

**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			
a. Head/Dean (100%)	5.0 ^{10%}	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	4.952 ^{30%}	4.952 x 30% =	1.485
b.			
3. Extension			
a. Dept Head/Center Director	4.969 ^{20%}	4.969 x 20% =	0.993
4. Administration	4.888 ^{30%}	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
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 of MFO's/PAPs	Success/ Performance Indicators (PI)	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	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
		PI 1: Total FTE monitored	2	195.00%	3.9	5	5	5	5	
		PI 8: Number of students advised	1	400.00%	4	5	5	5	5	
		PI 10: Number of instructional materials developed/revised/updated	1	200.00%	2	5	5	5	5	
UFMO 3: Research Innovation Services										
		PI 1: Number of published papers in internationally indexed journals								
		In refereed int'l journals	1	200.00%	2	5	5	5	5	submitted
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In reg'l fora/conferences	1	300.00%	3	5	5	5	5	
		PI 3: Number of research projects conducted and/or completed on schedule	1	200.00%	2	5	5	5	5	
		Outcome Indicator								
		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:								
		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	
UFMO 4: Extension Services										
		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	
		PI 3: Number of IEC materials/technoguides developed/used	1	400.00%	4	5	5	5	5	
		PI 4: Number of beneficiaries served								
		Groups	2	200.00%	4	5	5	5	5	
		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								
		Resource Persons	1	300.00%	3	5	5	5	5	
		Outcome Indicator								
		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								
		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	
		Additional Outputs:								
		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)										


MFO 3. Faculty 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	
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Zero complaint		Zero complaint	5	5	5	5	
		<u>Additional Outputs</u>								
		Efficient office management and maintenance								
		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	
		Number of documents reviewed/evaluated, signed and approved	200	180.00%	360	5	5	5	5	
		Number of University committees/council meetings attended	5	160.00%	8	5	5	5	5	
		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							5.00	
		Average Rating								
		Approved Additional Points (w/ copy of A[proval])								
		FINAL RATING								
		ADJECTIVAL RATING								
					Comments and Recommendations for Development Purposes: <i>Congratulations. She has achieved more than the targets.</i>					

Evaluated & Rated by:


ROSA OPHELIA D. VELARDE
 Director for Research & Supervisor

Date: *1-10-24*

Approved by:


MARIA JULIET C. CENIZA
 Vice President, OVPREI

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 accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
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	<i>Acts as academic adviser to students</i>	<i>Acted as academic adviser to 4 student</i>	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	

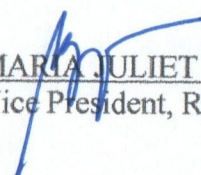
	partnership	partnership						
10	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	
11	Implements duly approved extension projects	Implemented duly approved 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 & submitted data and other information requested by other offices	July 2023	Dec 2023	Jul-Dec 2023	Very Impressive	Outstanding	

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

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

Prepared by:


MARIA JULIET C. CENIZA
Vice President, REI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2023

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

Name of Officer : **MARISEL A. LEORNA**

Head of Section : **ROSA OPHELIA D. VELARDE**

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Meetings	√	√			
Coaching Consultations	√	√			

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 JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLANName of Employee: MARISEL A. LEORNAPerformance Rating: OutstandingAim: To enhance her effectiveness in leadership and management as head of NCRC-V

Proposed Interventions to Improve Performance:

Date: July 2, 2023 Target Date: July 30, 2023

First Step:

- Assess and identify qualities and skills as head to improve performance for the purpose of achieving the organization's objectives.

Result:

Identified the skillset needed to improve performanceDate: August 2, 2023 Target Date: August 22, 2023

Second Step:

- Recommend to attend suitable training for the above purpose

Result:

Recommendation approved by higher authoritiesAttended 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:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Conforme

MARISEL A. LEORNA

Name of Ratee Faculty/Staff