Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
January to June 2024

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%)		5x50%= 2.5	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	30%	5	1.5
2. Research			
a. Dept. Head/Center Director		4.83	
Total for Research	40%	4.83	1.93
3. Extension			
a. Dept Head/Center Director		4.94	
Total for Extension	15%	4.94	0.74
4. Administration	15%	4.94	0.74
5.			
TOTAL			4.91

EQUIVALENT NUMERICAL RATING: 4.91
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARISEL A. LEORNA
Name of Faculty

Recommending Approval:

IVY C. EMNACE
Dean/Director

Approved:

SANTIAGO T. PEÑA
Vice President

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 January to June, 2024.

MARISEL A. LEORNA
Ratee
Date: July 8, 2024

SANTIAGO T. PEÑA, JR.
Vice President, OVPREI
Date: August 7, 2024

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accom-plishment	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	Handles and teaches classes in the assigned subjects in Food Science	2	3	5	5	5	5	
	PI 8: Number of students advised	Acts as adviser of undergraduate students	2	4	5	5	5	5	
UFMO 3: Research Innovation Services									
	PI 2: Number of research outputs presented in regional/national/ regional fora/conferences								
	In International fora/conferences	Presents research output in international fora/ conferences		1	5	5	5	5	
	PI 3: Number of research projects conducted and/or completed on schedule	Implements approved projects. Prepares and submits terminal reports	2	2	4	5	5	4.667	
	Additional Outputs:								
	PI 13: Number of work and financial plan (WFP) submitted and approved	Prepares and submits approved Work and Financial Plan for the Center	1	1	4	5	5	4.667	
	PI 17: Number of research proposals approved for internal funding	Follows up approval of submitted research proposals for internal funding	1	2	5	5	5	5	
UFMO 4: Extension Services									
	PI 1: Number of person-days trained weighted by length of training	Trains as many coconut farmers and target beneficiaries & clients	60	241	5	5	5	5	
	PI 2: Number of trainings conducted	Conducts extension related trainings	4	7	5	5	5	5	
	PI 4: Number of beneficiaries served								

	Groups	Serves group beneficiaries/ clients	2	9	5	5	5	5	
	Individuals	Serves individual beneficiaries/clients	100	165	5	5	5	5	
	PI 5: Number of technical/expert services								
	Research Mentoring	*Mentors SRAs of the Center*	3	4	5	5	5	5	
	Peer reviewers/Panelists	*Acts as reviewer/ panelist*	1	2	5	5	5	5	
	Resource Persons	*Acts as resource person in trainings*	2	7	5	5	5	5	
	Convenor/Organizer								
	Consultancy								
	Evaluator	*Acts as evaluator*		2	5	5	5	5	
	PI 6: Number of extension projects conducted and/or completed on schedule	Implements approved extension projects. Prepares and submits reports	1	1	4	5	4	4.333	
	PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Forges partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	1	4	5	5	5	5	
	Additional Outputs:								
	PI 16: Number of Lakbay aral/ continuing education programs and tours facilitated								
	PI 17: Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fair, field days, agri exhibit, Techno-forum, Techno-festival	Conducts/ coordinates/ participates in field demo, agri fair, field days, agri exhibit, techno forum, techno festival	4	20	5	5	5	5	
	PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	Assists clients in agri fair, walk in clients, training requests, in house reviews, trainings, and related activities	10	200	5	5	5	5	
	PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Serves clientele during Farmers and Fisherfolks day	50	800	5	5	5	5	
	PI 21: Number of RDE news and feature articles published								
UFMO 5: Support to Operations(STO)									
MFO 1. Faculty Development Services									
MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired aligned with ISO standards								
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	To be an effective educator to be able to teach student-learners very satisfactorily	75%	100%	5	5	5	5	
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Conducts/ attends in-house seminars/ trainings/ workshops/ reviews	2	3	5	5	5	5	
UFMO 6: General Administration and Support Services									
	PI 1: Zero percent complaint from clients served	Serves clients wholeheartedly	Zero complaint	Zero complaint	5	5	5	5	
	Additional Outputs								
	Efficient office management and maintenance								
	Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Prepares and submits Center's PPMP for the following year within deadline	3	9	5	5	5	5	
	Number of NCRC-V meetings conducted/ attended	Conducts NCRC-V monthly meetings	6	7	5	5	4	4.667	
	Number of documents reviewed/evaluated, signed and approved	Reviews/ evaluates, signs and approves office documents	300	516	5	5	5	5	
	Number of University committees/council meetings attended	Attends / participates University committees/ council meetings	6	10	5	5	5	5	
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepares/ reviews/ submits data and other information requested by other offices	20	25	5	5	5	5	
Total Over-all Rating								#####	133.33
Average Rating (Total over-all rating divided by _____)			4.94	**Comments and Recommendations for Development Purposes:** Has demonstrated a high level of proficiency and knowledge in her field of work					
Additional Points:									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING			4.94						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by

IVY C. EMNACE
Director for Research & Supervisor
Date: August 7, 2024

Approved by:

SANTIAGO T. PEÑA, JR.
Vice President, OVPREI
Date: August 7, 2024

VISAYAS STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
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TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: LEORNA, MARISEL A.
Department: Dept. of Food Science and Technology
College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FTec 147	FOOD PACKAGING AND LABELLING	LEC	5.00	Outstanding	100.0%
FTec 147	FOOD PACKAGING AND LABELLING	LAB	5.00	Outstanding	100.0%
		Average Rating	5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 02, 2024

Received by:

LEORNA, MARISEL A.
Name and Signature of Faculty
Date: June 3, 2024
Distribution of copies: ODIE, College, Department, Faculty

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	QUARTER
✓	2nd	
	3rd	
	4th	

Name of Office: NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Head of Office: MARISEL A. LEORNA

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
-Monitoring Ncrc'S targets and accomplishments -Budget utilization	✓	✓			
Coaching Enhancing efficiency of Center staff & project staff	✓	✓			

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

Conducted by:

IVY C. EMNACE
Immediate Supervisor

Noted by:

SANTIAGO T. PEÑA
Next Higher Supervisor

Exhibit I

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	Jan 2023	June 2023	June 2023	Very Impressive	Outstanding	
2	Attend mandated trainings	Attended 2 mandated trainings	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
3	*Acts as academic adviser to students*	*Acted as academic adviser to 4 student*	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	Jan 2023	June 2023	Jan-Jun 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	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
6	Conducts and completes research project within the year	Conducted and completed 2 research project within the year	Jan 2023	June 2023	Jan-Jun 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	Jan 2023	June 2023	Jan-Jun 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	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	

	partnership	partnership						
10	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
11	Implements duly approved extension projects	Implemented duly approved extension projects	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
12	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
13	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2023	June 2023	Jan-Jun 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	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
15	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
16	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed information materials on coconut production	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
17	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
18	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
19	Supervise and monitor NCRC-V personnel	Supervised and monitor NCRC-V personnel	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
20	Conduct meetings as Food Section In-charge	Conducted meetings for the Food Section of NCRC	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
21	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	Jan 2023	June 2023	Jan-Jun	Very	Outstanding	

					2023	Impressive		
22	Attend University committee and council meetings	Attended University committee and council meetings	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
23	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submit ted data and other information requested by other offices	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

SANTIAGO T. PEÑA, JR.
Vice President, REI

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
January to June 2024

Name of Employee: **MARISEL A. LEORNA**
Performance Rating: **OUTSTANDING**

Aim: To be effective in delivering quality output as Director

Proposed Interventions to Improve Performance:

Date: 22 January 2024 Target Date: 29 January 2024

First Step:

Revisiting Center's target for the year and evaluating Center's output for the first half of the year

Result:

Evaluation of accomplishment results of the first half of the year and action planning
Evaluated Center's output and planned and set specific schedule to delivery target outputs for the second half of the year

Date: February 5, 2024 Target Date: February 26, 2024

Next Step:

Implemented RDEI activities as scheduled

Outcome: Achieved target outputs and even beyond the set target by the Center on some measurable indicators

Final Step/Recommendation:

Level-up Center's output especially in the areas of publications and technology protection. More proposals in the areas of varietal improvement, farming system for coconut and improve coconut production

Prepared by:

IVY C. EMNACE
Director for Research

Conforme:

MARISEL A. LEORNA
Name of Ratee Faculty/Staff