# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS July to December 2023

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			The second secon	
a. Head/Dean (100%)	5.0 1090	5.0 x 50%= 2.5		
b. Students	4.33 10%	4.33 x 50%=2.16		
Total	20%	4.66 x 20%	0.932	
2. Research				
a. Dept Head/Center Director     b.	4.952 30/3	4.952 x 30% =	1.485	
3. Extension			gastanccolità di norche i ricolada en sacreta i redirello i di seco et reprose e re-coloringo p	
a. Dept Head/Center Director	4.969 28/0	4.969 x 20% =	0.993	
4. Administration	4.888 107,	4.888 x 30% =	1.466	
TOTAL	100%		4.876	

**EQUIVALENT NUMERICAL RATING:** 

4.876

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.876

ADJECTIVAL RATING:

Outstanding

Prepared by:

MARISEL A. LEORNA

W

Name of Faculty

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, MARISEL A. LEORNA, Faculty Staff 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 indicated measures for the period July to December, 2023.

MARISEL A. LEORNA

Associate Professor IV
Date: 1-3-2024

MARIA JULIET C. CENIZA

Vice President, OVPREI

Date: 1-15-24

MFO No.	Description	Success/ Performance Indicators (PI)	Target	% of Accom-	Details of	Rating				REMARKS (Indicators in
	of MFO's/PAPs			plishment	Accom- plishment	Quality	Eficiency	Fimeliness	Average	percentage should be supported with numerica values in numerators and denominators)
UFMO 2: Hig	gher Education	Services								et kind gertinde plane fra der deurst polit er bereit between het bewere in de forsyn het bedeur proposition de
MFO 1. C	urriculum Prog	ram Management System								
effectsjierhet hit het yn teich men en maan genefe en er		PI 1: Total FTE monitored	2	195.00%	3.9	5	5	5	5	
Halifur Art and a second state of		PI 8: Number of students advised	1	400.00%	4	5	5	5	5	distand for some profit principle of the second
ergentigen green van van van van van van van van van va		PI 10: Number of instructional materials developed/revised/updated	1	200.00%	2	5	5	5	5	
UFMO 3: Re	search Innovat	ion Services					haugenberkjarsvarer/Appelletisch	der jorgel jorget in Alle entriple in entrees		Principal Control of the Control of the Control of Cont
		PI 1: Number of published papers in internationally indexed journals								
		In refereed int'l journals	1	200.00%	2	5	5	5	5	submitted
Marci (Al-Mines De Consentició (por cierro a marci y exteglio marci		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences	andacetope dappishe dapphicitistismuu uu un naa					***************************************	Mahimeyer nazuwu giba tha'i yeraba	
PACE (50 TO PACE OF THE PACE O		In reg'l fora/conferences	1	300.00%	3	5	5	5	5	karan jarah di Angelinja da da Marangah Malakan kan kan kan manangan perliphan ang kang bib dibunah pad njah da da dalah da
Myndjold miller and museum suspensives and		PI 3: Number of research projects conducted and/or completed on schedule	1	200.00%	2	5	5	5	5	
the political and the second of the second o	AND	Outcome Indicator	eridantungenilyöven Marnist Muhamaneurak	BOTT-NATIONAL SERVICE (MATERIAL SERVICE) SERVICE SERVI	The same of the sa					and the control of the collect of th
page process and the State of		PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	5	200.00%	10	5	5	5	5	

	Output Indicators								
	PI 10: Number of research outputs completed within the year	2	150.00%	3	5	5	5	5	
	Additional Outputs:		AND	HELMONTHUM MENTALISMENT TO SHEET PROGRAMMENT AND RESIDENCE		and the second distance of the second	to the second second second second second	-	and the second spirit of the share third is a finish and the common ways and a travel document places and places and spirits and
	PI 12: Number of research collaboration/ partnership with LGUs	1	300.00%	3	5	5	5	5	
	PI 20: Number of Technologies generated	1	400.00%	4	5	5	5	5	And the state of t
UFMO 4: Extension 5	Services					Bases Paris Paris David Consultation	an annual management of the same		
	PI 1: Number of person-days trained weighted by length of training	30	413.33%	124	5	5	5	5	
	PI 2: Number of trainings conducted	2	200.00%	4	5	5	5	5	e general en printe de de des estado de estado en estreta en estado en estado en el destado de estado en estado en el destado en estado en el destado en el
	PI 3: Number of IEC materials/technoguides developed/used	1	400.00%	4	5	5	5	5	
	PI 4: Number of beneficiaries served						ANTHOUSIA CONCERNICATION		
	Groups	2	200.00%	4	5	5	5	5	
Enflection detaile and china and a constant of the section of the	Individuals	50	248.00%	124	5	5	5	5	
	PI 5: Number of technical/expert services								
	Research Mentoring	2	250.00%	5	5	5	5	5	
	Peer reviewers/Panelists								
n politica di la Missi da con dell'insu con munucura contra resunda de pare di insulativa più confidente di mo	Resource Persons	1	300.00%	3	5	5	5	5	
joitheas hillight in diabhnion maid fran Luimm <sub>eann</sub> ann ann ann an agus tha ghailt an ag fhair nà agus tha gh chliairi	Outcome Indicator	MITTER FOREST (ENTERTOR (ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTERTOR ENTE	THE STATE OF THE S	yanan muuta makan ceringan ol sagar as sagargigi		Recognition of the Control of the Co		te dilim bummunungan dan Hilliam dal Abusa	
	PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	300.00%	3	5	5	5	5	
	Output Indicators								The contraction of the contracti
	PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	133.33%	100%	5	5	5	5	
d prince also district the company of the company o	Additional Outputs:	ehertlehi in och etomosiketti kina intel illige och etomi	Tatala and the second and the control of the contro	etermination of all a conjudence and the conjudence of the second of the		Annyal or Charles you charles not inter-			
	PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	5	400.00%	20	5	5	5	5	
	PI 19: Number of product/ technology demonstration conducted	1	200.00%	2	5	5	5	5	
UFMO 5: Support to	Operations(STO)		METER BERTENBAR AND MILLARITATION STATE MILLARITATION AND MILLARISA MILLARIS	kalinda Lucyan di Affact Nova Araba panaman ang galaman kalin					
Market and the street of a total and a street					-	-	Laurence and the same	and the continues of the party beauty	AND

MEO 3 F	aculty Evaluation Services	<del></del>				T			
WI O 3. I	active Evaluation Services								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	75%	133.33%	100%	5	5	5	5	
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended	1	100.00%	1	5	5	5	5	terital film film to the film to a series or eligibraries from profit years to a replace to a depopular
FMO 6: Ge	eneral Administration and Support Services								ere statististististististististististististist
nd date of the complete the plant plant plant plant of the sequence and the complete the complet	PI 1: Zero percent complaint from clients served	Zero com	plaint	Zero complaint	5	5	5	5	
	Additional Outputs								
	Efficient office management and maintenance			MATERIAL PROPERTY OF A STATE OF THE STATE OF		promitive and properly the recomplesses	d*************************************		MERCE SEGMENT CONTROL
	Submission of Center's PPMP for the following year within deadline as prescribed by BAC	3	333.33%	10	5	5	5	5	
	Number of NCRC-V meetings conducted/ attended	6	100.00%	6	5	5	5	5	miljesthet bezoektennumm nummele biskoptetiske betrikke et begoekte de gebeste die bekende be
	Number of documents reviewed/evaluated, signed and approved	200	180.00%	360	5	5	5	5	Magharites through the commission of the commiss
	Number of University committees/council meetings attended	5	160.00%	8	5	5	5	5	ontain financia medina con como con misero una despositação de proprior plendo produções de productivos como c
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	10	180.00%	18	5	5	5	5	
	Total Over-all Rating			A Photograph and the state of t		rienacia il primirio di April	platinis social management	5.00	kt (n) gang sampana ang pangananan namanan naga ang naman kanan ang ang ang ang ang handi kang kang kang kang k
The state of the s	Average Rating	-	Comments	and Reco	mmen	dation	s for I	Develop	ment Purnoses
NO-Start (Authorities and Strings continues)	Approved Additional Points (w/ copy of A[proval)	-	1	A.	6	00		chi	A A
are distributed between the constant	FINAL RATING		- men	walkers	- 3	eno	0	wille	nane
a phrostly of the first has been authorized annual control	ADJECTIVAL RATING	and the state of t	-	than to	he .	targ	its.		ment Purposes:
portuging to the description of the second				, , .	-	, 0			

Evaluated & Rated by:

Approved by:

ROSA OPHELIA D. VELARDE

Director for Research & Supervisor

Date:

1-10-24

MARIA QUIET C. CENIZA

Vice President, OVPRE

Date: 1-15-24

## PERFORMANCE MONITORING FORM

Name of Employee: MARISEL A. LEORNA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplish ed	Quality of Output*	Over-all assessment of output**	Remarks/ Recommenda tion
1	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Facilitated student in his/her completion of the subject and submitted completion forms with grade within prescribed period	July 2023	Dec 2023	Dec 2023	Very Impressive	Outstanding	
2	Attend mandated trainings	Attended mandated training	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
3	Acts as academic adviser to students	Acted as academic adviser to 4 student	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
5	Conducts research for possible utilization by industry or other beneficiaries	Conducted research for possible utilization by industry or other beneficiaries	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
6	Conducts and completes research project within the year	Conducted and completed 2 research project within the year	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
7	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	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
9	Identifies and links with probable partners for extension activities and maintains this active	Identified and linked with 2 probable partners for extension activities and maintains this active	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	

	partnership	partnership					
10	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
11	Implementes duly approved extension projects	Implemented duly approved extension projects	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
12	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
13	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
14	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Prepared extension project proposals, submitted it and followed up its approval for immediate implementation	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
15	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
16	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
17	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed information materials on coconut production	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
18	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
19	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
20	Supervise and monitor NCRC-V personnel	Supervised and monitor NCRC- V personnel	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding

21	Conduct meetings as Food Section In-charge	Conducted meetings for the Food Section of NCRC	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
22	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
23	Attend University committee and council meetings	Attended University committee and council meetings	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding
24	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submit ted data and other information requested by other offices	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARIAQULIET C. CENIZA Vice President, REI

## PERFORMANCE MONITORING & COACHING JOURNAL Rating Period: July to December 2023

	4 st	Q
	2 <sup>nd</sup>	A
<b>V</b>	3 <sup>rd</sup>	R
V	4 <sup>th</sup>	E R

Name of Officer:

MARISEL A. LEORNA

Head of Section:

**ROSA OPHELIA D. VELARDE** 

Number of Personnel:

		MECHAN	ISM			
<b>Activity Monitoring</b>	Mee	ting	Mana	Others (Pls.	Remarks	
	One-on-One	Group	Memo	Specify		
Monitoring						
Meetings	1	1				
Coaching			-	1		
Consultations	1	1				

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

Conducted by:

ROSA OPHELIA D. VELARDE

Immediate Supervisor

Noted by:

MARIA ON IET C CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

**PRPEO** 

Exhibit L

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: MARISEL A. LEORNA Performance Rating: Outstanding
Aim:To enhance her effectiveness in leadership and management as head of NCRC-V_
Proposed Interventions to Improve Performance:
Date:July 2, 2023
First Step:
<ul> <li>Assess and identify qualities and skills as head to improve performance for the purpose of achieving the organization's objectives.</li> </ul>
Result: Identified the skillset needed to improve performance
Date: August 2, 2023 Target Date: August 22, 2023
Second Step:
Recommend to attend suitable training for the above purpose
Result: Recommendation approved by higher authorities
Attended the POAP training entitled "Towards Effective Managerial Competencies
Outcome:
Was able to gain significant knowledge on how to strengthen specific skills such as decision making and effective communication. These skills helps

her perform her job better and improve ability to lead others--resulting in stronger teams throughout the organization.

Final Step/Recommendation:

Attend yearly trainings to improve performance

Prepared by:

MET C. CENIZA Vice President for Research, Extension & Innovation

Conforme

A. LEORNA Name of Ratee Faculty/Staff