

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July to December 2020**

Name of Faculty Member: CRISLIN CRUZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	4.75	4.75x100%=	
b.			
Total for Instruction	30%	4.75	1.425
2. Research			
a. Dept Head/Center Director	4.75	4.75 x 100% =	
b.			
Total for Research	30%	4.75	1.425
3. Extension			
a. Dept Head/Center Director	4.75	4.75 x 100%) =	
b.			
Total for Extension	40%	4.75	1.90
			4.75
TOTAL			4.75

EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

CRISLIN CRUZ
Name of Faculty

Reviewed by:

MARIA JULIET C CENIZA
Department Head

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO

Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **CRISLIN B. CRUZ**, a faculty member of the **NATIONAL COCONUT RESEARCH CENTER-VISAYAS** commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY to DECEMBER 2020**

CRISLIN B. CRUZ
Instructor I
Date:

MARIA JULIET C. CENIZA
Center Head
Date:

Approved:
OTHELLO B. CAPUNO
VP, Research and Extension
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	% of Accomolishm	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9 Actual Faculty's FTE	Handles and teaches courses assigned	18	119.06%	21.43	4.75	4.75	4.8	4.75	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	200.00%	2	4.75	4.85	4.8	4.78	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	200.00%	2	4.75	4.50	4.75	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	120.00%	12	4.75	4.75	4.75	4.75	
	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	100.00%	1	4.75	4.85	4.8	4.78	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	100.00%	1	4.75	4.85	4.8	4.78	
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	300.00%	3	4.75	4.75	4.8	4.75	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	100.00%	1	4.5	4.5	4.8	4.58	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	100.00%	1	4.8	4.8	4.9	4.83	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	100.00%	1	4.8	4.8	4.7	4.77	
UMFO 3 . RESEARCH SERVICES											
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	100.00%	1	4.8	4.75	4.8	4.75	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	100.00%	1	4.75	4.75	4.8	4.75	
		In refereed int'l journals									
		In refereed nat'l/regional journals		1	100.00%	1	4.75	4.75	4.8	4.75	
UMFO 4. EXTENSION SERVICES											

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	100.00%	1	4.75	4.75	4.8	4.75	
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	1	100.00%	1	4.75	4.75	4.8	4.75	
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	100.00%	1	4.75	4.75	4.8	4.75	
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	100%	100.00%	100%	4.75	4.75	4.8	4.75	
Total Over-all Rating									80.70	
			Comments and Recommendations for Development Purposes: <i>Very productive staff and shows initiative. Resourceful. Keep up!</i>							
Average Rating				4.75						
Adjectival Rating		OUTSTANDING								

Evaluated & Rated by:

MARIA JULIET C. CENIZA, Ph.D.

Center Head

Date:

Recommending Approval

JOSE L. BAGUSMO, Ph.D.

Director for Research

Date:

Approved by:

OTHELLO B. CAPUNO, Ph.D.

VP, Research, Extension & Innovation

Date:

PERFORMANCE MONITORING FORM

Name of Employee: CRISLIN B. CRUZ

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	Handles and teaches courses in courses assigned	Handled and taught classes in Economics	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
2	Develops and submits on-line course ware	Developed 1 online courseware in Economics	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
4	Prepares Power Point presentation, video clips, movie clips, reading assignments in Economics	Prepared Power Point presentation, video clips, movie clips, reading assignments in Economics	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc	Prepared assessment tools, i.e. long exam, quizzes problems sets, etc	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
6	Submits the course ware duly reviewed by TRP or editing by MMDC editor	Submitted course ware duly reviewed by TRP or editing by MMDC editor	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
7	Creates virtual classroom using either Moodle or Google Classroom	Created virtual classroom using either Moodle or Google Classroom	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
8	Prepares, & submits and research paper in scientific fora / conferences	Prepared, & submitted research paper in scientific fora / conferences	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
9	Prepares research proposals, submits and	Prepared research proposals, submits and	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	

	follows up its approval for immediate implementation	follows up its approval for immediate implementation						
10	Acts as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	Acted as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
11	Designs research related activities and other outputs to implement new normal	Designed research related activities and other outputs to implement new normal	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
12	Implements duly approved extension projects	Implemented 1 approved extension projects	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
15	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Submitted 1 extension project proposals, and followed up its approval for immediate implementation	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	
16	Attends mandated trainings	Attended 2 trainings related to instruction	July 2020	Dec 2020	Dec 2020	Impressive	Very Satisfactory	

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

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

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: NCRC – Visayas

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Monitoring of accomplishments	✓	✓		Submitted monthly outputs under the new normal	
Coaching Feedback and consultation on the proposed initiative	✓	✓			

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

Conducted by:

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
JULY - DECEMBER 2020

Name of Employee: CRISLIN B. CRUZ
Performance Rating: _____

Aim: Initiate project minimizing impact of the COVID pandemic in the center's extension activity

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: July 30, 2020

First Step: Get to know the gap caused by the new normal in the center extension activities.

Result: Good grasp of what issues are all about and proposed project to address such issues.

Date: August 1, 2020

Target Date: December 30, 2020

Next Step: Attend training or seminar to develop skills in implementing planned project and initiative like the radio program and newsletter.

Outcome: Well-presented radio program and newsletter

Final Step/Recommendation:

Continue to develop skills in development radio program and newsletter writing.

Prepared by:

MARIA JULIET C. CENIZA

Director, NCRC-V

Conforme:

CRISLIN B. CRUZ

Name of Ratee Faculty/Staff