

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Dr. Dilberto O. Ferraren

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%	5.0 X 0.25 =	1.25
Research	50%	4.67 X 0.50 =	2.34
Extension	20%	4.33 x 0.20 =	0.87
Production	2%	4.67 x 0.02 =	0.09
Administration	3%	5.0 x 0.03 =	0.15
TOTAL	100 %		4.70

EQUIVALENT NUMERICAL RATING: 4.70
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer
Director

Reviewed by:


ERLINDA A. VASQUEZ


Approved:


OTHELLO B. CAPUNO
Vice President for Research and Extension

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DILBERTO O. FERRAREN, of the 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 January to June, 2018.


DILBERTO O. FERRAREN
Ratee

Approved: 
ERLINDA A. VASQUEZ
Unit Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE	Teach: PBre 117, Bio22p, PBre 141	3.00	PBre 117 (23 students) Plbt111 (4 students) Bio22 (44 Students) PBre141 (12 Students) Btec 154 (12 Students)	5	5	4	4.667	
	Number of Approved Thesis Manuscript approved within the prescribed period	As Department Head	6	FTE = 13.04					
		As Adviser	2						
Research Services	Number of Outputs Presented in Regional/National/ International Fora/Conferences	Local	2	2	4	5	4	4.333	
	Number of crop/animal genetic resources conserved	Aroid and minor rootcrop germplasm curator	400	450	5	5	5	5	
		As collector and project leader of rice varieties for DPBG	5	25	5	5	5	5	

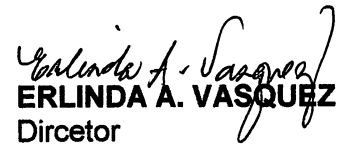
	Number of crop/animal genetic resources utilized	Plant Breeding	5	6	5	5	3	4.3333	
Extension Services	Technical Expert Services - Rootcrop Technical Working Group -Technical Consultations with farmers	- Member & Secretary	2	2	5	4	4	4.333	
Production Services	- Distribution of planting materials	-As Project Leader Taro seedpieces Sweetpotato cuttings Upland Rice/Lowland Rice	2 150 200 25 kg	4 150 1500 25kg	5	4	5	4.6667	
Administrative Services	Number of meetings attended Number of financial/administrative documents approved/acted upon within one day from receipt	As Department Head As Member and Secretary of the RCTWG As Department Head As Project Leader	6 1 20 20	6 1 20 20	5	5	5	5	
Total Overall Rating								4.6667	Outstanding

Comments & Recommendations for Development Purpose:

Needs to write down research proposal to replace the completed projects.

To write a paper out of the research results for publication

Evaluated and Rated by:


ERLINDA A. VASQUEZ
Director

Date: _____

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

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Erlinda A. Vasquez**

Number of Personnel: **Dilberto O. Ferraren**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-one discussion on project/program progress	Monthly PRDC meeting			
Coaching	Research Proposal Production for DA-BAR submission	Discussion on Production for Rootcrops. Handling the production for generating income			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Conforme:


ERLINDA A. VASQUEZ
Director


DILBERTO O. FERRAREN

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DILBERTO O. FERRAREN

Performance Rating: Outstanding

Aim: Attain skills and knowledge in performing administrative duties

Proposed Interventions to Improve Performance:

Date: First Quarter 2018 Target Date: Second Quarter 2018

First Step: 1. Attend meetings in higher level of administration and get acquainted on issues and topics besetting administration: planning, HR management, IGP

Result: Attendance in meetings was carried out, and conducts initial plans for IGP management, HR management and planning

Date: Second Quarter Target Date: Third Quarter

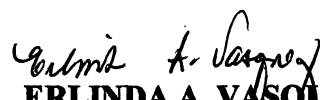
Next Step: 2. Attend trainings on PRIME HRM matters, and attend meetings with external agencies regarding budget formulation and project formulation

Outcome: Appreciated the procedure to carry out an effective and efficient management of office personnel; able to submit project proposals for evaluation yet and later for funding.

Final Step/Recommendation:

Continue learning the rigors of administrative work and appreciate the whole process of planning and project implementation

Prepared by:


ERLINDA A. VASQUEZ
Unit Head

Conforme:


DILBERTO O. FERRAREN
Name of Ratee Faculty/Staff