seminar  1 paper	Seminar on "Unite, Engage, Empower: Building the Foundation Towards Technological Advancement, Economic Progress, and Sustainable Development" during the College of Engineering Week 2018 (Feb. 22, 2018) Reviewed 1 paper from Tarlac University of Agriculture Reviewed 2 papers from SLSU	5	5	5	5	
<b>Production/Income-Generating Projects</b>		<ul style="list-style-type: none"> <li>• Production of cassava flour and grates</li> <li>• Fabrication of root crops processing machines</li> </ul>	Process 1 ton cassava flour and grates  Fabricate 1 unit processing equipment	Processed about 1 ton of cassava products  Fabricated 2 units of vacuum fryers.	5	5	4	4.67	
<b>Administrative Services</b>	Do other duties assigned by Supervisors								
<b>Total Over-all Rating</b>				<i>Outstanding</i>					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>		<i>Outstanding</i>

**Comments & Recommendations for Development Purpose:**

Needs to write a paper for publication

Evaluated and Rated by:

*Erinda 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: DANIEL LESLIE S. TAN

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:

Erlinda A. Vasquez  
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DANIEL LESLIE S. TAN  
Performance Rating: Outstanding

Aim: Improve in the implementation of the approved research projects, especially the procurement of the equipment, supplies and materials.

Proposed Interventions to Improve Performance:  
1) Improved monitoring in the procurement of equipment, supplies and materials.

Date: Jan 1, 2018 Target Date: June 30, 2018

First Step:  
1. Make PR of the equipment, supplies and materials needed for the whole year at the start of the project implementation  
2. Always monitor and make follow-up of the status of the Purchase Requests every week at different offices/units where the purchase requests pass through

Result:  
1. Early or guaranteed availability of the equipment, supplies and materials needed

Date: July 1, 2018 Target Date: December 30, 2018

Next Step:  
1. Study the process flow in the procurement process. Coordinate with concerned offices

Outcome: Research project completed with all the objectives met

Final Step/Recommendation:  
Prepare paper out of research conducted for publication.

Prepared by:  
ERLINDA A. VASQUEZ  
Unit Head

Conforme:  
Name of Ratee/Faculty/Staff