

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%)		$4.60 \times 50\% = 2.3$	
Students (50%)		$4.50 \times 50\% = 2.25$	
Total for Instruction	25%	$4.55 \times .25\% = 1.13$	1.18
2. Research	10%	$5 \times .10 = 0.5$	
3. Extension	3%	$5 \times .03 = 0.15$	1.25
4. Production	2%	$5 \times .02 = 0.1$	
5. Administration	60%	$5 \times .60 = 3$	1.0
TOTAL	100%		4.83

EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: Outstanding

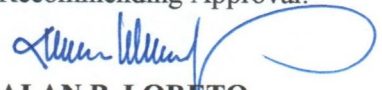
Prepared by:


ROSA OPHELIA D. VELARDE
Name of Faculty

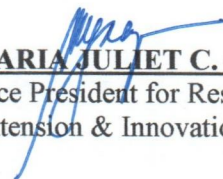
Reviewed by:


ANTONIO R. ABAMO
Director for Extension

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 **JANUARY- JUNE, 2022**


ROSA OPHELIA D. VELARDE
Ratee
Date: 07-12-22

Approved:


MARIA JULIET C. CINEZA
Head of Unit
Date: 07-12-22

MFO No.	MFO Description	Success Indicator (SI)	Tasks Assigned	Targets (Jan-Dec 2022)	Actual Accomplishment (Jan-June 2022)	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 2: ADVANCED AND HIGHER EDUCATION SERVICES										
MFO 1 – Curriculum Program Management System	P1. Total FTE monitored		Handled assigned courses to students	Grad students DAEX147 4 Student	Grad students DAEX147 Student - 2	5	5	4	4.6	
					DAEX222 - 2	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	Under graduate student -1 Graduate student -0	Under graduate student - 2 Graduate student - 1 (as GAC Member)	5 5	5 5	5 5	5 5	
UMFO 3: RESEARCH SERVICES									
Research Program Services	A. Year 2021 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	7	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	148	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	1	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	32	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 for a	40 R&D projects with publishable products	46	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 the utilized 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 Finance and Management Office</p>	<p>5M</p> <p>35M</p>	<p>67,137,257M (Budget Until the Project Ends)</p> <p>1,900,000M-(ISR) 24,205,000M-(GAA)</p>	5	5	5	5	
	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	19	5	5	5	5	
Research Faculty	Number of faculty pursuing advanced	To coordinate the supervision and	4	2	5	5	5	5	

Development Services	research degree programs (MS) facilitated, monitored and assisted	monitoring of capability program for R&D in coordination with different research centers and colleges							
	Number of seminars/ trainings/conventions/ workshops coordinated/ conducted/participated	<p>To coordinate and monitor R&D Fora participation/involve ment</p> <p>a. R&D projects papers, posters, presentation In House Review for regional symposia</p> <p>b. Participation in R & D Workshops/ Webinars, and other scientific fora</p> <p>Local</p> <p>International</p> <p>c. Research projects monitored/facilita</p>	<p>30</p> <p>10</p> <p>5</p> <p>2</p> <p>35</p>	<p>20</p> <p>7</p> <p>2</p> <p>1</p> <p>(To be Conducted)</p>	<p>5</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p>	<p>5</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p>	<p>5</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p>		

		ted and trainings coordinated for review (During the Annual-In-House Review)							
RDE Network Monitoring and coordination	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	2 network 3 collaborative partnerships	5 5	5 5	5 5	5 5	
Extension Services	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	
Administrative Services	Research office manpower review	Office staffing and manpower tasking reviewed and tasking done	9	6	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/studies supervised	To supervise the recording and evaluation of implemented	42	148	5	5	5	5	

		research programs/projects							
	Number of documents/papers acted	To review and act on office personnel' outputs: a. Communications ,notices and documents	300	1,773	5	5	5	5	
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted	b. Vouchers, payrolls, trip tickets and job request	40	50	5	5	5	5	
	Number of documents research reports prepared reproduced, released, and facilitated	c. Reproduction of research reports	10	10	5	5	5	5	
	Number of guests/researchers actual office transactions attended	To attend the actual office transactions of guests/faculty researchers	10	16	5	5	5	5	

	Number of research related meetings attended/represented	To attend and represent in institutional and interagency membership	5	10	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	4	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	36	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	1	5	5	5	5	
Total Over-all Rating								4.93	
Average Rating									
Adjectival Rating									

Evaluated and Rated by:

MARIA JULIET C. CENIZA, Ph.D.

Immediate Supervisor

Date: 07-12-22

Recommending Approval:

MARIA JULIET C. CENIZA, Ph.D.

VP for Research, Extension
& Innovation

Date: 07-12-22

*Hard working. Commendable
outputs! Keep up!*

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: **03 January 2022**

Target Date: **30 March 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. Recomposition of R & D Technical Working Groups.
 6. Call for Proposals for CY 2023 funding.
 7. Coordinate with TWGs technical review of proposals.
 8. Coordinate with FMO financial review for R & D budget allocation.
 9. Coordinate with FMO and OVPREI Vice President Allocation and release of funds for research program and management operations.
 10. Coordinate R & D program and management periodic monitoring and evaluation.
 11. Coordinate data retrieval and packaging as required for different programs and institutional accreditations (ISO, AACUP, RQAT, COPC, AUN).
 12. Coordinate R&D Capability building.
 13. 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: April 01, 2022

Target Date: 30 June 2022

Next Step:

1. Coordinate for 1st and 2nd 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