

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LUZ O. MORENO**
 Position/Designation: **Associate Professor IV, 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%)		5.00x50% = 2.50	0.625
b. Students (50%)		4.54x50% = 2.27	0.5675
<i>TOTAL for Instruction</i>			1.193
2. Research	55%	5.00	2.750
3. Extension	15%	4.92	0.738
4. Others	5%	5.00	0.250
TOTAL	100%		4.931

EQUIVALENT NUMERICAL RATING:

4.931

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.931

ADJECTIVAL RATING:

Outstanding

Prepared by:


LUZ O. MORENO
 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, **LUZ O. MORENO**, *Associate Professor IV* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2018 to December 2018.


LUZ O. MORENO
Ratee

Approved: 
LUZ O. MORENO
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						
PI1: Full-Time Equivalent (FTE)	Number of courses/subjects handled per semester/summer	Teaches courses/subjects per semester	1	2	5	5	5	5.00	
P12: Student advising	Number of student organization advised	Advise student organization	1	2	5	5	5	5.00	
	Number of student activities assisted	Assist student related activity	1	2	5	5	5	5.00	
	Number of student research advisees	Handles student research advisees/Acts as Adviser	3	9	5	5	5	5.00	
	Number of students advisees	Acts as SRC chairman/member (undergraduate student)	2	4	5	5	5	5.00	
	Number of hours spent on student consultation		30	60	5	5	5	5.00	
	Ave. Rating (Total Over-all rating divided by 4)								
	Additional Points: Punctuality								
	Approved Additional points (with copy of approval)								
	Average Rating (Total Over-all rating divided by 4)				Comments & Recommendations for Development Purposes:				
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING			5.00					
	ADJECTIVAL RATING			OUTSTANDING					

Evaluated and Rated by:


FELICIANO G. SINON
Director, NARC

Date: _____

Recommending Approval:


FELICIANO G. SINON
Director, NARC

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice-President

Date: _____

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LUZ O. MORENO**, Associate Professor IV of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2018** to **December 2018**.

LUZ O. MORENO

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 55% of the total tasks						
PI1: Number of Outputs	Number of research outputs submitted for publication in refereed international/national and other accredited indexed journal	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	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	3	5	5	5	5.00	
presented in regional/national/international fora/conferences		Submitted Developed Technology for patent	-	1	5	5	5	5.00	
	Number of research projects/studies implemented	Implements research projects/studies	2	4	5	5	5	5.00	
PI3: Number of proposals submitted	Number of proposals developed and submitted	Develop and submit proposal for abaca summit	-	-					
	Number of proposals approved for funding								
MFO3: Extension Services			Exension: At least 15% of the total tasks						
PI1: Number of Trainings conducted	Number of clients served	Provide technical assistance to abaca pulp processors, farmers & other cleints	10	50	5	5	5	5.00	
	Number of projects implemented	Conducts/implements projects/components	1	1	4.5	5	5	4.83	

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments					
			Others: At least 5% of						
	Number of visitors briefed	Conducts briefings on abaca production, variety selection & other technologies	30	80	5	5	5	5.00	
	Number of trainings served as resource person	Act as resource person during trainings	1	-					
Others:									
	Number of meetings, seminars, conference and trainings attended	Attends meetings, seminar, conferences and trainings	5	20	5	5	5	5.00	
	Number of committee membership/ chairmanship w/n the university	Acts as committee member/chair w/n the university	4	8	5	5	5	5.00	
Total Over-all Rating								39.83	

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purposes: <i>Congratulations. Keep up the good work.</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			
		4.98	
ADJECTIVAL RATING			
		OUTSTANDING	

Evaluated and Rated by:

FELICIANO G. SINON

Director, NARC

Date: _____

Recommending Approval:

FELICIANO G. SINON

Director, NARC

Date: _____

Approved by:

OTHELLO B. CAPUNO

Vice-President

Date: _____

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **LUZ O. MORENO**

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	July 1, 2018	Dec. 31, 2018	2	Very Impressive	O	Congratulations! Keep up the good work.
2	No. of student organization advised	1	July 1, 2018	Dec. 31, 2018	2	Very Impressive	O	
3	No. of student activities assisted	1	July 1, 2018	Dec. 31, 2018	2	Very Impressive	O	
4	No. of student research advisees	3	July 1, 2018	Dec. 31, 2018	9	Very Impressive	O	
5	No. of students advisees	2	July 1, 2018	Dec. 31, 2018	4	Very Impressive	O	
6	No. of hours spent on student consultation	30	July 1, 2018	Dec. 31, 2018	60	Very Impressive	O	
MFO2: Research and Extension Support Services (Research: At least 55% 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		-			
8	No. of research outputs presented in international/national/regional and local fora or conference	1	As scheduled		3	Very Impressive	O	

	- Submitted Technology for patent	Developed	-			1	Very Impressive	O
9	No. of research projects/studies implemented	2	July 1, 2018	Dec. 31, 2018	4	Very Impressive	O	
10	No. of proposals approved	1	As submitted for review		-			
MO3: Extension: At least 15% of the total task								
11	No. of clients served	10	July 1, 2018	Dec. 31, 2018	50	Very Impressive	O	
12	No. of projects implemented	1	July 1, 2018	Dec. 31, 2018	1	Very Impressive	O	
13	No. of visitors briefed	30	As scheduled		80	Very Impressive	O	
14	No. of trainings served as resource person	1	As scheduled		-			
Others: (at least 5% of total tasks)								
15	No. of meetings, seminars, conference and trainings attended	5	As scheduled		20	Very Impressive	O	
16	No. of committee membership/chairmanship w/n the university	4	As assigned		8	Very Impressive	O	

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

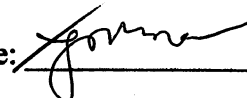
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


FELICIANO G. SINON
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUZ O. MORENO**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of abaca RDE programs.**
Efficient and effective implementation of academic programs in affiliated colleges/departments.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: Dec. 31, 2018

First Step:

1. To develop and submit proposals to funding agencies.
2. Implement abaca researchers.
3. Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.
4. Perform production functions (e.g. mass production of planting materials).

Result:

1. Outstanding research outputs.
2. Submitted grades of students on time.
3. Generated income from production of planting materials

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

Next Step:

1. To develop and submit proposals to funding agencies.
2. Implement abaca researchers.
3. Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.
4. Perform production functions (e.g. mass production of planting materials).

Outcome:

1. Outstanding research outputs/promising technologies/relevant information generated.

2. Advises graduated on time.
3. Generation income from production of planting materials.

Final Step/Recommendation:

For promotion.

Prepared by:


FELICIANO G. SINON
Unit Head