

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Olana, Rochelle C.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		$3.33 \times 50\% = 1.67$	
Students (50%)		$3.33 \times 50\% = 1.67$	1.9
TOTAL for Instruction	25%	3.33 $3.34 \times 0.25 =$ 3.57	0.84 0.90
Research	50%	$3.13 \times 0.50 =$	1.57
Extension	20%	$2.5 \times 0.20 =$	0.5
Production	5%	$3 \times 0.05 =$	0.15
TOTAL			3.06 3.12

EQUIVALENT NUMERICAL RATING:

3.06 3.12

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

3.06 3.12

ADJECTIVAL RATING:

Satisfactory

Prepared by:

PRECILA D. CONTERO
Temp. Administrative Officer

Reviewed by:

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

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROCHELLE C. OLANA, 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 1 to June 30, 2021.


ROCHELLE C. OLANA
 Ratee

Approved: 
LISA LARCE
 Assistant Director


EDGARDO E. TULIN
 Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	FTE	Taught courses at affiliated department	1	6.25	3	4	4	3.66	
	Number of virtual classrooms created and operationalized	Created Moodle online platform for CPrt 21	1	1	3	3	3	3	
	Student Advising and Consultation Services: Number of hours spent on student consultation	Provided time for student consultation	Not less than 8 hr	8	4	3	3	3.33	
Research Services	Number of proposal (s) developed and submitted	Prepared research proposals for university funding	1	3	3	3	4	3.33	
	Percentage of research Projects Conducted and Completed on Schedule	Conducting research (as study leader	3	3	3	3	3	3	
		Monitoring the pests and diseases incidence and prevalence for NCT (taro)	1	1	3	3	4	3.33	
		Monitoring the pests and diseases incidence and prevalence of yam germplasm	1	1	3	3	3	3	
		Monitoring the pests and diseases incidence and prevalence in cassava	1	1	3	3	3	3	
	Capability build-up trainings								

	and workshops attended	Attended trainings and workshops on research implementation and writing scientific publications (webinar/ face-to-face)	2	5					
Extension Services	Production of information materials on Pests and Diseases of Root Crops: -Draft on Handbook of Pest and Diseases of Yam	Assisted in layout and content preparation of compendium	1	1	2	2	2	2	
	Collection and photo documentation of diseases causing-pathogens of diseases of yam for content of handbook	Slide preparation and photos of pathogen and symptoms of diseases	3	4	3	3	3	3	
Production	Production of quality planting materials	Assisted in the distribution of quality planting materials of root crops: sweet potato and yam	5,000	5,000	3	3	3	3	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		3.06
ADJECTIVAL RATING		Satisfactory

Comments & Recommendations for Development Purpose:

To prepare research proposal for funding.
To attend capability build-up training in relation to conduct of research.

Evaluated & Rated by:

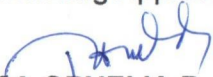

EDGARDO E. TULIN
Department/Unit Head

Date: _____


LISA I. ARCE
Assistant Director

Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
Vice President for Research, Extension,
and Innovation

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: **ROCHELLE C. OLANA**



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 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 PLANName of Employee: **ROCHELLE C. OLANA**Performance Rating: **Satisfactory**

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

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021Target Date: June 30, 2021

First Step:

-
- Implements on-going research projects
 - Prepares proposals for review and funding
 - Attends related trainings for capability build-up (research management, proposal preparation, writing scientific publications)

Result:

-
- Implemented the scheduled activities of the research projects
 - Prepared and submitted proposals for review
 - Attended capability build-up trainings
 - Served as instructor at Department of Pest Management
-

Date: July 1, 2021Target Date December 31, 2021

Next Step:

- Continue the implementation of research projects
- Follow-up the submitted proposals
- Attends capability build-up trainings
- Attend one-on-one mentoring with supervisors

Outcome:

- Research projects continuously implemented
- Instructor to Plant Protection students
- Enhanced capability in research management, proposal preparation and publication writing.


Final Step/Recommendation:

- To exceed the current performance; to submit proposals and continue doing four-fold functions of instruction, research, extension and production.
- To attend trainings on research management and implementation, writing scientific publications, etc.

Prepared by:


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

Conforme:


ROCHELLE C. OLANA
Name of Ratee / Faculty/Staff