

**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
January to June 2021**

Name of Faculty Member: CRISLIN CRUZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	4.85	$4.85 \times 50\% = 2.425$	
b. Students	3.89	$3.89 \times 50\% = 1.945$	
Total for Instruction	25%	$4.37 \times 25\% =$	1.0925
2. Research			
a. Dept Head/Center Director	4.71	$4.71 \times 100\% =$	
b.			
Total for Research	35%	4.71	1.6485
3. Extension			
a. Dept Head/Center Director	4.84	$4.84 \times 100\% =$	
b.			
Total for Extension	40%	4.84	1.936
TOTAL			4.677

EQUIVALENT NUMERICAL RATING: 4.677

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

CRISLIN B. CRUZ

Name of Faculty

MARISELA A. LEORNA

Department Head

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, CRISLIN B. CRUZ, a faculty member of the NATIONAL COCONUT RESEARCH CENTER- VISAYAS commits to 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

CRISLIN B. CRUZ

Instructor I

Date:

MARISEL A. LEORNA

Center Head

Date:

Approved:

MARIA JULIET C. CENIZA

VP, Research, Extension & Innovation

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	% of Accomplish ment	Actual Accomplish ment	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 Services			(NOT APPLICABLE)								
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	10	112.00%	11.2	4.75	4.85	4.75	4.78	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	200.00%	4	5	5	4.85	4.95	
		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	1	400.00%	4	5	4.85	4.75	4.87	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	200.00%	2	4.75	4.9	4.8	4.82	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	100.00%	1	4.75	4.75	4.85	4.78	



		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	3	166.67%	5	5	5	4.85	4.95	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	2	250.00%	5	4.5	4.5	4.75	4.58	
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	0		0					no assigned advisee yet
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>		0		0					no assigned advisee yet
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0		0					no assigned advisee yet
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0		0					no assigned advisee yet
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	10	200.00%	20	4.75	4.85	4.85	4.82	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	0							not assigned, already caters NSTP-CWTS
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student</i>	0							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel	1	100.00%	1	4.75	4.75	4.9	4.80	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	100.00%	1	4.9	4.9	4.9	4.90	





		<i>In refereed nat'l/regional journals</i>									target set on other quarter
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	*for July - Dec target		0					target set to another quarter
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50%	100.00%	50%	4.75	4.75	4.5	4.67	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									target set to another quarter
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								target set to another quarter
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								target set to another quarter
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	100.00%	1	5	4.5	4.75	4.75	
<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 result of extension activities	<b>A 36.</b> 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	200.00%	2	4.75	4.85	5	4.87	
	<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	Conducts trainings among beneficiaries of technologies for transfer	10	150.00%	15	4.75	4.85	5	4.87	

	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	2	150.00%	3	4.75	4.85	4.86	4.82	
	<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 relevance	<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	Provides quality and relevant training courses and advisory services	100%	100.00%	100%	5	4.75	4.75	4.83	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons		1	200.00%	2	4.75	5	4.85	4.87	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Extension Project still on-going (N/A)			-	-	-		Already have an existing extension project 3 (target set to another quarter)
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0		0	-	-	-		
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	100.00%	1	4.75	4.85	4.75	4.78	

Total Over-all Rating										111.22
Average Rating										4.84
Additional Points:			Comments and Recommendations for Development Purposes: <i>willing to learn. Demonstrates initiatives and resourcefulness</i>							
Approved Additional Points (with copy of approval)										
Final Rating		4.84								
Adjectival Rating		OUTSTANDING								

Evaluated & Rated by:

MARISEL A. LEORNA, Ph.D

Center Head

Date:

Recommending Approval

ROSA OPHELIA D. VELARDE

Director for Research

Date:

Approved by:

MARIA JULIET C. CENIZA

VP, Research, Extension & Innovation

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: CRISLIN B. CRUZ

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 courses in courses assigned	Handled and taught classes in Economics	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
2	Develops and submits on-line course ware	Developed 1 online courseware in Economics	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
4	Prepares Power Point presentation, video clips, movie clips, reading assignments in Economics	Prepared Power Point presentation, video clips, movie clips, reading assignments in Economics	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc	Prepared assessment tools, i.e. long exam, quizzes problems sets, etc	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
6	Submits the course ware duly reviewed by TRP or editing by MMDC editor	Submitted course ware duly reviewed by TRP or editing by MMDC editor	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
7	Creates virtual classroom using either Moodle or Google Classroom	Created virtual classroom using either Moodle or Google Classroom	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
8	Prepares, & submits and research paper in scientific fora / conferences	Prepared, & submitted research paper in scientific fora / conferences	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
9	Prepares research proposals, submits and	Prepared research proposals, submits and	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	




	follows up its approval for immediate implementation	follows up its approval for immediate implementation						
10	Acts as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	Acted as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
11	Designs research related activities and other outputs to implement new normal	Designed research related activities and other outputs to implement new normal	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
12	Implements duly approved extension projects	Implemented 1 approved extension projects	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
15	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Submitted 1 extension project proposals, and followed up its approval for immediate implementation	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	
16	Attends mandated trainings	Attended 2 trainings related to instruction	Jan 2021	June 2021	June 2021	Impressive	Very Satisfactory	

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

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

Prepared by:

  
**MARISEL A. LEORNA**  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: NCRC – Visayas

Name of Employee: CRISLIN B. CRUZ

Head of Office: MARISEL A. LEORNA

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Monitoring of accomplishments and conduct of meeting	✓	✓		Submitted monthly outputs under the new normal	
<b>Coaching</b>  Feedback and consultation	✓	✓			

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

Conducted by:

Noted by:

MARISEL A. LEORNA

Immediate Supervisor

MARIA JULIET C. CENIZA  
Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN  
JANUARY - JUNE 2021**

Name of Employee: CRISLIN B. CRUZ  
Performance Rating: \_\_\_\_\_

Aim: Plan the implementation of the research and extension projects handled especially the have been bequeath from Prof. Mario Baliad who was on Sabbatical leave last Feb 2021

Proposed Interventions to Improve Performance:

Date: January 1, 2021

Target Date: March 31, 2021

First Step: Conduct of staff meeting and planning with the SRAs and laborers, especially in the farming sections.

Result: Good planning of activities in both extension and farming section

Date: April 1, 2021

Target Date: June 30, 2021

Next Step: Implement plan activities while observing health protocols for the extension section

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

Final Step/Recommendation:

Propose innovative activities to address the gap caused by the new normal set up for both section handled.

Prepared by:

  
MARISEL A. LEORNA

\_\_\_\_\_  
Director, NCRC-V

Conforme:

  
CRISLIN B. CRUZ

\_\_\_\_\_  
Name of Ratee Faculty/Staff