

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Tan, Julie D.**

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	3%	$4.67 \times 0.03 =$	0.14
Administration	2%	$4.67 \times 0.02 =$	0.09
TOTAL			4.98

EQUIVALENT NUMERICAL RATING:

4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.98

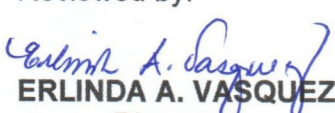
ADJECTIVAL RATING:

Outstanding


Prepared by:


MARIA ELSA M. UMPAD
Administrative Officer II

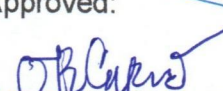
Reviewed by:


ERLINDA A. VASQUEZ
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:

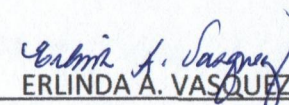

OTHELLO B. CAPUNO
VP for R&E

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE D. TAN of the Philippine Root Crop Research and Training Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2020 to December 30, 2020.


JULIE D. TAN
Ratee

Approved: 
ERLINDA A. VASQUEZ
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Instruction services	Thesis handled and Subject taught	To act as Thesis Adviser of MS Food Science Student and Teach 1 MS Subject in Food Science	1 Thesis student and handle 1 MS Food Science Subject	1 Thesis student (MS) 1 MS FTEC subject taught (FTEC 233)	✓	✓	✓	✓	
Research Services	Research workload units conducted	To conduct/implement approved research projects	10 units workload units	15 units project workload (6 projects)					
	Number of reports	Making of reports	At least 6 reports	At least 12 reports					
	Paper published	Paper for publication	1 paper submitted for publication	1 paper suspended for submission for publication until patent is applied	✓	✓	✓	✓	
	Food products developed	Food products for optimization and verification experiments	At least 2 food product for optimization and 2 food product for verification experiments	- 4 products optimized (Cassava drink, cocoyam cookies, cassava grates from fresh grates, traditional cocoyam chippy) - 3 products verified (cocoyam cookies, Yuca choco puffs, traditional cocoyam chippy)					

[illegible]

Rating								
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Average Rating (Total Over-all rating divided by 4)		
Additional Points: 1. Awards: a. Outstanding UPLB Alumnus Award (TOUA) 2020 (October, 2020) b. Regional Awardee (Group Category) – Outstanding Public Employees, CSC Pagasa – (December, 2020)		
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 University

Evaluated & Rated by:

Erinda A. Vasquez
ERLINDA A. VASQUEZ
 Dept/Unit Head

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
 Dean/Director

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
 Vice President

Date: _____ Date: _____ 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. Erlinda A. Vasquez**

Name of Personnel: **JULIE D. 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 July 6, 2020 Sept 14, 2020 Nov 9, 2020	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:


ERLINDA A. VASQUEZ
Director

EMPLOYEE DEVELOPMENT PLANName of Employee: **JULIE D. 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: July 1, 2020 Target Date: Dec 31, 2020

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 and AFRs

Result:

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

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

Next Step:

-
- Follow-up the status of submitted proposals to the different funding agencies
 - Submits papers for publication
 - Prepares terminal reports and AFRs
 - Prepares MRs and settle other obligations in preparation for retirement
-

Outcome: Approved proposal for funding and for implementation
Paper accepted for publication by refereed journals
Research paper presented in any scientific gatherings
MRs organized, terminal reports and AFRs submitted to concerned agencies

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

Prepared by:


ERLINDA A. VASQUEZ
Director

Conformer:


Name of Ratee/Faculty/Staff