



# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


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

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	<b>25%</b>		
a. Head/Dean (50%)		<b>5.00</b>	<b>0.625</b>
b. Students (50%)		<b>3.00</b>	<b>0.375</b>
<b><i>TOTAL for Instruction</i></b>			<b>1.000</b>
<b>2. Research</b>	<b>30%</b>	<b>4.84</b>	<b>1.452</b>
<b>3. Extension</b>	<b>30%</b>	<b>4.80</b>	<b>1.440</b>
<b>4. Production</b>	<b>15%</b>	<b>4.84</b>	<b>0.726</b>
<b>TOTAL</b>	<b>100%</b>		<b>4.618</b>

**EQUIVALENT NUMERICAL RATING:** 4.618  
 Add: Additional Points, if any: \_\_\_\_\_  
**TOTAL NUMERICAL RATING:** 4.618  
**ADJECTIVAL RATING:** OUTSTANDING

Prepared by:   
**FLORA MIA Y. DUATIN**  
 Name of Staff

Reviewed by:   
**ROBELYN T. PIAMONTE**  
 Director, NARC


Recommending Approved:   
**ROBELYN T. PIAMONTE**  
 Director, NARC


Approved:   
**MARIA JULIET C. CENIZA**  
 Vice-President for Research, Extension and Innovation


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FLORA MIA Y. DUATIN, a faculty member of the DEPARTMENT OF PEST MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June, 2021

  
**FLORA MIA Y. DUATIN**  
Assoc. Prof.  
Date:

Approved:  
  
**ELVIRA L. OCLARIT**  
Department Head  
Date:

  
**VICTOR B. ASIO**  
College Dean  
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishm ent	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	1	1.25	5	5	5	5.0	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertatio n manuscript							
		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.0	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.0	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	8	5	5	5	5.0	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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	1	5	5	5	5.0	

		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.0	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal		1	5	5	5	5.0	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Serv											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	1	19.83	5	5	5	5.0	
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	2	5	5	5	5.0	
		A 11. Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	2	5	5	5	5.0	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	8	10	5	5	5	5.0	

		<b>A15. Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required	1	4	5	5	5	5.0	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		<i>Acts as academic advisor to students</i>	1	2	5	5	5	5.0	
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>			1	3	5	5	5	5.0	
		<b>As SRC Chairman</b>	Advising/correction	Advises, and corrects <u>research outline</u> and thesis/SP manuscript	1	1	5	5	5	5.0	
		<b>As SRC Member</b>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.0	
		<b>A18. Number of students entertained for consultation purposes</b>		Entertains students consulting on subject taught, thesis and grades	2	5	5	5	5	5.0	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19. Number of Student organizations advised</b>		<i>Advises student organizations recognized by USSO</i>							
		<b>A20. Number of Student organizations assisted on student related activities</b>		<i>Assists student organizations in implementing student related activities</i>							

	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.0	
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	4	5	5	5	5.0	
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	18	5	5	5	5.0	
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	5	5	5	5.0	
		<b>A 23 :</b> 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						
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.0	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							

		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.0	
	<b>Total Over-all Rating</b>										
	<b>Average Rating</b>						5	5	5	5.0	
	<b>Adjectival Rating</b>										

**OUTSTANDING**

*Comment of recommending committee must finish PhD.*

Evaluated & Rated by:

*Elvira L. Oclarit*  
ELVIRA L. OCLARIT

Department Head

Date:

Recommending Approval

*Victor B. Asio*  
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 7/22/21

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FLORA MIA Y. DUATIN**, a faculty member of the NATIONAL ABACA RESEARCH CENTER commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.

**FLORA MIA Y. DUATIN**

Assoc. Professor III

Date: \_\_\_\_\_

Approved:

**ROBELYN T. PIAMONTE**

Director, NARC

Date: 19 July 2021

**MARIA JULIET C. CENIZA**

Vice President for RE & I

Date: July 27, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Quantity	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH SERVICES (30%)										
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	1	4	5	5	4.67	
	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	5	5	
	<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by								

UMFO 4. EXTENSION SERVICES (30%)									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	3	5	5	5	5
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	1	4	5	5	4.67
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension projects/components conducted/implemented	Implements duly approved extension projects	1	3	5	5	5	5
	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						
	Resource Persons	Resource Persons		1	1	4	5	5	4.67
	Consultancy	Consultant		1	1	4	5	5	4.67
Production:		Other Activities: At least							
		15% of the total tasks							
		Amount in Peso generated	generate income	-					
		No. of project conducted	conducts IGP project	1 project	1 project	4	5	5	4.67
		No. of reports submitted	make and submit reports	1 report	2	5	5	5	5

<b>Total Over-all Rating</b>						<b>Comments &amp; Recommendations for Development Purposes:</b>			
Ave. Rating (Total Over-all rating divided						need to finish her dissertation & graduate of her PHD.			
Additional Points:									
Punctuality			-						
Approved Additional points			-						
(with copy of approval)									
<b>FINAL RATING</b>									
<b>ADJECTIVAL RATING</b>						A82 F.D.			

Evaluated & Rated by:

ROBELYN T. PIAMONTE

NARC, Director

Date: 17 July 2021

Recommending Approval

ROSA OPHELIA D. VELARDE

Director for Research

Date: \_\_\_\_\_

Approved by:

MARIA JULIET C. CENIZA

Vice President for RE & I

Date: July 27, 2021

## 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: July 1, 2021 Target Date: Dec. 31, 2021

First Step:

**Dissertation finalization and defense**

Result:

**- For graduation and results for publication.**

Date: January 1, 2022 Target Date: June. 30, 2022

Next Step:

1. **To develop and submit proposals to funding agencies.**
2. **Implement abaca researches.**
3. **Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.**

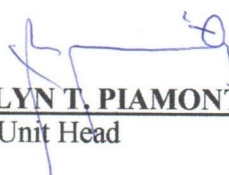
Outcome:

1. **Outstanding research outputs.**
2. **Submitted grades of students on time.**
3. **Outstanding research outputs/promising technologies/relevant information generated.**
4. **Advisees graduated on time.**

Final Step/Recommendation:

- **Need to finish her dissertation and graduate of her PhD.**

Prepared by:

  
**ROBELYN T. PIAMONTE**  
Unit Head