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 x 50%= 2.5	
Students (50%)		$5.0 \times 50\% = 2.5$	
TOTAL for Instruction	25%	5.0 X 0.25 =	1.25
Research	50%	5.0 X 0.50 =	2.50
Extension	20%	5.0 x 0.20 =	1.00
Production	3%	4.67 x 0.03 =	0.14
Administration	2%	4.67 x 0.02 =	0.09
TOTAL			4.98

EQUIVALENT NUMERICAL RATING:

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

TOTAL NOWLENICAL NATIO

ADJECTIVAL RATING:

Prepared by:

MARIA ELSA M. UMPAD Administrative Officer II 4.98

4.98

Outstanding

Reviewed by:

EDINDA A VASOUR

Director

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO

VP for R&E

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JULIE D. TAN of the Philippine Root Crop Research and Training	ng Center commits to deliver and agree to be rated on
the attainment of the following targets in accordance with the indicated mea	asures for the period <u>July 1, 2020</u> to <u>December 30,</u>
<u>2020</u> .	
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	Approved:
JUVE D. TAN	Approved: ERLINDA'A. VASQUEZ
Pateo	Hood of Unit

				Rating			Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q1	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)	7	1	1	5	
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 Food products develop	Paper published	Paper for publication	1 paper submitted for publication	1 paper suspended for submission for publication until patent is applied	7	1	7	5	
	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 cocyam chippy)					

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Production	Food products produced	Production of Food Products from Rootcrops for Sale	Produced at least 3 products for sale	Produced 5 products for sale {vacuum-fried rootcrops, cassava cookies, cassava chippy (ready-to-eat), cassava chippy (ready-to-fry), yuca puffs}	1	5	4	4.67	
	Food products sold	Generate Income from sales of food products	Sales of at least Php 5,000.00	Php 35,723.00 sales – deposited at STF					
Extension	Technical expert service conducted as resource person/reviewer								
	Number of papers reviewed for publication in referred journal	Review of paper for publication	Review at least 1 scientific paper for publication	Reviewed 1 scientific paper for ATR publication					
	Resource speaker	Act as resource speaker in a webinar	Act as resource speaker in at least 1 webinar	Acted as resource speaker in 3 webinars	7	5	15	4	
	Attendance to Webinars on Food Safety and Human Health	Participation in Webinars on food safety, human health and related topics	Attend to at least 4 webinars on food safety, human health and related topics	Attended 8 webinars on food safety and processing, human health and related topics					
Administrative Service	To act as Head of the Food Microbiology Laboratory and GMP-compliant Processing Laboratory of PhilRootcrops	Maintenance of laboratory and processing plant to satisfy FDA requirement in maintaining Licence-to-operate (LTO)	Maintain the Food Processing Center at Philrootcrops to satisfy all requirements for LTO which has been released in 2019 and be ready for FDA audit	Maintain the Food Processing Center at Philrootcrops and update SSOP for rootcrop processing	1	4	5	5	
otal Over-all									4.93

R	at	ir	12

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
 Awards: Outstanding UPLB Alumnus Award (TO 2020 (October, 2020) Regional Awardee (Group Category) – Outstanding Public Employees, CSC Pa (December, 2020) 	
Approved Additional points (with copy of approva	
FINAL RATING	4.93
ADJECTIVAL RATING	4.93 ostatandry

Comments & Recommendations

for Development Purpose:

To Prganize prepare MRs for turn-ever to the Director or University

Evaluated & Rated by:	Recommending Approvai:	Approved by:
ENIMA L. Jason X	JØSE L. BACUSMQ	OTHELLO B. CAPUNO
Dept/Unit Head	Dean/Director	Vice President

Date: Date: Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2 nd	A R
Χ	3rd	T
X	4 th	R

Name of Office:

PhilRootcrops

Head of Office:

Dr. Erlinda A. Vasquez

Name of Personnel:

JULIE D. TAN

Activity Monitoring	Meeti One-on-One	ng Group			Remarks	
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	specify)	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:

Directo

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JULIE D. TAN Performance Rating: Outstanding

To implement on-going research projects Aim:

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:

Conforme