

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January to June 2020**

Name of Faculty Member: MARISEL A. LEORNA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.81	$4.81 \times 100\% = 4.81$	
Total for Instruction	30%	4.81	1.443
2. Research			0
a. Client/Dir. for Research (50%)	5.0	$5 \times 50\% = 2.5$	0
b. Dept. Head/Center Director (50%)	4.89	$4.89 \times 50\% = 2.4$	0
Total for Research	30%	4.9	1.47
3. Extension			0
a. Client/Dir. for Extension (50%)	5	$5 \times 50\% = 2.5$	0
b. Dept Head/Center Director (50%)	4.94	$4.94 \times 50\% = 2.47$	0
Total for Extension	20%	4.94	0.988
4. Administration	15%	5.0	0.75
5. Production	5%	4.83	0.2415
TOTAL			4.8925

EQUIVALENT NUMERICAL RATING: 4.8925

Add: Additional Points, if any:

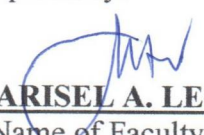
TOTAL NUMERICAL RATING: 4.8925

ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:


MARISEL A. LEORNA
Name of Faculty


MARIA JULIET C. CENIZA
Department Head

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO

Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

"Exhibit B"

I, **MARISEL A. LEORNA**, Assistant Professor III of the _NATIONAL COCONUT RESEARCH CENTER-Visayas_ commit 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 2020.

MARISEL A. LEORNA
Assistant Professor III
Date:

Recommending Approval:

JOSE L. BACUSMO
Director for Research
Date:

Approved:

OTHELLO B. CAPUNO
Vice President, OVPRE8

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	370%	11.1	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	150%	6	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	100%	2	5	4	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	200%	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	40	155%	62	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	600	148%	888	5	5	5	5.00	

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	120	192%	230	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	1	100%	1	5	4	4	4.33	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	100%	2	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	200%	20	5	5	5	5.00	
		Number of approved manuscript submitted within prescribed period	Reviews and approves student thesis manuscript	1	100%	1	5	5	4	4.67	1 as MS GAC member; 1 group as research adviser; 1 elem research as adviser
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO								
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related								
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	100%	1	4	5	4	4.33	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	4	150%	6	5	5	5	5.00	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	1	100%	1	5	4	4	4.33	

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	60%	167%	100%	5	5	5	5.00	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	200%	2	5	5	5	5.00	
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	200%	2	5	5	5	5.00	
		Number of technologies generated and utilized by industries and farmers or other clients		1	200%	2	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	200%	2	5	5	5	5.00	
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	30	117%	35	5	5	5	5.00	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	200%	2	5	5	5	5.00	

xxxxx	Number of IEC materials/technologies developed / used	Prepares training modules on coconut processing for food	1	200%	2	5	5	5	5.00	
xxxxx	No. of copies of IEC materials distributed	Edits and review IEC materials, distribute information materials on coconut production	20	215%	43	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
Income Generating and Production Services										
Sustainable Income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	100%	1	5	5	4	4.67	
	Number of technologies commercialized / used by the industry		1	100%	1	5	5	5	5.00	
UMFO 6. General Admin. & Support Services										
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100%	Zero % complaint	5	5	5	5.00	
Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Supervise and monitor NCRC-V personnels	4	150%	6	5	5	5	5.00	
	Number of NCRC-V meetings conducted	Conduct NCRC-V Core staff meetings	6	100%	6	5	5	5	5.00	
	Number of documents reviewed/evaluated, signed and approved	Review, evaluate, sign and approved official documents	15	200%	30	5	5	5	5.00	
	Number of University committees/council meetings attended	Attend University committee and council meetings								
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare, review & submit data and other information requested by other offices	1	200%	2	5	5	5	5.00	
									4.91	
Average rating			Comments & Recommendations for Development Purpose:							

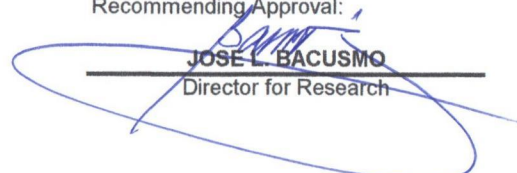
Additional Points:	
Approved Additional Points (with copy of approval)	
FIINAL RATING	
ADJECTIVAL RATING	

Very productive research. Keep up!

Evaluated & Rated by:


MARIA JULIET C. CENIZA
 Director
 Date:

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Approved by:


ROTHELLO B. CAPUNO
 Vce President, OVPREi
 Date:

PERFORMANCE MONITORING FORM

Name of Employee: MARISEL A. LEORNA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	<i>Handles and teaches courses assigned</i>	<i>Handled and taught 2 courses assigned</i>	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
2	Prepares gradesheet and submits on or before deadline	Prepared grade sheets and submitted on or before deadline	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
3	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Facilitated students in their completion of the subject and submitted 2 completion forms with grade within prescribed period	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
4	Attend mandated trainings	Attended 2 mandated trainings	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
5	Administers and checks long examination for subjects taught	Administered and checked 62 long examination for subjects taught	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
6	Prepares and checks quizzes for lec and lab	Prepared and checked 888 quizzes for lec and lab	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
7	Checks lab reports and term papers submitted as required	Checked 230 lab reports and term papers submitted as required	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	<i>Acts as academic adviser to students</i>	<i>Acted as academic adviser to 1 student</i>	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Advises, and corrects research outline and	Advised, and corrected 2 research outline and	Jan 2020	June 2020	June 2020	Very	\Very	

	thesis/SP manuscript	thesis/SP manuscript				Impressive	Satisfactory	
	Advises and corrects research outline and thesis/SP manuscript	Advised and corrected research outline and thesis/SP manuscript	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Entertains students consulting on subject taught, thesis and grades	Entertained 20 students consulting on subject taught, thesis and grades	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Reviews and approves student thesis manuscript	Reviewed and approved student thesis manuscript	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepares and submits for review by the Technical Review Panel	Prepared and submitted 1 courseware for review by the Technical Review Panel	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Conducts research for possible utilization by industry or other beneficiaries	Conducted 6 research for possible utilization by industry or other beneficiaries	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Conducts and completes research project within the year	Conducted and completed 1 research project within the year	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepares research proposals, submits and follows up its approval for immediate implementation	Prepared research proposals, submitted it and followed up its approval for immediate implementation	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepares and submits application for UM of technology generated out of research output	Prepared and submitted application for UM of technology generated out of research output	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Identifies and links with probable partners for extension activities and maintains this active partnership	Identified and linked with 2 probable partners for extension activities and maintains this active partnership	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	

	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Implements duly approved extension projects	Implemented duly approved extension projects	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Prepares extension project proposals, submitted it and followed up its approval for immediate implementation	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed information materials on coconut production	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Supervise and monitor NCRC-V personnels	Supervised and monitor NCRC-V personnels	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	

	Conduct meetings as Food Section Incharge	Conducted meetings for the Food Section of NCRC	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Attend University committe and council meetings	Attended University committe and council meetings	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	
	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submitted data and other information requested by other offices	Jan 2020	June 2020	June 2020	Very Impressive	\Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

APPENDIX C

The QCE of the NBC No. 461 for Research Instrument 2: LEADERSHIP

Rating Period: JANUARY TO JUNE 2020

Name of Faculty: **MARISEL A. LEORNA** Academic Rank: Assistant Professor
Evaluators: The immediate supervisor

- ☐ Program Project Leaders ☐ College Research Coordinator
☐ Project Leader for Study Leaders ☐ College Research Director
☐ Others (Please Indicate) _____

Title of Project: Development, Optimization, and Market Study of Coconut-based Food Products (3 components) (NCRC-2025-1)

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

Faculty Performance/Output	Scale				
1. Regularly communicates quality output of the research proceeding to colleagues/staff/clientele/ subordinates.	5	4	3	2	1
2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner	5	4	3	2	1
3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings.	5	4	3	2	1
4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the research activity in a more efficient manner.	5	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding	5	4	3	2	1

Total Score: _____

SPC Dapu
Signature of Evaluator

Signature of Witness

Name of Evaluator

Name of Witness

Position of Evaluator

Agency and Position

Date : _____

Date : _____

APPENDIX G
The QCE of the NBC No. 461 for Extension
Instrument 2: LEADERSHIP

Rating Period: JANUARY TO JUNE 2020

Name of Faculty: MARISEL A. LEORNA Academic Rank: ASSISTANT PROFESSOR

Evaluators: Immediate Supervisor

- ☐ Director for Extension
☐ Team/Project leader
☐ College Extension Coordinators
☐ Others (Please Indicate) _____

Title of Project: Sustainable Coconut-based Technologies as Livelihood Options for PWD Coconut Farmers in Hindang, Leyte

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

Faculty Performance/Output	Scale				
1. Regularly communicates quality output of the extension proceeding to colleagues/staff/clientele/ subordinates.	5	4	3	2	1
2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner	5	4	3	2	1
3. Encourage/motivates participation/cooperation of the people evolved in the extension activity(s).	5	4	3	2	1
4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the extension activity(s) in a more efficient manner.	5	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their extension activity(s).	5	4	3	2	1

Total Score: 25

Signature of Evaluator

A. P. ABAMO

Name of Evaluator

Dir. for Extension

Position of Evaluator

Date : _____

Signature of Witness

Name of Witness

Agency and Position

Date : _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2020

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

Name of Officer : **MARISEL A. LEORNA**
 Head of Section : **MARIA JULIET C. CENIZA**
 Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Field visits, meetings	√	√			
Coaching Consultation / seminars	√	√			

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

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JANUARY TO JUNE 2020

Name of Employee: MARISEL A. LEORNA
Performance Rating: Outstanding

Aim: To be effective in delivering significant output in the four banner programs of the University.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: Jan 6, 2020 **Target Date:** Feb. 10, 2020

First Step: _____

Briefing regarding the R&D implementation for the year.

Date: May 11, 2020 **Target Date:** May 27, 2020

Next Step: _____

Briefing on technology promotion and commercialization.

Encouraged to attend scientific conference(s) / fora.

Outcome:

1. Conducted R&D activities of the section..
2. A number of coconut-based food technologies promoted and initially commercialized in laboratory scale.
3. Attended & presented papers in scientific conferences.

Final Step/Recommendation:

1. Continue on development and innovation .
2. Continue observing quality and prompt service to various clientele.

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conform:

MARISEL A. LEORNA
Name of Faculty