

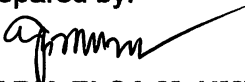
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

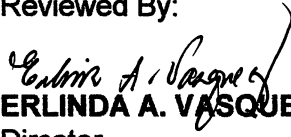
Name of Faculty Member: Dr. Daniel Leslie S. Tan

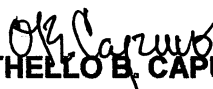
Program Involvement	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
Instruction			
Head (50%)		5.00 x 0.50 = 2.50	
Students (50%)		5.00 x 0.50 = 2.50	
Total for Instruction	25%	5.00 x 0.25 =	1.25
Research			
Dept Head /Center Director			
Total for Research	50%	5.00 x 0.5 =	2.50
Extension			
Dept. Head/Center Director			
Total for Extension	20%	4.67 x 0.20 =	0.93
Production	5%	5.00 x 0.05 =	0.25
Total	100%		4.93

Equivalent numerical rating 4.93  
Add: additional Points if any:  
Total Numerical Rating: 4.93

Adjectival rating: OUTSTANDING

Prepared by:  
  
MARIA ELSA M. UMPAD  
AO II

Reviewed By:  
  
ERLINDA A. VASQUEZ  
Dircetor

Approved:  
  
OTHELLO B. CAPUNO  
VP for Res. & Ext.

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, DANIEL LESLIE S. TAN of 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 July 1, 2018 to December 31, 2018.

  
DANIE LESLIE S. TAN  
Ratee


Approved:

  
ERLINDA A. VASQUEZ  
Head of Unit

MFO & PAPs	Tasks Assigned	Success Indicators	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Instruction services</b>	To teach courses in undergraduate/graduate programs in Ag Engineering and Related Courses  To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	FTE  No. of Advisees  No. of Thesis Committee serving as Member	5.00 FTE  3 MSAE graduate student 2 BSAE Student	Courses Handled: AGEN 299 – Graduate Seminar AGEN300.2 – Graduate Thesis AGEN300.3 – Graduate Thesis Adviser to 3 MSAE Students  Adviser to 2 BSAE Thesis students Committee member to 2 BSAE Students.	J	J	J	J	
<b>Research Services</b>	To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	<ul style="list-style-type: none"> <li>Research workload units conducted</li> <li>Amount/value of research funds/resources externally generated</li> <li>Number of technologies generated for information/ commercialization/ protection</li> <li>No of publications</li> <li>Number of reports: Year-end reports</li> <li>Research proposals made</li> <li>Attendance to Conferences</li> </ul>	13.5 units  Php 1,000,000  1 technology To be generated  1 article submitted for publication 2 reports  1 proposal submitted for funding  1 National/ International Conferences	2 Projects and 3 Component Studies Proj Ldr and Comp Leader: Technical and System Improvement of the Portable Extruders for Rootcrop Products (P4,090,573.44) Comp Ldr: SP-ISP: Mechanized Zero waste processing system (P3.832M) Proj Ldr and Comp Ldr: “Technology Utilization and Promotion of Selected Newly Developed Food Products from Cassava and Other Rootcrops” (P4.9M) Technologies Generated: - Improved Portable Vacuum fryer (twin-cylinder) - Improved Extrusion system  1 Article submitted for DA-BAR 30 <sup>th</sup> NRS and 1 article for 4 <sup>th</sup> AFSA International Conference in Cambodia  2 reports of Projects (Terminal Report DA-BAR Project) and Year-end Report) 1 proposal submitted to DA-BAR: “Development of Business Plans, Promotion and Commercial Production of the Improved Portable Extruders for Puffed and Chippy Products”  Attended: 1) DA-BAR 30 <sup>th</sup> NRS (National) 2) AFSA	J	J	J	J	

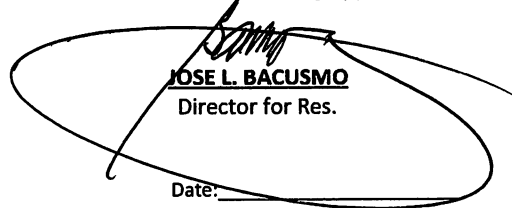
Extension Services		<ul style="list-style-type: none"> <li>• Technical expert service conducted as resource person</li> <li>• Number of Papers reviewed for publication</li> </ul>	Resource Person to 1 training/seminar 1 paper	Resource person to TAP-I-DOST Training in Quezon City and participant to training at CLSU, Munoz, NE  3 papers reviewed for publication (JSET)	J	J	4	4.67	
Production/Income-Generating Projects		<ul style="list-style-type: none"> <li>• Production of cassava flour and grates</li> <li>• Fabrication of root crops processing machines</li> </ul>	Process 1 ton cassava flour and grates Fabricate 1 unit processing equipment	Processes and produce more than 1 ton of cassava grates.  Fabricated 1 unit portable vacuum frying system, renovated 1 set dried cassava grates processing system for Maasin, So. Leyte	J	J	J	J	
Administrative Services	Do other duties assigned by Supervisors								
Total Over-all Rating									4.92
Average Rating (Total Over-all rating divided by 4)				<b>Comments &amp; Recommendations for Development Purpose:</b> To publish articles in referred journal (based on the project results)					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING			Outstanding						

Evaluated and Rated by:


  
**ERLINDA A. VASQUEZ**  
 Director

Date: \_\_\_\_\_

Recommending Approval:

  
**JOSE L. BACUSMO**  
 Director for Res.  
 Date: \_\_\_\_\_

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Res. & Ext.

Date: \_\_\_\_\_

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: PhilRootcrops


Head of Office: Dr. Erlinda A. Vasquez

Name of Personnel: DANIEL LESLIE S. TAN

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018	one-on-one discussion on project / program progress	Monthly PRDC meeting	Issuance of of internal memoranda		Attendance to PRDC monthly Meetings by the members of the Research and Development Council
<b>Coaching</b>	Research proposal production to DA/DA-BAR/PCAARRD /other agencies submission	one-on-one discussion on project progress  Group coaching during PRDC Meetings  Aug 6, 2018 Sept 3, 2018 Oct 11, 2018 Nov 5, 2018 Dec 3, 2018			Proposal prepared and submitted to DA-BAR / PCAARRD /other agencies  New proposal for evaluation

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

Conducted by:

  
**ERLINDA A. VASQUEZ**  
Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DANIEL LESLIE S. TAN  
Performance Rating: Outstanding

Aim: Making of fundable research proposals

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 31, 2018

First Step:

- Secure priority research areas from different funding agencies
- Write research proposals and submit to funding agencies for evaluation
- Defend research proposals to panel reviewers
- Continue with the implementation of on-going projects
- Prepare articles for publication in refereed journals

Result:

- Research proposal ready for submission to funding agency/ies
- Project activities conducted and implemented
- Articles polished and ready for submission to journals

Date: Jan 01, 2019 Target Date: July 30, 2019

Next Step:

- Follow-up progress of the submitted proposals
- Continue with the implementation of on-going projects
- Preparation of agency project reports
- Submitted articles for review by editors of the journals

Outcome:

- Agency reports submitted to funding agency
- Articles ready for publication
- Research proposals funded

Final Step / Recommendation:

- To prepare proposals ready for funding.
- To publish research article in refereed journal.

Prepared by:

*Erlinda A. Vasquez*  
ERLINDA A. VASQUEZ  
Director

Conforme:

Name of Ratee/Faculty / Staff