

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Tan, Daniel Leslie S.**

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%	$4.67 \times 0.02 =$	0.09
Administration	3%	$5.0 \times 0.03 =$	0.15
TOTAL			4.99

EQUIVALENT NUMERICAL RATING:

4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.99

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:


PRECILA D. CONTERO
Temp. Administrative Officer


LISA I. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for REI

"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 Jan 1, 2021 to June 30, 2021.


DANIEL LESLIE S. TAN
Ratee

Approved:


LISA LARCE
Assistant Director


EDGARDO E. TULIN
Director

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Instruction services	To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	2 MSAE student	Thesis Adviser: 2 MSAE Students 1. Nilo Leorna 2. Mary Rose Boston	✓	✓	✓	✓	
	To teach BSABE Courses	No. Courses/ Students taught	1 Course	Taught ABEn200.1/ 41 Students					
Research Services	To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	<ul style="list-style-type: none"> Research workload units conducted Amount/value of research funds/resources externally generated 	13.5 units Php 1,000,000	4 Projects and 3 Component Studies Proj Ldr and Comp Leader: Technical and System Improvement of the Portable Extruders for Rootcrop Products (P4,090,573.44) Proj Ldr and Comp Ldr: "Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops" (P4.9M) Pro Ldr and Comp Ldr: Development of Business Plans, Promotion and Commercial Production of the Improved Portable Extruders for Puffed and Chippy Products (>P4M) Project Leader: "Enhancing the	✓	✓	✓	✓	

		<ul style="list-style-type: none"> • Proposal Submitted • Technologies Generated • Submit articles to refereed journals 	<p>1 proposal</p> <p>1 Technology</p> <p>1 journal article</p>	<p>Development of Sweetpotato Food Value Chains in Central Luzon, Albay, Leyte and Samar, and Linking with Related Industries Phase 2" (P5M)</p> <p>Project and Study Leader: Pilot Testing of Portable Vacuum Frying System for Mushroom and Portable Extruders for Rice-based Products in Central Luzon (P1.3M)</p> <p>Proposal Submitted and Approved:</p> <ol style="list-style-type: none"> 1. Project Leader: Development of an Automated Drying System for Cassava Grates Using a Real-time Moisture Content Sensor 2. Component Leader: Enhancing the resilience of the communities at risk to natural hazards. <p>Technologies Generated:</p> <ul style="list-style-type: none"> - Improved Cutter blade for SP vacuum fried chips <p>Submitted 1 journal article to PSABE Journal: Vacuum-Fried Sweetpotato Products Processing System</p>					
Extension Services	To share technologies/information	<ul style="list-style-type: none"> • Technical expert service conducted as resource person 	Resource Person to at least 1 training/seminar	<p>Presented 2 oral papers to the 70th PSABE Annual Conference, April 27-28, 2021, Virtual:</p> <ol style="list-style-type: none"> 1. Vacuum-Fried Sweetpotato Products Processing System 2. Development of the Portable Extruders and Extruded Cassava Products 	5	5	5	5	
Production/Income-Generating Projects	Fabricate processing machines for clientele	<ul style="list-style-type: none"> • Fabricate processing machines 	Fabricate at least 2 processing machines	Facilitated the fabrication of processing machines for Surigao del Sur: Grater, Spinner, Solar Dryer	4	5	5	4/6/21	
Administrative Services	Do other duties assigned by Supervisors	Committee Membership	3 committees	Chairperson, Investigation Committee (IC#419)					

				Risk Manager Leader, University Inspectorate Team for Infrastructure Projects of VSU Member, BAC Member, PhilRootcrops Personnel Committee Member, IPR Committee Member, Safety and Health Committee Member, ISO Top Management Committee Chairman, Crisis Management Committee					
	Director, Planning and Infrastructure Development and Monitoring	Facilitate the Strategic Plan Revisit, Plan and Monitor Infra Projects		Preparing for the Strategic Plan Revisit, and Institutional Plan Prepared and submitted consolidated infra proposals to NEDA and DBM, Monitored/monitoring 6 infra projects.	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for
Development Purpose:**

To organize & prepare MRs for
turn-over to the Director
or VSU.

Evaluated and Rated by:


EDGARDO E. TULIN
Director

Date: _____


LISA L. ARCE
Asst. Director

Date: _____

Recommending Approval


ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
VP for Research and Extension

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **DANIEL LESLIE S. TAN**

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 Jan. 28, 2021 Feb. 16, 2021 March 4, 2021 March 29, 2021 May 7, 2021 June 2, 2021	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:

 
LISA I. ARCE / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DANIEL LESLIE S. TAN**

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: Jan 1, 2021

Target Date: June 30, 2021

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 Agricultural Engineering students
-

Date: July 1, 2021

Target Date December 31, 2021

Next Step:

-
- Follow-up the status of submitted proposals to the different funding agencies
 - Submits papers for publication
 - Attends related trainings / conferences on appropriate discipline; trainings on capacity building (leadership, organizational management and administration)
-

Outcome: Approved proposal for funding and for implementation
Paper accepted for publication by refereed journals
Research paper presented in any scientific gatherings

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:


LISA I. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Conforme:


DANIEL LESLIE S. TAN
Name of Ratee/Faculty/Staff