

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
July to December 2021**

Name of Faculty Member: EUTIQUIO E SUDARIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
a. Head/Dean			
b. Students		25%	
Research			
a. Dept Head/Center Director	4.83	$4.83 \times 25\% =$	1.2075
b.			
Extension			
a. Dept Head/Center Director	4.92	$4.92 \times 20\% =$	0.984
Production	4.67	$4.67 \times 30\% =$	1.401
TOTAL			3.59

EQUIVALENT NUMERICAL RATING: 3.59

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 3.59

ADJECTIVAL RATING: Very Satisfactory

Prepared by:



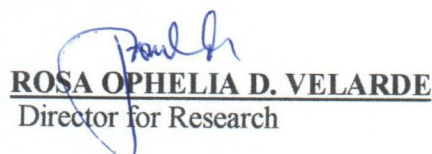
EUTIQUIO E. SUDARIA

Name of Faculty

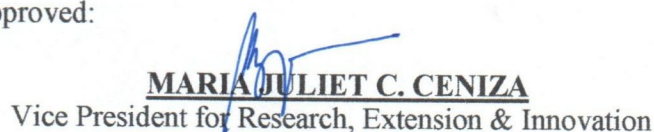
Noted:

  
MARISEL A. LEORNA  
Center Director

Recommending Approval:

  
ROSA OPHELIA D. VELARDE  
Director for Research

Approved:

  
MARIA JULIET C. CENIZA  
Vice President for Research, Extension & Innovation

"Exhibit B"

EUTQUIO E. GUDARIA  
Professor  
Date: 1-12-2022

**MARISEL A. LEORNA**  
Center Director  
Date: 1-12-2022

MA. JULIET C. CENIZA  
Vice President, OVPREI

Date: 1-12-2022

[illegible]

[illegible]



										4.86		
Average rating					4.86		Comments & Recommendations for Development Purpose:  <i>Continue the good works.</i>					
Additional Points:												
Approved Additional Points (with copy of approval)												
FIINAL RATING					4.86							
ADJECTIVAL RATING					OUTSTANDING							

Evaluated & Rated by:

*[Signature]*  
MARISEL A. LEORNA

Supervisor

Date: *1-12-2022*

Recommending Approval:

*[Signature]*  
ROSA OPHELIA D. VELARDE

Director for Research

*1-07-2022*

Approved by:

*[Signature]*  
MARIA JULIET C. CENIZA

Vce President, OVPREI

Date: *1-12-2022*

# PERFORMANCE MONITORING FORM

Name of Employee: **EUTQUIO E. SUDARIA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Implements and conducts approved research on coconut nonfood processing and utilization	Implements/conducts 3 research projects (VSU funded)	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
2	Develops technoguides/IEC materials on coconut technologies	Develops technoguides/IEC materials on coconut	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
3	Serves beneficiaries	Provides technical assistance to 2 group of farmes	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
4	Implements/conducts and supervises approved extension projects	Implements/conduct 3 approved extension project	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
5	Supervises distribution of IEC materials to interested clients	Supervises/Distributes 20 brochures on copra dryer and charcoal making to interested clients	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
6	Increases 10% of IGP project to support university projects	12% income increase of IGP 6.3 projects	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	
7	Manages and monitors IGP project on coconut	Manages and monitors 1 IGP projects	July 2021	Dec 2021	Jul to Dec 2021	Very impressive	Very Satisfactory	

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

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

  
**MARISEL A. NEORNA**  
 Center Director

# **PERFORMANCE MONITORING & COACHING JOURNAL**

Rating Period: July to December 2021

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

Name of Officer : **EUTQUIO E. SUDARIA**

Head of Section : **MARISEL A. LEORNA**

Number of Personnel: 1

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

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

Conducted by:

  
**MARISEL A. LEORNA**  
 Immediate Supervisor

Noted by:

  
**MARIA JULIET C. CENIZA**  
 Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July to December 2021**

**Name of Employee:** EUTIQUIO E. SUDARIA  
**Performance Rating:** Outstanding

**Aim:** To have a functional coconut milk extractor

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

**Date:** July 1, 2021 **Target Date:** October 29, 2021

**First Step:**  
Evaluate the performance of the milk extractor and compare it with manual operation.


**Result:**  
Evaluated the machine and compared it with the manual operations.

**Date:** November , 2021 **Target Date:** December 15, 2021

**Next Step:**  
Make the machine design food grade.  
Encourage the copra contractor to do copra processing in their assigned areas.

**Outcome:**  
Some parts of the machine were fabricated using stainless steel. (Food-grade)

**Final Step/Recommendation:**  
Replace all parts of the machine with stainless steel.  
Areas not harvested will be reserved for next year.

Prepared by:  
  
**MARISEL A. LEORNA**  
Unit Head

Conform:  
  
**EUTIQUIO E. SUDARIA**