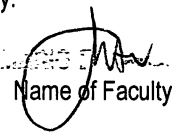


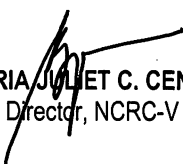
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

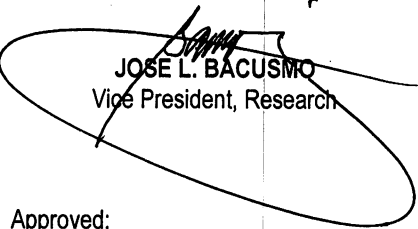
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
January to June 2018


Name of Faculty Member: **MARISEL A. LEORNA**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Head/Dean (50%)		5.000 x 50%	2.500
b. Students (50%)		5.000 x 50%	2.500
Total Instruction	25%	5.000	1.250
2. Research			
a. Client/Director for Research		4.400 x 50%	2.200
b. Dept. Head/Center Directors		5.000 x 50%	2.500
Total for Research	30%	4.700	1.410
3. Extension			
a. Client/Director for Extension		5.000 x 50%	2.500
b. Dept. Head/Center Directors		5.000 x 50%	2.500
Total for Extension	20%	5.000	1.000
4. Production	25%	4.580	1.145
TOTAL	100%		4.805
EQUIVALENT NUMERICAL RATING			4.805
Add: Additional Points, if any			-
TOTAL NUMERICAL RATING			4.805
ADJECTIVAL RATING			Outstanding

Prepared by:

Name of Faculty

Reviewed by:

MARIA JULIET C. CENIZA
Director, NCRC-V

Recommending Approval:

JOSE L. BACUSMO
Vice President, Research

Approved:

OTHELLO B. CAPUNO
Vice President, Research and Extension

	Approved Manuscript submitted within the prescribed period	Review and approved student theses manuscript							
	Student Advising and Consultation Services:								
	Number of hours spent on student consultation	Consult with student on subject matter and other course-related activities	2	10	5	5	5	5.00	
	Number of organization advised	Adviser of student organization							
	Number of student-related activities assisted	Resource person in student related activities;							
UMFO 3. Research Activities									
	PI 1. Number of published papers in internationally indexed journals								
	PI 2. Number of research outputs presented in regional/national/int'l fora/conferences								
	<i>In int'l fora/conferences</i>								
	<i>In nat'l fora/conferences</i>								
	<i>In reg'l fora/conferences</i>								
	<i>In institutional fora/conferences</i>	Present relevant research outputs during in-house review	1	5	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule	Implements approved research projects with the specific period	1	4	5	5	5	5.00	
	PI 4. Number of research proposals submitted								
	PI 5. Percent of research proposals approved								
	PI 6. Amount of research money generated from external funding (Thousand PHP)	Implements approved research with PCAARRD funding	500,000	2M	5	5	5	5.00	
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)	Implements approved research with VSU funding	50,000	125,000	5	5	5	5.00	
	PI 8. Additional outputs								
	No. of research-related awards (research conducted by faculty or student w/ faculty)								
UMFO4. Extension Services									
	PI 1. Number of person-days trained weighted by length of training	Conducts seminar/training on coconut & banana processing	10	15	5	5	5	5.00	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepares coconut training module on food processing	1	2	5	5	5	5.00	
	PI 3. Number of beneficiaries served								
	<i>Groups</i>	Give out coconut based food products to farmers/clients	2	4	5	5	5	5.00	
	<i>Individuals</i>	Distributes coconut-based food products to clients/farmers	10	10	5	5	5	5.00	

	PI 4. Number of extension projects conducted and/or completed on schedule	Implements extension projects within specific period.	1	2	5	5	5	5.00	
	PI 5. Number of extension proposals submitted	Prepares and submits research proposals to funding agencies							
	PI 6. Percent of extension proposals approved								
	PI 7. Amount of extension money generated from external funding (Thousand PHP)								
	PI 8. Amount of extension money generated from institutional funding (Thousand PHP)	Implements approved extension projects with VSU funding	10,000	80,000	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Distribute coconut-based food product processing leaflet to interested individuals.	25	50	5	5	5	5.00	
Production Services									
	PI 1. 10% increase of income generated to support university projects	Manages, supervises and monitors income of STF 6.4 project	10%	25%	5	5	5	5.00	
	PI2 Number of STF/IGPs monitored, supervised and managed	Manage and monitor, and supervise STF 6.4 project	1	1	3	5	4.5	4.17	
Total Over-all Rating								84.17	
Average Rating								4.951	
Adjectival Rating									

Evaluated & Rated by:

MARIA JULIET C. CENIZA
Center Director

Recommending Approval:

EFREN B. SAZ
Director for Extension

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved::

OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

Comments & Recommendations for Development Purpose:

Great job! Has surpassed this year's target. Continue the good work. Has the willingness to accept more teaching load if given by the appropriate unit. For Faculty Development.

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2018

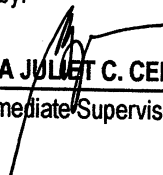
√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : **MARISEL A. LEORNA**
Head of Office : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

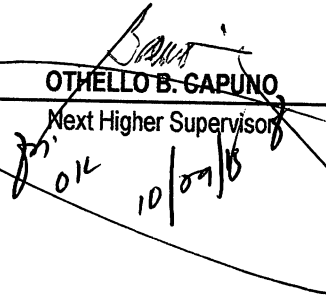
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring					Noted
R & D expenditure	√	Core staff meeting with Dr. Bacusmo			
Coaching					Noted
Consumption of funds allotted.		Core staff meeting with Dr. Bacusmo			

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

Conducted by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:


OTHELLO B. GAPUNO
Next Higher Supervisor
10/07/18

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June , 2018

Name of Employee: MARISEL A. LEORNA
Performance Rating: Outstanding

Aim: To be an outstanding government worker.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2018 Target Date: January to March 2018

First Step:
Briefing regarding the R& D Budget.

Result:
Working within the budget allotted for R&D.

Date: April 2018 Target Date: April to June 2018

Next Step:
Preparation of orders for supplies & materials within the specified budget.

Outcome:
Produced list of materials for R&D within the specified budget.

Final Step/Recommendation:
Processed the request thru channel.

Conforme:


MARISEL A. LEORNA

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: **Marisel A. Leorna**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Teaches assigned subjects in Food Science & Technology.	Full time equivalent teaching (1.5)	January 2018	June 2018	June 2018	Very impressive	Outstanding	
2.	Consultation with student on subject matter and other course-related activities	71 students consulted on subject matter and other course activities	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
3.	Supervises student-related activities assisted	Supervises 1 student-related activities	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
5.	Implements and conducts approved researches	Implements/conducts 5 research projects	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
6.	Generates external funds for the conduct of researches	Generates 800,000 for the conduct of research	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
8.	Conducts seminar on coconut & banana processing	Conducts training to on coconut & banana related topics (resource person)	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
9.	Develops technoguides/IEC materials on coconut & banana technologies	Develops 2 technoguides/IEC materials on coconut & banana.	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
10.	Distributte coconut based food project processing leaflet to interested individuals	Distributte 50 coconut based food project processing leaflet to interested individuals	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
12.	Implements/conducts and supervises approved extension projects	Implements/conduct 5 approved extension project	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
14.	Manages , supervises and monitors income of STF 6.4 Project	10% increase of income generated to support university projects.	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
15.	Manages and monitors, and supervise STF 6.4 project.	Manages and monitors IGP project.	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	

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

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

MARIA JULIET C. CENIZA
Director, NCRC - V