

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Vasquez, Erlinda A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
Students (50%)		$5.0 \times 50\% = 2.5$	
TOTAL for Instruction	25%	$5.0 \times 0.25 =$	1.25
Research	50%	$5.0 \times 0.50 =$	2.50
Extension	20%	$5.0 \times 0.20 =$	1.00
Production	2%	$5.00 \times 0.02 =$	0.10
Administration	3%	$5.0 \times 0.03 =$	0.15
TOTAL			5.00

EQUIVALENT NUMERICAL RATING:

5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.00

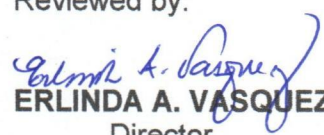
ADJECTIVAL RATING:

Outstanding

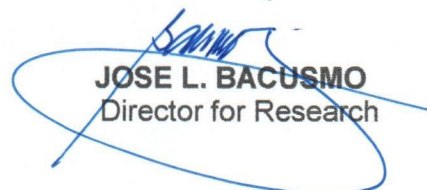
Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II

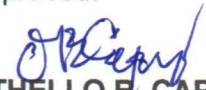
Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research


Approved:


OTHELLO B. CAPUNO
VP for R&E


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLINDA A. VASQUEZ, 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, 2020 to December 31, 2020.


ERLINDA A. VASQUEZ
 Ratee

Approved:


OTHELLO B. CAPUNO
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Advanced & Higher Education Services	FTE: Courses Assigned	Teach 1 Ento subject (Lec & Lab) &	1	Courses taught:					
		Prepare abridge syllabus		PProt 132 Lec & Lab (111					
		Prepare Teaching and Learning Guides for online and offline classes	1	students in 7 Lectures	5	5	5	5.00	
		Prepare lab manual		in module; 2 lab online					
		Advise/guide students on thesis concerns	2	Ento 111 lec & lab (20	5	5	5	5.00	
	Number of Student Research Advising		2	students Lecture online and 6 students in module					
				Entom213 lec and Lab (3 graduate students online)	5	5	5	5.00	
				3 Learning guides and 3 Lab Manuals prepared and printed	5	5	5	5.00	
			1	2 Undergraduate and 1 MS thesis advisees					
					5	5	5	5.00	
	Thesis Outline corrected	Thesis Outline	1	2 Undergraduate					

MFO 2. Research Services	Research projects conducted/implemented	Project Leader of Research projects conducted/implemented	2 Projects	3 Projects	5	5	5	5.00	
	Project Proposal submitted for funding	Prepare research proposal for submission to funding agencies	1/per yr	2	5	5	5	5.00	
	Number of Outputs presented during Annual Review by funding agency	Papers presented : National Local	1 1	2 2	5	5	5	5.00	
MFO 3. Extension Services	Deliver technologies through radio program	Rootcrops pest management	1	5 (2 per month since August 2000)	5	5	5	5.00	
	Video production of pest management technologies		1	1					
	Technical expert service	IPM	1 Seminar	3 (TAU, BPI & DOST 8)	5	5	5	5.00	
	Member -National Technical Working Group on Cassava and DA-BAFS Cassava Standards	TWG	2	2	5	5	5	5.00	
	Technologies generated and disseminated		1	2	5	5	5	5.00	
MFO 4. Production Services (Resource Generation)	Propagation/Maintenance of Quality Planting Materials of Rootcrops	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops	3 Rootcrops	3 Rootcrops	5	5	5	5.00	
	Sweetpotato Weevil Pheromone	2. Sweetpotato Weevil Pheromone			5	5	5	5.00	
MFO 5. Administrati ve Functions	Number of meetings attended as Director of PhilRootcrops	Attendance	4	10	5	5	5	5.00	
	Number of meetings presided as Director	Monthly meeting	6	6	5	5	4	5.00	
	Number of meetings presided as Head of Pest	Monthly meeting with RAs and laborers	6	8	5	5	5	5.00	

	Management Section								
	Number of MOUs facilitated related to approved projects	MOU facilitation	0	1 (LGU-Baybay City)	5	5	5	5.00	
	Prompt and speedy signing/ actions of administrative and financial documents	100% documents signed and acted within two days without zero complaint		100%	5	5	5	5.00	
Total Over-all Rating								5.00	

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


Comments & Recommendations for Development Purpose:

: To prepare paper for publication
 : To avail of sabbatical leave (Rest & Recreation)


Evaluated and Rated :

Recommending Approval:

Approved by:


 JOSE L. BACUSMO
 Director for Research and Extension

Date: _____


 JOSE L. BACUSMO
 Director for Research

Date: _____


 OTHELLO B. CAPUNO
 Vice President for Research & Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Name of Personnel: **ERLINDA A. VASQUEZ** *Erlinda A. Vasquez*

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one discussion on project/program progress/university,s concerns	Monthly PRDC meeting July 6, 2020 Sept 14, 2020 Nov 9, 2020	Issuance of memoranda		Attendance to PRDC monthly Meetings by the members of Research and Development Council
Coaching	Research proposal for submission to funding agencies	One-on-one discussion on project progress Group coaching during PRDC Meetings			Proposal prepared and submitted to funding agencies New proposal for evaluation

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for R & E

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ERLINDA A. VASQUEZ**
 Performance Rating: **Outstanding**

Aim: To become an effective researcher, professor and administrator.

Proposed Interventions to Improve Performance:

Date: July 1, 2020

Target Date: Dec 31, 2020

First Step:

-
- Implements on-going research projects
Prepares proposals based on the different thrusts of the funding agencies.
 - Prepares papers for publication
 - Prepares terminal reports
 - Performs instruction and student advising to Plant Protection and Biotech students (graduate and undergraduate)
 - Conducts meetings with PRDC, research assistants/ aides, administrative staff and laborers

Result:

-
- Research projects implemented and subjected to annual review by OVPRE
 - Proposals prepared and submitted for review and funding to DA-BAR
 - Papers for publication in progress
 - Terminal reports and AFRs
 - Served as professor and student advisers to graduate and undergraduate students
 - Conducted meetings with faculty, staff and laborers
-

Date: Jan 1, 2021

Target Date June 30, 2021

Next Step:

-
- Meeting with PRDC, staff and laborers for RDE activities and setting up of targets for the year
 - Follow-up the status of submitted proposals to the different funding agencies
 - Submits papers for publication
 - Attends managerial trainings to enhance skills in management and administration
 - Prepares terminal reports and AFRs of research projects
-

Outcome: Proposal approved for implementation
 Presented outputs in different scientific gatherings (national and international)
 Paper for submission to scientific journals
 Terminal reports and AFRs
 Enhanced skills in leadership, management and administration

Final Step/Recommendation:

- To maintain performance and or exceed the current performance; to submit more proposals and continue doing the assigned functions in research, extension, production and administration
- To attend managerial trainings / capability build-up trainings.

Prepared by:

O. Capuno
OTHELLO B. CAPUNO
VP for Res and Ext

Conforme:

Eulink A. Laguna

Name of Ratee/ Faculty/Staff