

**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%)		$5.00 \times 50\% = 2.50$	
Students (50%)		$4.50 \times 50\% = 2.25$	
TOTAL for Instruction	25%	$4.75 \times 0.25 =$	1.19
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%	$4.92 \times 0.03 =$	0.15
TOTAL			4.94

EQUIVALENT NUMERICAL RATING:

4.94

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:


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, ERLINDA A. VASQUEZ, of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2021 December 31, 2021.


ERLINDA A. VASQUEZ
Ratee

Approved:  
LISA J. ARCE/ EDGARDO E. TULIN
Asst. Director/ Director

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 taught	Handles 1 Entom graduate course per semester	1 Lec and 1 Lab	Taught 2 Graduate courses (Ento 262-Insecticide Toxicology and Ento 232-Acarology) Lec and Lab Prepared updated Syllabus of the 2 graduate course based on ISO format	5	5	5	5.0	
	• Number of Student Research Advisee	Advises/guides students on thesis concerns	1 Undergraduate and 1 Graduate students	2 Undergraduate 2 Graduate	5	5	5	5.0	
	• Number of students served as GAC and SRA Chairman and Member	Corrects Thesis Outlines and Manuscripts as: Adviser Member	1 Graduate 1 Undergraduate 1 Graduate 2 Undergraduate	1 Graduate 2 Undergraduate 2 Graduate 3 Undergraduate	5	5	5	5.0	
MFO 2. Research Services	• Research projects conducted/implemented	• Implements/conducts research projects	3 Projects	4 Projects	5	5	5	5.0	
	Number of Output presented	• Presents Paper during Review	1/per yr	2	5	5	5	5.0	
		Submits to peer-reviewed	1						

	Paper for publication	journals		1 draft and 1 revision					
MFO 3. Extension Services	• Number of DA-personnel and LGU technicians trained	Trains clients in Cassava Production and Integrated Pest Mgt and other rootcrops	2	10 (through BPI - requested online training August 17, 2021)	5	5	5	5.0	
	• Number of LGU extension workers/rootcrop farmers trained	Serves as Resource Person/	15	42 (through BPI-requested online demo)	5	5	5	5.0	
	• Number of requests served technical expert	Panelist and Resource Person	2	4 (BPI- Seed Certification) 2 NSIC workshop	5	5	5	5.0	
	• Involvement in National TWG on Cassava and Rootcrops	Attends TWG meeting	1	2 NSIC Meeting	5	5	5	5.0	
	• Technologies generated and disseminated	Disseminates IPM technologies to clients	2	4 (Pheromone, preplanting treatment, mite-resistant cassava varieties and IPM)	5	5	5	5.0	
MFO 4. Production Services (Resource Generation)	• 100% of Self-liquidating project	As Project Leader of : 1. Production of Quality Planting Materials of Root Crops	5 K	10K (sweetpotato cuttings) 8K (cassava cuttings)	5	5	5	5	
		2. Sweetpotato Weevil Pheromone	50 sachets	125 sachets					
	• Amount of income generated from technologies	1. Production of Quality Planting Materials of Root Crops: Sweetpotato & Cassava	1.5K	No Order/taker (will be distributed to selected DA-RFOs in January 2022)	5	5	5	5	
		2. SPW Weevil Pheromone	3K	15 K ordered by ESED (paid thru fund transfer 15K ordered by Mr. Tria (paid directly to University Cashier)					
MFO 5. Administrative Functions	• Number of meetings presided as Head of Pest Management Section	Junior Research Staff & Laborer Meeting	1/qtr	2 in 3 rd qtr (July and 2021) 1 in 4 th quarter (Nov 2021)	5	5	4	4.67	
	• In-Charge of the Pest	Inventory of supplies and materials	1/yr		5	5	5	5.0	

Others: Assigned duties by the University	Management	Inventory of Lab Equipment and Supplies	0	1 in 6 months (Jul-Dec)	5	5	5	5	
	Number of meetings a regular member of BAC	Attendance and participation in the pre-bidding and bidding conferences and post-qualification meeting	0	96 meetings from July to Dec 2021	5	5	5	5	
	Number of meetings as member of SIAC	Attendance and discussion	(Official appointments of two additional Committees issued in mid July 2021)	3 meetings					
Total Over-I Rating					5	5	4.94	4.97	

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

**Comments &
Recommendations for
Development Purpose:**

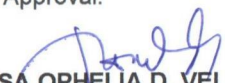
**To organize MR's and
prepare for turn-over to
the Director or VSU.**

Evaluated & Rated by:


LISA I. ARCE/EDGARDO E. TULIN
Asst Director/ Director, PhilRootcrops

Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
VP for RDEI

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. Edgardo E. Tulin & Ms. Lisa I. Arce**

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

Edgardo E. Tulin

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 June 2, 2021 July 7, 2021 Oct. 7, 2021 Nov. 26, 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
LISA I. ARCE / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLANName 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, 2021Target Date: December 31, 2021

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 Entomology students (graduate and undergraduate)
 - Conducts meetings with research assistants/ aides and laborers

Result:

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

Date: Jan 1, 2022Target Date December 31, 2022

Next Step:

- Meeting with staff and laborers for RDE activities and setting up of targets for the year
 - Submits papers for publication
 - Prepares terminal reports and AFRs of research projects
 - Prepares MRs and settle obligations in preparation for retirement.
-

Outcome:

- Proposal approved for implementation
- Presented outputs in different scientific gatherings (national and international)
- Paper for submission to scientific journals
- Terminal reports and AFRs


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
- MR and settle other obligations such as terminal reports and AFRs of projects in preparation for retirement.

Prepared by:

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

Conforme:


ERLINDA A. VASQUEZ
Name of Ratee /Faculty/Staff