



Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Quevedo, Marcelo A.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		5.0 x 50% = 2.50	
Students (50%)		5.0 x 50% = 2.50	
TOTAL for Instruction	25%	5.00 X 0.25 =	1.25
Research	50%	5.0 X 0.50 =	2.50
Extension	20%	4.67 x 0.20 =	0.93
Production	5%	5.0 x 0.05 =	0.25
TOTAL			4.93

EQUIVALENT NUMERICAL RATING:

4.93

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.93

ADJECTIVAL RATING:

Outstanding

Prepared by:

MARIA ELSA M. UMPAD
Administrative Officer II

Reviewed by:

ERLINDA A. VASQUEZ
Director

Approved:

OTHELLO B. CAPUNO
VP for R&E

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARCELO A QUEVEDO, 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 Jan 1, 2019 to June 30, 2019

MARCELO A QUEVEDO

Ratee

Approved:

ERLINDA A. VASQUEZ

Head of Unit

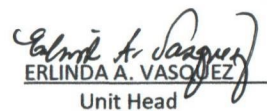
MFO & PAPs	Success Indicators	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE Number of Student Research Advising	4.0 Teach , Hort 252, Hort 211 1 BSA (Hort) students	Taught Hort 211, Hort 252 and Hort 311 4 BSA (Hort) students 1 PhD	5	5	5	5	
Research Services	• Number of Outputs Presented in Regional/ National/ International Fora /Conferences Addendum:	2	1 research output presented at National Level 2 published articles (Nitrogen uptake by sago palm (Metroxylon sagu Rottb) in Leyte of the Philippines. In Sago Palm 26(2): 29 – 36. Wind-resistant characteristics of native and Indonesian tissue-cultured sago palms (Metroxylon sagu rothb.) in Leyte, Philippines. In Sago Palm 27:1-18.	5	5	5	5	
Extension Services	Number of person-days trained	At least 90% of the requested training will be conducted on specified time with no valid complaint	No valid complaint	5	5	4	4.67	
Administrative Services	DTR signed Number of PRDC meetings attended	100 % of documents processed and acted within two days with zero complaint 90% of scheduled meeting will be attended	No valid complaints Attended at least 90% of the scheduled meetings attended	5	4	4	4.33	
Total Over-all Rating								4.75

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations
for Development Purpose:**

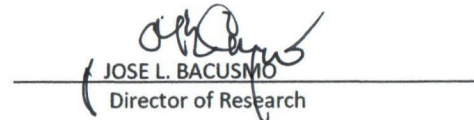
To prepare and submit research proposals

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Unit Head

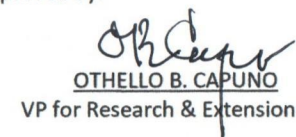
Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director of Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
VP for Research & Extension

Date: _____

1 – quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PhilRootcrops


Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: MARCELO A. QUEVEDO 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Jan 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance 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 7, 2019 March 1, 2019 April 1, 2019 May 20, 2019 June 17, 2019			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
Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARCELO A. QUEVEDO**Performance Rating: **Outstanding**

Aim: To implement on-going research projects
To come up with approved proposals for funding and implementation

Proposed Interventions to Improve Performance:

Date: January 1, 2019Target Date: June 30, 2019

First Step:

Implements on-going research projects
Prepares proposals based on the different thrusts of the funding agencies.
Prepares papers for publication
Attends trainings that will enhance skills in leadership, organizational management and effective administration

Result:

-
- Implemented scheduled activities of the research projects
 - Prepared and submitted proposals for funding
 - Paper for publication on progress
 - Served as professor and student adviser of Horticulture students
-

Date: July 1, 2019Target Date: Dec 31, 2019

Next Step:

Follow-up the status of submitted proposals to the different funding agencies (DA-BAR, PCAARRD)
Submits papers for publication

Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)

Outcome: Approved proposal for DA-BAR funding and for implementation in CY 2020 funding next year

Paper accepted for publication by refereed journals

Research paper presented in any scientific gatherings

Terminal reports of research projects

Final Step/Recommendation:

To maintain performance and or exceed the current performance; to submit more proposals and continue doing four fold functions of instruction, research, extension and production.

To attend trainings that will enhance skills in leadership, management and administration.

Prepared by:


ERLINDA A. VASQUEZ
Director

Conforme:


Name of Ratee Faculty/Staff