

## SUMMARY LIST OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSA OPHELIA D. VELARDE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
Head/Dean (50%)	4.6	$4.6 \times 50\% = 2.3$	
Students (50%)	4.5	$4.5 \times 50\% = 2$	
Total for Instruction	25%	$4.3 \times 25\% = 1.075$	1.1
2. Research	10%	$5.0 \times 10\% = 0.5$	0.5
3. Extension	3%	$5.0 \times 3\% = 0.15$	0.2
4. Production	2%	$5.0 \times 2\% = 0.1$	0.1
5. Administration	60%	$5.0 \times 60\% = 3$	3.0
TOTAL	100%		4.83

EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING:

Outstanding

Prepared by:

  
ROSA OPHELIA D. VELARDE

Name of Faculty

Reviewed by:

  
ANTONIO P. ABAMO

Director for Extension

oic  
1/26/23

Recommending Approval:

  
ALAN B. LORETO

Director for Innovation


Approved:

  
MARIA JULIET C. CENIZA


Vice President for Research,  
Extension & Innovation

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

I, **Rosa Ophelia D. Velarde**, of the **Office of the Director for Research** 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- DECEMBER, 2022**

  
ROSA OPHELIA D. VELARDE  
Ratee  
Date: 12-23-22

Approved:

  
MARIA JULIET C. CENIZA  
Head of Unit  
Date: 12-23-22

MFO No.	MFO Description	Success Indicator (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 2: ADVANCED AND HIGHER EDUCATION SERVICES										
MFO 1 – Curriculum Program Management System	P1. Total FTE monitored	Handle assigned courses to students	4 students	AGEX 247 - 12	5	5	4	4.6		
				ADED 222 - 5	5	5	4	4.6		
	P2.No. of instructional materials developed	Develop instructional materials	1	2	5	5	4	4.6		

	P3. Number of virtual classrooms created and operationalized	Develop virtual classrooms	1	2	5	5	5	5	
	Number of student Research Advisee	To advise/guide undergrad students in their BS theses	1 student	Graduate Student - 1 (as GAC Member)	5	5	5	5	
<b>UMFO 3: RESEARCH SERVICES</b>									
<b>Research Program Services</b>	A. Year 2023 R & D agenda /program Review  PI.1 R & D Agenda and programs and resource allocation revisited and harmonized with SDGs	R and D agenda and programs assessment and reviewed and harmonization with SDGs	30	24	5	5	5	5	
	PI.2 Number of ongoing and completed R and D programs/projects periodically monitored and evaluated	Quarterly and semi-annual and annual R & D monitoring, review and evaluation	10	128	5	5	5	5	
	Number of institutional Annual R and D In house review conducted	To coordinate and supervise monitoring and evaluation of implemented R&D program/ projects	1	111	5	5	5	5	



	PI.3. Number of research proposals facilitated for review and funding locally and externally	R & D proposals review in coordination with the Technical Working Groups	7	31	5	5	5	5	
	Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter	To supervise the monitoring of published research outputs and presented in scientific fora	40 R & D projects with publishable products	101	5	5	5	5	
	Amount of generated research money approved from institutional and external research recorded and monitored funding	<p>To supervise the monitoring of generated research funds:</p> <p>a. Externally funded research projects</p> <p>b. Institutionally funded research projects including those under the internationalization program in coordination with the Office of the President and</p>	<p>5M</p> <p>35M</p>	<p>73,840,767.62M (Budget Until the Project Ends)</p> <p>1,900,000M-(ISR) 24, 205,000M-(GAA) 49,115,412.7M-(IP) 1,073,710.40M-(FTP)</p>	5	5	5	5	

		Management Office							
	Number of monitored R and D collaboration/ partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	To coordinate the forging and monitoring of R&D program partnerships	10	23	5	5	5	5	
<b>Research Faculty Development Services</b>	Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To coordinate the supervise monitoring of capability program for R&D	4	(PHD and MS) Research Office - 1 Colleges - 1 Research Centers - 7	5	5	5	5	
	Number of seminars /trainings/conventions /workshops coordinated/ conducted/participated	To coordinate and monitor R&D Fora participation/ involvement							
		a. R&D projects papers, posters, presentation In House Review for regional symposia	30	19	5	5	5	5	
		b. Participation in R & D Workshops/ Webinars, and other scientific fora	10	15	4	4	4	4	

		Local	5	14	5	5	5	5	
		International	2	1	5	5	5	5	
		c. Research projects monitored/facilitated and trainings coordinated for review (During the Annual In-House Review)	35	111	5	5	5	5	
<b>RDE Network Monitoring and coordination</b>	Number of monitored and recorded RDE network and partnership	Reconciling and establishing systematic records of VSU's RDEI networks and collaborative partnerships	1 network 5 collaborative partnerships	3 collaborative partnerships	5 5	5 5	5 5	5 5	
<b>Extension Services</b>	Number of extensions cum research projects assisted and monitored	To provide financial assistance and monitor extension cum research projects	2	2	5	5	5	5	
<b>Administrative Services</b>	Research office manpower review	Office staffing and manpower tasking reviewed and tasking done	9	9	5	5	5	5	



	Number of personnel supervised and job performance monitored/evaluated	To manage office operations and supervise personnel functions, monitor and evaluate job performance	5	8	5	5	5	5	
	Number of registered & research projects supervised	To supervise the recording and evaluation of implemented research programs/projects	42	128	5	5	5	5	
	Number of documents/papers acted	To review and act on office personnel' outputs:  a. Communications /notices and documents	300	455	5	5	5	5	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	b. Vouchers, payrolls, trip tickets and job request	40	368	5	5	5	5	
	Number of documents research reports prepared reproduced, released, and facilitated	c. Reproduction of research reports	10	307	5	5	5	5	
	Number of guests/researchers actual office transactions attended	To attend the actual office transactions of guests/faculty researchers	10	14	5	5	5	5	

	Number of research related meetings attended/represented	To attend and represent in institutional and interagency membership	5	39	5	5	5	5	
	Number of generated reports/research knowledge management outputs	To coordinate with KMU head and staff the preparation and packaging of R & D knowledge management outputs	1	1	5	5	5	5	
	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACCUP, COPC, etc. supervised	To oversee the recording and retrieval of office files	10	5	5	5	5	5	
	Building maintenance and office space improvement in accordance to IATF health protocol	Building and office space maintenance and ensure healthy office work and environment	2	2	5	5	5	5	
<b>Total Over-all Rating</b>								<b>4.91</b>	
<b>Average Rating</b>									
<b>Adjectival Rating</b>									



Evaluated & Rated by:

  
**MARIA JULIET C. CENIZA, Ph.D.**

Immediate Supervisor

Date: 12-23-22

Recommending Approval:

  
**MARIA JULIET C. CENIZA, Ph.D.**

Vice President for Research,  
Extension & Innovation

Date: 12-23-22

*Very commendable. Has surpassed the targets. Very delight + hardworking.*

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **ROSA OPHELIA D. VELARDE**

Performance Rating: **Outstanding**

Aim: To improve and attain outstanding employee and office performance in support to the the overall function of the Office of the Vice President for Research, extension, and Innovation (OVPREI).

**Proposed intervention to Improve Performance:**

Date: **01 April 2022**

Target Date: **30 June 2022**

**First Step:**

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1. Assessment of previous year's program and R&D management accomplishments.
  2. Identify gaps and relevant needs.
  3. Prioritize the need for actions to be taken.
  4. Coordinate with various units in revisiting the R and D Agenda for R & D program planning.
  5. Coordinate with TWGs technical review of proposals and for the R&D Annual In-House Review CY 2022.
  6. Coordinate with Researchers, Research Centers and College Units for the upcoming Level I In-House Review.
  7. Coordinate R & D program and management periodic monitoring and evaluation.
  8. Coordinate data retrieval and packaging as required for different programs and institutional accreditations (ISO, AACUP, RQAT, COPC, AUN).
  9. Coordinate R&D Capability building.
  10. Supervise office personnel for quality performance.

**Result:**

1. Achievement of office personnel in providing required data for planning, resource allocation, and operations management.
2. Provision of budget for programs/projects operations.
3. Improved/corrected process of quarterly monitoring of program/projects accomplishments in proper order as per ISO approval.
4. Improved office personal quality performance and service delivery.
5. Immediately addressed problems /issues.

Date: 01 July 2022

Target Date: 31 December 2022

Next Step:

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1. Coordinate for 3<sup>rd</sup> and 4<sup>th</sup> Quarters of the R & D program and manage periodic program/projects monitoring and evaluation.
2. Coordinate monitoring and evaluation of R & D human resource project accomplishment in terms of reports, published and cited articles, attendance/participation in R & D fora, recognitions and awards, etc.
3. Supervise R & D review of proposed, ongoing, and completed programs/projects by unit in preparation for university-wide R&D In-House Review.
4. Supervise by unit and Institutional R&D In-House Review in coordination with appropriate regional Consortia: VICARP- RRDEN, EVHRDC, EVCIERD, CHED Region 8.
5. Benchmark better opportunities with other academic institutions and agencies on R & D harmonization addressing sustainability, future thinking, and management approach, programming, monitoring and evaluation, and partnerships.
6. Coordinate R&D Capability building.
7. Call for R & D proposals for 2023 funding.
8. Coordinate with TWGs in revisiting medium-term institutional R & D agenda and programs.
9. CY 2023 budget review and consultation with proponents.
10. Coordinate submission of year/annual R & D report.
11. Coordinate with unit heads the preparation and packaging of R & D knowledge products.
12. Office consultation/management meetings for further performance improvements.

*Result:*

Planned activities carried out, and expected outputs produced and reported for higher policy and decision-makers, end-users; R & D programs /projects reviewed and packaged for CY2023 operations; increased number of upgraded R & D manpower, and facilities; improved performance of office personnel and office services.

*Outcome/s:*

Improved R & D program and office operations and management and delivery of services to end-users (R & D Units, researchers, others).

*Final Step/Recommendation:* Maintain or exceed current performance



Prepared by:

  
**MARIA JULIET C. CENIZA**  
Immediate Supervisor

Conforme:

  
**ROSA OPHELIA D. VELARDE**  
Faculty Employee