

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
July to December 2023**

Name of Faculty Member: DARIO P. LINA

| Program Involvement<br>(1)   | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|------------------------------|---|--|--|
| 1. Instruction               |   |  |  |
| a. Head/Dean (100%)          | 4.93 <i>12.5%</i>                             | 4.93 x 50% = 2.465                     |  |
| b. Students                  | 4.67 <i>12.5%</i>                             | 4.67 x 50% = 2.335                     |  |
| Total                        | 25%   | 4.798 x 25%                            | 1.1995                                     |
| 2. Research                  |   |  |  |
| a. Dept Head/Center Director | 4.667 <i>40%</i>                              | 4.667 x 40% =                          | 1.866                                      |
| 3. Extension                 |   |  |  |
| a. Dept Head/Center Director | 4.75 <i>35%</i>                               | 4.75 x 35% =                           | 1.662                                      |
| TOTAL                        | 100%  |  | 4.727                                      |

EQUIVALENT NUMERICAL RATING: 4.727  
 Add: Additional Points, if any:  
 TOTAL NUMERICAL RATING: 4.727

ADJECTIVAL RATING: Outstanding

Prepared by:

DARIO P. LINA  
Name of Faculty

Reviewed by:

MARISSEL A. LEORNA  
Director, NCRC-V

Recommending Approval:

ROSA OPHELIA D. VELARDE  
Director for Research

Approved:

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

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, DARIO P. LINA, 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.

**DARIO P. LINA**

Professor III

Date: 12-29-23

**MARISEL A. LEORNA**

Director, NCRC-V

Date: 1-5-24

| 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. Graduate Degree Program Management Services |                           |   |        |                     |                           |         |            |            |         |   |
|  |                           | PI 2: Total FTE monitored   | 1      | 250.00%             | 2.5                       | 5       | 5          | 5          | 5       |   |
| MFO 2. Graduate Student Management Services        |                           |   |        |                     |                           |         |            |            |         |   |
|  |                           | PI 4: Number of graduate students advised   | 2      | 150.00%             | 3                         | 5       | 5          | 5          | 5       |   |
| MFO 1. Curriculum Program Management System        |                           |   |        |                     |                           |         |            |            |         |   |
|  |                           | PI 1: Total FTE monitored   | 0.25   | 100.00%             | 0.25                      | 5       | 5          | 5          | 5       |   |
|  |                           | PI 8: Number of students advised  | 2      | 400.00%             | 8                         | 5       | 5          | 5          | 5       |   |
|  |                           | PI 10: Number of instructional materials developed/revised/updated                      | 1      | 100.00%             | 1                         | 4       | 5          | 5          | 4.67    |   |
| UFMO 3: Research Innovation Services               |                           |   |        |                     |                           |         |            |            |         |   |
|  |                           | PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences |        |                     |                           |         |            |            |         |   |
|  |                           | In nt'l fora/conferences  |        |                     |                           |         |            |            |         |   |
|  |                           | In nat'l fora/conferences   |        |                     |                           |         |            |            |         |   |




|  |  |  |     |         |      |   |   |   |      |  |
|--|--|--|-----|---------|------|---|---|---|------|--|
|  |  | <i>In reg'l fora/conferences</i>   |     |         |      |   |   |   |      |  |
|  |  | <i>In institutional fora/conferences</i>   |     |         |      |   |   |   |      |  |
|  |  | <b>PI 3:</b> Number of research projects conducted and/or completed on schedule  | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>PI 4:</b> Number of research proposals submitted/endorsed for external funding  | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>Additional Outputs:</b>   |     |         |      |   |   |   |      |  |
|  |  |  |     |         |      |   |   |   |      |  |
| <b>UFMO 4: Extension Services</b>                          |  |  |     |         |      |   |   |   |      |  |
|  |  | <b>PI 1:</b> Number of person-days trained weighted by length of training  | 20  | 125.00% | 25   | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>PI 2:</b> Number of trainings conducted   | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>PI 3:</b> Number of IEC materials/technoguides developed/used   | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>PI 4:</b> Number of beneficiaries served  |     |         |      |   |   |   |      |  |
|  |  | Groups   | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | Individuals  | 25  | 120.00% | 30   | 5 | 5 | 5 | 5    |  |
|  |  | <b>PI 5:</b> Number of technical/expert services   |     |         |      |   |   |   |      |  |
|  |  | Research Mentoring   | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | Peer reviewers/Panelists   |     |         |      |   |   |   |      |  |
|  |  | Resource Persons   | 1   | 100.00% | 1    | 4 | 5 | 5 | 4.67 |  |
|  |  | Convenor/Organizer   |     |         |      |   |   |   |      |  |
|  |  | Consultancy  |     |         |      |   |   |   |      |  |
|  |  | Evaluator  |     |         |      |   |   |   |      |  |
|  |  | <b>PI 6:</b> Number of extension projects conducted and/or completed on schedule   | 1   | 200.00% | 2    | 5 | 5 | 5 | 5    |  |
| <b>UFMO 5: Support to Operations(STO)</b>                  |  |  |     |         |      |   |   |   |      |  |
| <b>MFO 3. Faculty Evaluation Services</b>                  |  |  |     |         |      |   |   |   |      |  |
|  |  | <b>PI 5:</b> 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    |  |
| <b>UFMO 6: General Administration and Support Services</b> |  |  |     |         |      |   |   |   |      |  |

|  |   |                |  |   |   |   |      |  |
|--|---|----------------|--|---|---|---|------|--|
|  | PI 1: Zero percent complaint from clients served        | Zero complaint | Zero compla  | 5 | 5 | 5 | 5    |  |
|  | <b>Total Over-all Rating</b>                            |                |  |   |   |   | 4.82 |  |
|  | <b>Average Rating</b>                                   |                | <b>Comments and Recommendations for Development Purposes:</b><br><i>Has demonstrated a high level of Proficiency and knowledge in the assigned task.</i> |   |   |   |      |  |
|  | <b>Approved Additional Points (w/ copy of A[proval)</b> |                |  |   |   |   |      |  |
|  | <b>FINAL RATING</b>                                     | 4.81           |  |   |   |   |      |  |
|  | <b>ADJECTIVAL RATING</b>                                | Outstand       |  |   |   |   |      |  |

Evaluated & Rated by:

Approved by:

  
**MARISEL A. LEORNA**  
 Director, NCRC-V  
 Date: 1-5-24

  
**ROSA OPHELIA D. VELARDE**  
 Director for Research & Supervisor  
 Date: 1-11-24




## PERFORMANCE MONITORING FORM

Name of Employee: DARIO P. LINA

| 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 assigned courses   | Handles and taught classes in horticulture  | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 2        | Advised students on their academic subjects  | Acted as adviser for 16 students  | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 3        | Prepares instructional module/laboratory guide/ workbook or a combination thereof                | Prepared 1 instructional module / laboratory guide/ workbook  | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 4        | Prepares power point presentation, video clips, movie clips, reading assignments in horticulture | Prepared power point presentation, video clips, movie clips, reading assignments in horticulture subjects | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 5        | Prepares assessment tools, such as long exam, quizzes, problems sets, etc.                       | Prepared assessment tools, i.e. long exam, quizzes, problems sets, etc                                    | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 6        | Entertains students for consultation purposes  | Entertained students for consultation purposes  | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 7        | Conducts researches  | Conducted research  | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |
| 8        | Present research outputs in the Annual RDE   | Presented research outputs in the   | Jul 2023      | Dec 2023                    | Jul-Dec 2023             | Very Impressive    | Outstanding                     |                         |

|    |  |   |          |          |              |                 |             |  |
|----|--|---|----------|----------|--------------|-----------------|-------------|--|
|    | review                                     | Annual RDE review                               |          |          |              |                 |             |  |
| 9  | Implements extension projects              | Implemented 2 extension projects                | Jul 2023 | Dec 2023 | Jul-Dec 2023 | Very Impressive | Outstanding |  |
| 10 | Monitor, supervise and managed IGP Project | 1 IGP project monitored, supervised and managed | Jul 2023 | Dec 2023 | Jul-Dec 2023 | Very Impressive | Outstanding |  |

Prepared by:

  
MARISEL A. LEORNA  
 Unit Head



# PERFORMANCE MONITORING & COACHING JOURNAL

July to December 2023

|   |     |                                 |
|---|-----|---------------------------------|
|   | 1st | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2nd |                                 |
| ✓ | 3rd |                                 |
| ✓ | 4th |                                 |

Name of Office: NCRC-V

Name of Employee: DARIO P. LINA

Head of Office: MARISEL A. LEORNA

Number of Personnel: \_\_\_\_\_

| Activity Monitoring           | MECHANISM  |       |      |                       | Remarks |
|-------------------------------|------------|-------|------|-----------------------|---------|
|                               | Meeting    |       | Memo | Others (Pls. specify) |         |
|                               | One-on-One | Group |      |                       |         |
| Monitoring                    |            |       |      |                       |         |
| Proposal submission           | ✓          | ✓     |      |                       |         |
| Coaching                      |            |       |      |                       |         |
| Topic on proposal preparation | ✓          | ✓     |      |                       |         |

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

Conducted by:

MARISEL A. LEORNA  
Immediate Supervisor

Noted by:

ROSA OPHELIA D. VELARDE  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DARIO P. LINA

Performance Rating: Outstanding

Aim: To be an effective worker in doing research and extension activities

Proposed Interventions to Improve Performance:

Date: July 3, 2023 Target Date: July 7, 2023

First Step:

Attend seminars on topics related to research and extension.

Result:

Updated his knowledge in research and extension

Date: July 10, 2023 Target Date: July 14, 2023

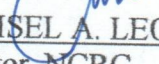
Next Step: Apply the knowledge earned from trainings/seminars.

Outcome: Good implementation of the project and good management with the staff under his section.

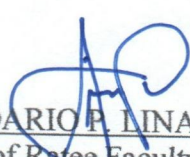
Final Step/Recommendation:

Continue to serve as technical consultant and resource person on topics related to farming systems

Prepared by:

  
MARISEL A. LEORNA  
Director, NCRC

Conforme:

  
DARIO P. LINA  
Name of Ratee Faculty/Staff