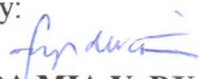


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FLORA MIA Y. DUATIN**
 Position/Designation: **Associate Professor III, NARC**

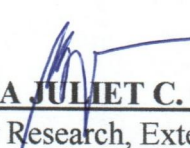
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		4.79	0.599
b. Students (50%)		5.00	0.625
<i>TOTAL for Instruction</i>			1.224
2. Research	45%	4.87	2.192
3. Extension	30%	4.95	1.485
TOTAL	100%		4.900

EQUIVALENT NUMERICAL RATING: 4.900
 Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.900
ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: 
FLORA MIA Y. DUATIN
 Name of Staff

Reviewed by: 
ROMEL B. ARMECIN
 Director, NARC

Recommending Approved: 
ROMEL B. ARMECIN
 Director, NARC

Approved: 
MARIA JULIET C. CENIZA
 Vice-President for Research, Extension and Innovation

		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertati on manuscript		1	5	5	5	5	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertati on manuscript		1	5	5	5	5	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	2	2	5	4.5	5	4.8	
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	1	1	4.5	5	5	4.8	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	8	5	5	5	5	

		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2		4	4	4	4	
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	1		4	4	4	4	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom		1	5	5	5	5	
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Servi											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned		1	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline		1	5	5	5	5	

		A11. 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		3	5	5	5	5	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught		1	5	5	5	5	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	8	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1		4	4	4	4	
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	1		4	4	4	4	
		A17. Number of students advised on thesis/ field practice/special problem:			1		4	4	4	4	

		As SRC Chairman	Advising/correction	Advises, and corrects <u>research outline</u> and thesis/SP manuscript	1	3	5	5	5	5	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	1	45	45	5	45	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	1	12	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	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	5	5	5	5	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	5	5	5	5	

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	✓	✓	✓	✓	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	✓	✓	✓	✓	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor		1	✓	✓	✓	✓	
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom		1	✓	✓	✓	✓	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							

	Total Over-all Rating					177.4	Comments & Recommendations for
							Development Purposes:
	Average Rating					4.82	Needs to attend trainings
							related to micropropagation
	Adjectival Rating					OUTSTANDING	

Evaluated & Rated by:

ROMEL B. ARMECIN

NARC, Director

Date:

Recommending Approval

ROSA OPHELIA D. VELARDE

Director for Research

Date:

Approved by:


MARIA JULIET C. CENIZA

Vice President for RE & I

Date: 12/27/22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORA MIA F. DUATIN**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To finish PhD Degree to effectively perform expected functions**

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: Dec. 31, 2022

First Step:

Dissertation finalization and defense

Result:

- For graduation and results for publication.

Date: January 1, 2023 Target Date: June. 30, 2023

Next Step:

1. **To develop and submit proposals to funding agencies.**
2. **Implement abaca researches.**
3. **Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.**

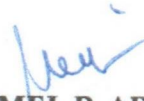
Outcome:

1. **Outstanding research outputs.**
2. **Submitted grades of students on time.**
3. **Outstanding research outputs/promising technologies/relevant information generated.**
4. **Advisees graduated on time.**

Final Step/Recommendation:

- **Needs to attend training related to micropropagation.**

Prepared by:


ROMEL B. ARMECIN
Unit Head