

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January to June 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%)	4.67	$4.67 \times 50\% = 2.33$	
b. Students	5	$5 \times 50\% = 2.5$	
Total		$4.83 \times 20\%$	0.966
2. Research			
a. Dept Head/Center Director	4.9166	$4.9166 \times 30\% =$	1.474
b.			
3. Extension			
a. Dept Head/Center Director	4.974	$4.974 \times 20\% =$	0.994
4. Administration	4.888	$4.888 \times 30\% =$	1.466
TOTAL			4.9


EQUIVALENT NUMERICAL RATING: 4.90

Add: Additional Points, if any:

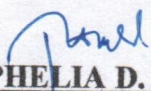
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

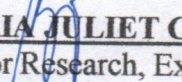
Prepared by:


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 January to June, 2023.

MARISEL A. LEORNA

Associate Professor IV

Date: _____

MARIA JULIET C. CENIZA

Vice President, OVPREI

Date: _____

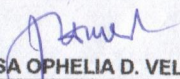
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
MFO 1. Graduate Degree Program Management Services										
		PI 1: Number of graduate degree specialization								
		PI 2: Total FTE monitored	1	75.00%	0.75	4	4	4	4	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
		PI 1: Total FTE monitored	2	510.00%	10.2	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	4	5	5	4.667	
UFMO 3: Research Innovation Services										
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In institutional fora/conferences	1	200.00%	2	5	5	5	5	

		PI 3: Number of research projects conducted and/or completed on schedule	1	200.00%	2	5	5	5	5	
		PI 4: Number of research proposals submitted/endorsed for external funding	1	100.00%	1	4	5	5	4.667	
		PI 7: Amount of research money generated from institutional funding (Thousand PHP)	320,000	100.62%	321983.6	5	5	5	5	
		Outcome Indicator								
		PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	1	1100.00%	11	5	5	5	5	
		Additional Outputs:								
		PI 12: Number of research collaboration/ partnership with LGUs	1	300.00%	3	5	5	5	5	
		PI 13: Number of work and financial plan (WFP) submitted and approved	1	100.00%	1	4	5	5	4.667	
		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	10	420.00%	42	5	5	5	5	
		PI 2: Number of trainings conducted	2	400.00%	8	5	5	5	5	
		PI 3: Number of IEC materials/technoguides developed/used	1	800.00%	8	5	5	5	5	
		PI 4: Number of beneficiaries served								
		Groups	2	250.00%	5	5	5	5	5	
		Individuals	50	160.00%	80	5	5	5	5	
		PI 5: Number of technical/expert services								
		Research Mentoring	2	500.00%	10	5	5	5	5	
		Peer reviewers/Panelists								
		Resource Persons	1	400.00%	4	5	5	5	5	
		Outcome Indicator								

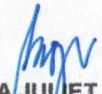
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	300.00%	3	5	5	5	5	
		Output Indicators								
		PI 13: Number of trainees weighted by the length of training	20	420.00%	84	5	5	5	5	
		PI 15: Percentage of beneficiaries 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	1600.00%	80	5	5	5	5	
		PI 19: Number of product/ technology demonstration conducted	1	100.00%	1	4	5	5	4.667	
		PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	25	400.00%	100	5	5	5	5	
UFMO 5: Support to Operations(STO)										
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	75%	133.33%	100%	5	5	5	5	
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Zero complaint	100.00%	Zero complaint	4	5	5	4.667	
		Additional Outputs								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	3	100.00%	3	4	5	5	4.667	
		Number of NCRC-V meetings conducted/ attended	6	166.67%	10	5	5	5	5	
		Number of documents reviewed/evaluated, signed and approved	200	175.00%	350	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	150.00%	15	5	5	5	5	
	Total Over-all Rating							4.91	
	Average Rating	4.91	Comments and Recommendations for Development Purposes: <i>Displays Strong analytical skills</i>						
	Approved Additional Points (w/ copy of A[proval)								
	FINAL RATING	4.91							
	ADJECTIVAL RATING	Outstanding							

Evaluated & Rated by


ROSA OPHELIA D. VELARDE
 Director for Research & Supervisor
 Date:

Approved by:


MARIA JULIET C. CENIZA
 Vice President, OVPREI
 Date:

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	<i>Acts as academic adviser to students</i>	<i>Acted as academic adviser to 4 student</i>	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	

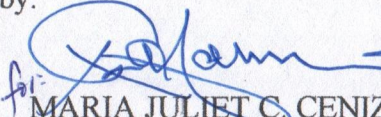
	partnership	partnership						
10	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
11	Implements duly approved extension projects	Implemented duly approved 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	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
16	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	
17	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	
18	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	
19	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
20	Supervise and monitor NCRC-V personnel	Supervised and monitor NCRC-V personnel	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	

21	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	
22	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
23	Attend University committee and council meetings	Attended University committee and council meetings	Jan 2023	June 2023	Jan-Jun 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	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:

 8/8/23
MARIA JULIET C. CENIZA
Vice President, REI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 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 PLAN

Name of Employee: MARISEL A. LEORNA

Performance Rating: Outstanding

Aim: To be effective in delivering quality output even in the new normal situation caused by COVID -19 pandemic

Proposed Interventions to Improve Performance:

Date: Jan 9, 2023 Target Date: January 30, 2023

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 deliver target outputs for the second half of the year.

Date: February 1, 2023 Target Date: February 13, 2023

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:


MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Conforme:


MARISEL A. LEORNA
Name of Ratee Faculty/Staff