

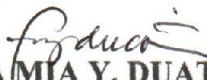
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FLORA MIA Y. DUATIN
Position/Designation: Associate Professor II, NARC


Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		$4.74 \times 50\% = 2.37$	0.5925
b. Students (50%)		$5.00 \times 50\% = 2.50$	0.6250
TOTAL for Instruction			1.2175
Research	15%	5.00	0.7500
3. Extension	40%	4.67	1.8680
4. Others	20%	4.67	0.9340
5. Production			
TOTAL	100%		4.7695

EQUIVALENT NUMERICAL RATING: 4.7695
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.7695
ADJECTIVAL RATING: Outstanding

Prepared by:


FLORA MIA Y. DUATIN
Name of Staff


Reviewed by:


FELICIANO G. SINON
Director, NARC

Recommending Approved:


FELICIANO G. SINON
Director

Approved:


OTHELLO B. CAPUNO
Vice-President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, **FLORA MIA Y. DUATIN**, **Associate Professor II** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY 2019 to JUNE 2019**.


FLORA MIA Y. DUATIN
Ratee


Approved: **ELVIRA L. OCLARIT**
Head of Unit

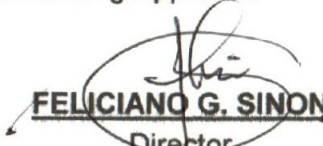
MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments*	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Advanced and Higher Education Services			Instruction: At least 25% of the total tasks						
P11: Full-Time Equivalent (FTE)	Number of courses/subjects handled per semester/summer	Teaches courses/subjects per semester	1	1	5	4	5	4.66	
P12: Student advising	Number of student organization advised	Advise student organization							
	Number of student activities assisted	Assist student related activity	1	7	5	5	5	5.0	
	Number of student research advisees	Handles student research advisees/Acts as Adviser	3	5	5	4	5	4.66	
	Number of students advisees	Acts as SRC chairman/member (undergraduate student)	2	2	5	4	5	4.66	
	Number of hours spent on student consultation		30	50	5	4	5	4.66	
Total Over-all Rating								29.68	
	Average Rating (Total Over-all rating divided by 4)								Comments & Recommendations for Development Purposes: <i>Dependable one and strong leader!</i>
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING			4.74					
	ADJECTIVAL RATING			OUTSTANDING					

Evaluated and Rated by:


FELICIANO G. SINON
Director

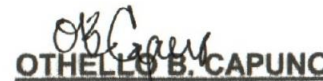
Date: _____

Recommending Approval:


FELICIANO G. SINON
Director

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice-President

Date: _____

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Duatin, Flora Mia Y.

Second Semester 2018 - 2019

No. of Raters: 20

Subject: 2 - PPrt 21 - Principles of Plant Protection

Class Type: Laboratory

1-4 W

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester					6	14	5.0
2 Always prepared and organized in class					4	16	5.0
3 Uses appropriate and updated instructional materials					2	18	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					2	18	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					2	18	5.0
6 Makes classroom activities interesting and lively					5	15	5.0
7 Encourages students to ask questions and welcomes comments and suggestions					3	17	5.0
8 Has mastery of the subject matter					2	18	5.0
9 Available for student consultation even outside class time					3	17	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully					3	17	5.0
11 Gives relevant assignments, course requirements					4	16	5.0
12 Returns quizzes, exams, homework, assignments and exercises				1	2	17	5.0
13 Fair in giving grades					2	18	5.0
14 Wears clean and appropriate clothes/attire in class					3	17	5.0
15 Firm in implementing policies yet approachable and understanding					4	16	5.0
16 Commands respect of students				1	2	17	5.0
17 Exercises decency in speech and actions				1	2	17	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

1. Other positive points of the teacher and his/her teaching

1 Approachable	10.00%
2 Discusses the lesson well	5.00%
3 Generous	10.00%
4 Kind	10.00%
5 No comment	85.00%
6 Responsible	5.00%
7 Understanding	5.00%

2. Suggestions for teaching improvement

1 No comment	100.00%
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VISAYAS STATE UNIVERSITY


Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FLORA MIA Y. DUATIN**, *Associate Professor II* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 2019 to June 2019**.


FLORA MIA Y. DUATIN

Ratee

Approved: 
FELICIANO G. SINON
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services			Research: At least 15% of the total tasks						
PI1: Number of Outputs	Number of research outputs submitted for publication in refereed international/national and other accredited indexed journals	Develops and submits research paper for publication in refereed international/national indexed journals	-						
Published in CHED accredited journals/internationally indexed journals									
PI2: Number of Outputs presented in regional/national/international fora/conferences	Number of research outputs presented in international/national/regional and local fora or conferences	Presents research outputs in international/national/regional and local fora or conferences	1	-	-	-	-		
	Number of research projects/studies implemented	Implements research projects/studies	2	-	-	-	-		
PI3: Number of proposals submitted	Number of proposals developed and submitted	Develop and submit proposal for abaca	1	2	5	5	5	5.00	
	Number of proposals approved for funding								
MFO3: Extension Services			Extension: At least 40% of the total tasks						
PI1: Number of Trainings conducted	Number of clients served	Provide technical assistance to abaca pulp processors, farmers & other clients	10	50	5	4	5	4.67	
	Number of projects implemented	Conducts/implements projects/components	1	-	-	-	-		

PERFORMANCE MONITORING

Name of Employee: **FLORA MIA Y. DUATIN**

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
MFO1: Advanced and Higher Education Services (FTE and Advising) : Instruction: At least 25% of the total tasks								
1	No. of courses/subjects handled per semester/summer	1	Jan 1, 2019	June. 30, 2019	1	Very Impressive	O	differentiable one of strong leader
2	No. of student organization advised							
3	No. of student activities assisted	1	Jan 1, 2019	June. 30, 2019	7	Very Impressive	O	
4	No. of student research advisees	3	Jan 1, 2019	June. 30, 2019	5	Very Impressive	O	
5	No. of students advisees	2	Jan 1, 2019	June. 30, 2019	2	Very Impressive	O	
6	No. of hours spent on student consultation	30	Jan 1, 2019	June. 30, 2019	50	Very Impressive	O	
MFO2: Research and Extension Support Services (Research: At least 15% of total tasks)								
7	No. of research outputs submitted for publication in referred international/national and other accredited indexed journal	-	As per conclusive research outputs		-			SHE NEEDS TO COMPLETE HER PHD DEGREE IN ORDER TO FULLY FOCUS HER WORK IN THE OFFICE
8	No. of research outputs presented in international/national/regional and local fora or conference	1	As scheduled		-			
	- Submitted Developed Technology for patent	-						
9	No. of research projects/studies implemented	2			-			

10	No. of proposals develop and submitted	1	As submitted for review		2	Very Impressive	O
MO3: Extension: At least 40% of the total task							
11	No. of clients served	10	Jan 1, 2019	June. 30, 2019	50	Very Impressive	O
12	No. of projects implemented						
13	No. of visitors briefed	30	As scheduled		250	Very Impressive	O
14	No. of trainings served as resource person	1	As scheduled		-		
Others: (at least 20% of total tasks)							
15	No. of meetings, seminars, conference and trainings attended	5	As scheduled		10	Very Impressive	O
16	No. of committee membership/chairmanship w/n the university	4	As assigned		4	Very Impressive	O

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


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

Prepared by:


FELICIANO G. SINON
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORA MIA F. DUATIN**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To finish PhD Degree to effectively perform expected functions**

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2019 Target Date: June 30, 2019

First Step:

Dissertation finalization and defense

Result:

- For graduation and results for publication.

Date: July 1, 2019 Target Date: Dec. 31, 2019

Next Step:

6. To develop and submit proposals to funding agencies.
7. Implement abaca researchers.
8. Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.

Outcome:

8. Outstanding research outputs.
9. Submitted grades of students on time.
10. Outstanding research outputs/promising technologies/relevant information generated.
11. Advises graduated on time.

Final Step/Recommendation:

Prepared by:


FELICIANO G. SINON
Unit Head