

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
July to December 2021**

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%)	4.90	$4.9 \times 50\% = 2.45$	
b. Students	4.00	$4.0 \times 50\% = 2$	
Total		$4.45 \times 25\%$	1.1125
2. Research			
a. Dept Head/Center Director	4.85	$4.85 \times 30\% =$	1.455
b.			
3. Extension			
a. Dept Head/Center Director	4.83	$4.83 \times 20\% =$	0.966
4. Administration	4.94	$4.94 \times 20\% =$	0.988
5. Production	5.00	$5.0 \times 5\% =$	0.25
TOTAL			4.77


EQUIVALENT NUMERICAL RATING: 4.77

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.77

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) -Accomplishments

I, MARISEL A. LEORNA, -Director 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 the indicated measures for the period JULY TO DECEMBER 2021

Approved by:

  
**MARISEL A. LEORNA**  
Center Director  
Date:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research  
Date:

Date:

  
**MARIA JULIET C. CENIZA**  
Vice President, OVPREI

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units / Persons Responsible	Center 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	
OVPI MFO 2. Graduate Student Management Services											
		A1. Actual Faculty's FTE		1	292%	2.92	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	200.00%	2	5	5	5	5	
OVPI UMFO 3. Higher Education Management Services											
	PI 9: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	NCRC Core Staff	1	135.00%	1.35	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	NCRC Core Staff	2	200.00%	4	5	5	5	5	
		A13. Number of long examinations administered and checked	NCRC Core Staff	1	400.00%	4	5	5	5	5	

		<b>A14.</b> Number of quizzes (assessment / learning tasks administered and checked	NCRC Core Staff	3	233.33%	7	5	5	5	5	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	NCRC Core Staff	1	200.00%	2	5	5	5	5	
		<b>AA17.</b> Number of students advised on thesis/ field									
		As SRC Member	NCRC Core Staff								
		<b>A18.</b> Number of students entertained for consultation purposes	NCRC Core Staff	5	200.00%	10	5	5	4	4.666667	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	NCRC Core Staff								
		On-line ready courseware	NCRC Core Staff	1	100.00%	1	4	5	5	4.666667	
		Supplemental learning resources	NCRC Core Staff	1	100.00%	1	5	5	4	4.666667	
		Assessment tools	NCRC Core Staff								
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	NCRC Core Staff								
		<b>A 24 :</b> Number of virtual classroom created and	NCRC Core Staff	1	300.00%	3	5	5	5	5	
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	NCRC Core Staff								
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	NCRC Core Staff / Researchers	1	200.00%	2	5	5	5	5	
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	NCRC Core Staff / Researchers	1	200.00%	2	5	5	5	5	



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *									
		International	NCRC Core Staff / Researchers	1	100.00%	1	4	5	5	4.666667	
		Regional	NCRC Core Staff / Researchers	1	100.00%	1	5	5	4	4.666667	
		<i>In institutional fora/conferences</i>	NCRC Core Staff / Researchers	1	200.00%	2	5	5	5	5	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		50.00%	120.00%	60%	5	5	5	5	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU		1	100.00%	1	5	5	4	4.666667	
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		1	100.00%	1	5	5	4	4.666667	
		Number of technologies generated and utilized by industries and farmers or other clients		3	700.00%	21	5	5	5	5	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	NCRC Core Staff / Researchers	1	900.00%	9	5	5	5	5	DSWD, HIPEDAC, DTI, LGUs (Baybay & Hindang), SC GLOBAL, PCA, Farmers Assoc (IJFA of Inopacan, FA of Villaba)
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	NCRC Core Staff / Researchers	8	825.00%	66	5	5	5	5	excluding radio and online platform

	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's	<b>A 38.</b> Number of extension programs/projects implemented	NCRC Core Staff / Researchers	3	100.00%	3	5	4	5	4.666667	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	NCRC Core Staff / Researchers	75%	120.00%	90%	5	5	5	5	
	<b>PI 5.</b> Number of technical/expert	<b>A 40.</b> Number of technical/expert services	NCRC Core Staff / Researchers								
	Research Mentoring	Research Mentor		2	100.00%	2	5	4	5	4.666667	
	Resource Persons	Resource Persons	NCRC Core Staff / Researchers	3	300.00%	9	5	5	5	5	
	Consultancy	Consultant	NCRC Core Staff / Researchers	1	100.00%	1	4	5	5	4.666667	
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	NCRC Core Staff / Researchers								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		1	100.00%	1	4	5	5	4.666667	
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	NCRC Core Staff / Researchers	1	200.00%	2	5	5	5	5	
		Number of beneficiaries served with technical assistance	NCRC Core Staff / Researchers				5	5	5	5	
		Groups	NCRC Core Staff / Researchers	2	200.00%	4	5	5	5	5	
		Individuals	NCRC Core Staff / Researchers	70	71.43%	50	5	5	5	5	



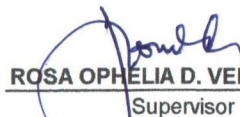
		Number of IEC materials/technologies developed / used	NCRC Core Staff / Researchers	3	200.00%	6	5	5	5	5	
		No. of copies of IEC materials distributed	NCRC Core Staff / Researchers	20	250.00%	50	4	4	4	4	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 1. Faculty Development Services</b>											
		Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	NCRC Core Staff	1	100.00%	1	5	5	4	4.666667	
		Number of In-chouse seminars/training/workshops/reviews conducted/attended	NCRC Core Staff	1	300.00%	3	5	5	5	5	
<b>Incomce Generating and Production Services</b>											
	Sustainable Income generation activities to suport University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	200.00%	2	5	5	5	5	
		Number of technologies commercialized / used by the industry		2	300.00%	6	5	5	5	5	
<b>UMFO 6. General Admin. &amp; Support</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer friendly frontline services	NCRC Core Staff, SRA/Aide, Admin Auides, Laborers	Zero complaint	100.00%	Zero complaint	5	5	5	5	
	Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Department head	12	366.67%	44	5	5	5	5	
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Department head / Admin Aides	2	500.00%	10	5	5	5	5	
		Number of NCRC-V meetings conducted/ attended	NCRC Core Staff, SRA/Aide, Admin Aides	6	133.33%	8	5	5	5	5	

		Number of documents reviewed/evaluated, signed and approved	NCRC Core Staff, SRA/Aide, Admin Aides	75	400.00%	300	5	5	5	5	
		Number of University committees/council meetings attended	NCRC Core Staff, SRA/Aide, Admin Aides	5	400.00%	20	5	5	5	5	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	NCRC Core Staff, SRA/Aide, Admin Aides	1	500.00%	5	4	5	5	4.666667	
	Total Over-all Rating									4.88	
	Average Rating			4.89	Comments and Recommendations for Development Purposes:  <i>Ripe for higher position</i>						
	Approved Additional Points (w/ copy of A[proval])										
	FINAL RATING			4.89							
	ADJECTIVAL RATING			OUSTANDING							

Evaluated & Rated by:

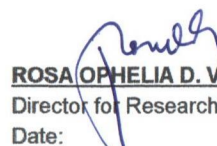
Recommending Approval:

Approved by:

  
ROSA OPHELIA D. VELARDE  
 Supervisor

Date:

Date:

  
ROSA OPHELIA D. VELARDE  
 Director for Research  
 Date:

  
MARIA JULIET C. CENIZA  
 Vce President, OVPREI



### 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	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
2	Attend mandated trainings	Attended 2 mandated trainings	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
3	<i>Acts as academic advise to students</i>	<i>Acted as academic adviser to 1 student</i>	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
5	Conducts research for possible utilization by industry or other beneficiaries	Conducted research for possible utilization by industry or other beneficiaries	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
6	Conducts and completes research project within the year	Conducted and completed 1 research project within the year	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
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	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
8	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and 9returns duly reviewed	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	



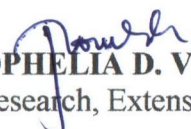
	paper							
9	Prepares and submits application for UM of technology generated out of research output	Prepared and submitted application for UM of technology generated out of research output	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
10	Identifies and links with probable partners for extension activities and maintains this active partnership	Identified and linked with 2 probable partners for extension activities and maintains this active partnership	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
11	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
12	Implements duly approved extension projects	Implemented duly approved extension projects	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
15	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	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
16	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
17	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
18	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed/information materials on coconut production	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	

19	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
20	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
21	Supervise and monitor NCRC-V personnels	Supervised and monitor NCRC-V personnels	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
22	Conduct meetings as Food Section Incharge	Conducted meetings for the Food Section of NCRC	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
23	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
24	Attend University committee and council meetings	Attended University committee and council meetings	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	
25	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submitted data and other information requested by other offices	July 2021	Dec 2021	July to December 2021	Very Impressive	\Very Satisfactory	

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

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

Prepared by:

  
**ROSA OPHELIA D. VELARDE**  
 VP for Research, Extension & Innovation



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: MARISEL A. LEORNA

Head of Office: ROSA OPHELIA D. VELARDE

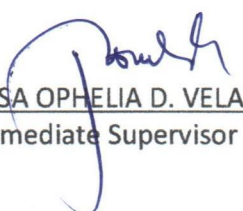
Number of Personnel: \_\_\_\_\_

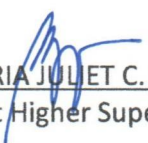
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Meetings	✓	✓			
Coaching Consultations	✓	✓			

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

Conducted by:

Noted by:

  
ROSA OPHELIA D. VELARDE  
 Immediate Supervisor

  
MARIA JULIET C. CENIZA  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARISEL A. LEORNA

Performance Rating: \_\_\_\_\_

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: July , 2021 Target Date: July. 30, 2021

First Step:

Assessment of outputs done in the first half of the year.

Result:

Evaluation of accomplishment results of the first half of the year and action planning.

Date: November , 2021 Target Date: December 15, 2021

Next Step:

Implementing new normal strategies for RDE implementation.

Outcome: Outputs delivered, and achieved targets enhanced performance of the Unit.

Final Step/Recommendation:

Modify and implement new modalities to fit to the "new normal" condition

Prepared by:

  
MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

Conforme:

  
MARISEL A. LEORNA  
Name of Ratee Faculty/Staff