

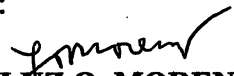
# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LUZ O. MORENO**  
 Position/Designation: **Associate Professor IV, NARC**

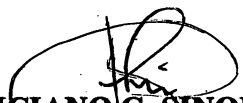
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	<b>25%</b>		
a. Head/Dean (50%)		4.94x50%= 2.47	0.618
b. Students (50%)		4.6x50% = 2.0	0.575
<b><i>TOTAL for Instruction</i></b>			<b>1.193</b>
<b>2. Research</b>	<b>55%</b>	<b>4.33</b>	<b>2.382</b>
<b>3. Extension</b>	<b>15%</b>	<b>4.42</b>	<b>0.663</b>
<b>4. Others</b>	<b>5%</b>	<b>4.67</b>	<b>0.234</b>
<b>TOTAL</b>	<b>100%</b>	<b>24.83</b>	<b>4.471</b>

**EQUIVALENT NUMERICAL RATING:** 4.471  
 Add: Additional Points, if any: \_\_\_\_\_  
**TOTAL NUMERICAL RATING:** 4.471  
**ADJECTIVAL RATING:** Outstanding

Prepared by:

  
**LUZ O. MORENO**  
 SRA


Reviewed by:

  
**FELICIANO G. SINON**  
 Director, NARC

Recommending Approved:

  
**FELICIANO G. SINON**  
 Director

Approved:

  
**OTHELLO B. CAPUNO**  
 Vice-President

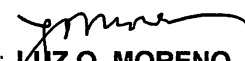
**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

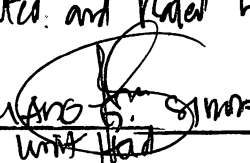
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

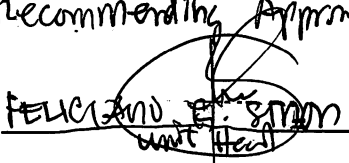
I, **LUZ O. MORENO**, **Associate Professor IV** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan **2018** to June **2018**.

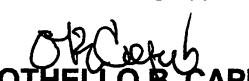
  
**LUZ O. MORENO**  
Ratee

  
Approved: **LUZ O. MORENO**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments*	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO1: Advanced and Higher Education Services</b>			<b>Instruction: At least 25% of the total tasks</b>						
<b>PI1: Full-Time Equivalent (FTE)</b>	Number of courses/subjects handled per semester/summer	Teaches courses/subjects per semester	1	6	5	5	5	<b>5.00</b>	
<b>P12: Student advising</b>	Number of student organization advised	Advise student organization	1	1	4	5	5	<b>4.67</b>	
	Number of student activities assisted	Assist student related activity	1	3	5	5	5	<b>5.00</b>	
	Number of student research advisees	Handles student research advisees/Acts as Adviser	3	9	5	5	5	<b>5.00</b>	
	Number of students advisees	Acts as SRC chairman/member (undergraduate student)	2	4	5	5	5	<b>5.00</b>	
	Number of hours spent on student consultation		30	50	5	5	5	<b>5.00</b>	
	Ave. Rating (Total Over-all rating divided by 4)								
	Additional Points:								
	Punctuality								
	Approved Additional points (with copy of approval)								
	<b>FINAL RATING</b>							<b>4.94</b>	
	<b>ADJECTIVAL RATING</b>			<b>OUTSTANDING</b>					

Evaluated and Rated by:   
**FELICIANO B. SIMON**  
Date: \_\_\_\_\_

Recommending Approval:   
**FELICIANO B. SIMON**  
Date: \_\_\_\_\_

Approved by:   
**OTHELLO B. CAPUNO**  
Vice President  
Date: \_\_\_\_\_

Visca, Baybay City, Leyte, Philippines

I, **LUZ O. MORENO**, **Associate Professor IV** of the **National Abaca Research Center-Visayas State University** 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 2018 to June 2018**.

Approved: **FELICIANO G. SINON**  
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO2: Research Services</b>			<b>Research: At least 55% of the total tasks</b>						
<b>PI1:</b> Number of Outputs Published in CHED accredited journals/internationally indexed journals	Number of research outputs submitted for publication in refereed international/national and other accredited indexed journal	Develops and submits research paper for publication in refereed international/national indexed journals	-	-					
<b>PI2:</b> Number of Outputs presented in regional/national/international fora/conferences	Number of research outputs presented in international/national/regional and local fora or conferences	Presents research outputs in international/national/regional and local fora or conferences	1	1	3	4	5	4.0	
	Number of research projects/studies implemented	Implements research projects/studies	2	5	5	4	5	4.67	
<b>PI3:</b> Number of proposals submitted	Number of proposals developed and submitted	Develop and submit proposal for abaca summit	1	2	4	4	5	4.33	
	Number of proposals approved for funding								
<b>MFO3: Extension Services</b>			<b>Extension: At least 15% of the total tasks</b>						
<b>PI1:</b> Number of Trainings conducted	Number of clients served	Provide technical assistance to abaca pulp processors, farmers & other cleints	10	50	5	5	5	5.00	
	Number of projects implemented	Conducts/implements projects/components	1	2	4	4	4	4.00	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING			
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>
			Others: At least 5% of					
	Number of visitors briefed	Conducts briefings on abaca production, variety selection & other technologies	30	40	5	4	5	4.67
	Number of trainings served as resource person	Act as resource person during trainings	1	1	3	4	5	4.00
Others:								
	Number of meetings, seminars, conference and trainings attended	Attends meetings, seminar, conferences and trainings	5	15	5	5	4	4.67
	Number of committee membership/ chairmanship w/n the university	Acts as committee member/chair w/in the university	4	10	5	4	5	4.67
Total Over-all Rating								40.1
Average Rating (Total Over-all rating divided by 4)					Comments & Recommendations for Development Purposes: <i>Good job! You have been a model of service in the office.</i>			
Additional Points:								
Approved Additional points (with copy of approval)								
FINAL RATING								
ADJECTIVAL RATING					4.45 VERY SATISFACTORY			

Evaluated and Rated by:

  
**FELICIANO G. SINON**  
 Director


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

Recommending Approval:

  
**FELICIANO G. SINON**  
 Director

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

Approved by:

  
**OTHELLO B. CAPUNO**  
 Vice-President

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



Exhibit I

**PERFORMANCE MONITORING**

Name of Employee: **LUZ O. MORENO**

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
MFO1: Advanced and Higher Education Services (FTE and Advising) : Instruction: At least 25% of the total tasks								
1	No. of courses/subjects handled per semester/summer	1	Jan 1, 2018	June 30, 2018	6	Very Impressive	O	Good job! You have been a model of service in the office
2	No. of student organization advised	1	Jan 1, 2018	June 30, 2018	1	Very Impressive	O	
3	No. of student activities assisted	1	Jan 1, 2018	June 30, 2018	3	Very Impressive	O	
4	No. of student research advisees	3	Jan 1, 2018	June 30, 2018	9	Very Impressive	O	
5	No. of students advisees	2	Jan 1, 2018	June 30, 2018	4	Very Impressive	O	
6	No. of hours spent on student consultation	30	Jan 1, 2018	June 30, 2018	50	Very Impressive	O	
MFO2: Research and Extension Support Services (Research: At least 55% of total tasks)								
7	No. of research outputs submitted for publication in referred international/national and other accredited indexed journal	-	As per conclusive research outputs		-	Very Impressive	O	
8	No. of research outputs presented in international/national/regional and local fora or conference	1	As scheduled		1	Very Impressive	O	

9	No. of research projects/studies implemented	2	June 1, 2018	June 30, 2018	5	Impressive	VS
10	No. of proposals approved	1	As submitted for review		2		
MO3: Extension: At least 15% of the total task							
11	No. of clients served	10	June 15, 2018	June 30, 2018	50	Very Impressive	O
12	No. of projects implemented	1	June 15, 2018	June 30, 2018	2		
13	No. of visitors briefed	30	As scheduled		40		
14	No. of trainings served as resource person	1	As scheduled		1		
Others: (at least 5% of total tasks)							
15	No. of meetings, seminars, conference and trainings attended	5	As scheduled		15	Very Impressive	O
16	No. of committee membership/chairmanship w/n the university	4	As assigned		10	Very Impressive	O

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

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

Prepared by:

  
**FELICIANO G. SINON**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUZ O. MORENO**  
Performance Rating: **OUTSTANDING**

Signature: \_\_\_\_\_

Aim: **Efficient and effective implementation of abaca RDE programs.**  
**Efficient and effective implementation of academic programs in affiliated colleges/departments.**

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

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1. **To develop and submit proposals to funding agencies.**
2. **Implement abaca researchers.**
3. **Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.**
4. **Perform production functions (e.g. mass production of planting materials).**

Result:

1. **Outstanding research outputs.**
2. **Submitted grades of students on time.**
3. **Generated income from production of planting materials**

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

1. **To develop and submit proposals to funding agencies.**
2. **Implement abaca researchers.**
3. **Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.**
4. **Perform production functions (e.g. mass production of planting materials).**

Outcome:

1. **Outstanding research outputs/promising technologies/relevant information generated.**

**2. Advises graduated on time.**

**3. Generation income from production of planting materials.**

**Final Step/Recommendation:**

**For promotion.**

**Prepared by:**

  
**FELICIANO G. SINON**  
Unit Head