

VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

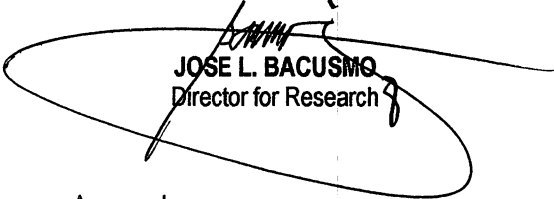
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS  
July to December 2018

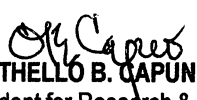
Name of Faculty Member: **MARISEL A. LEORNA**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Head/Dean (100%)		4.900 x 100%	4.900
Total Instruction	25%	4.900	1.225
2. Research			
a. Client/Director for Research		4.800 x 50%	2.400
b. Dept. Head/Center Directors		4.940 x 50%	2.470
Total for Research	30%	4.870	1.461
3. Extension			
a. Client/Director for Extension		4.800 x 50%	2.400
b. Dept. Head/Center Directors		4.950 x 50%	2.475
Total for Extension	20%	4.875	0.975
4. Production	25%	5.000	1.250
TOTAL	100%		4.911
EQUIVALENT NUMERICAL RATING			4.911
Add: Additional Points, if any			-
TOTAL NUMERICAL RATING			4.911
ADJECTIVAL RATING			Outstanding

Prepared by:  
  
**MARISEL A. LEORNA**  
Name of Faculty

Reviewed by:  
  
**MARIA JULIET C. CENIZA**  
Director, NCRC-V

Recommending Approval::  
  
**JOSE L. BACUSMO**  
Director for Research

Approved:  
  
**OTHELLO B. CAPUNO**  
Vice President for Research & Extension



Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MARISEL A. LEORNA, Assistant Professor II 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 July to December, 2018.

MARISEL A. LEORNA

Asst. Professor II

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

MARIA JULIET C. GENIZA

Director,, NCRC-V

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

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 1. Advance Education Services										
UMFO 2. Higher Education										
NCRC MFO 1. urriculum Program Management										
	PI 1: Total FTE monitored		Teaching students the assigned subjects in Food Science & Technology	1.5	0.41667	5	5	5	5.00	
NCRC MFO 2. Student Management Services										
	PI 6: Additional Outputs									
	Number of graduates with prescribed period									
	Masters		Checking and approving MS thesis		1	5	5	5	5.00	
	Baccalaureate		Advising students conducting research and fulfilling their academic requirements		3	5	5	5	5.00	
	Number of Instructional Materials Developed/Revised and Utilized									
	New IM's		Prepares/develop new instructional materials	1	1	4	5	5	4.67	
	Revised IM's within the last 3 years		Prepares/Revises Powerpoint lectures on courses taught, lab. Guides and manuals of subject taught	1	2	5	5	5	5.00	

	Number of Student Research and field Practice Advising:								
	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;		1	5	5	4	4.67	
<b>UMFO 3. Research Activities</b>									
	PI 1. Number of published papers in internationally indexed journals								
	PI 1. Number of technologies applied for IP protection			1	5	5	5	5.00	
	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>			3	5	5	5	5.00	
	<i>In institutional fora/conferences</i>	Present relevant research outputs during in-house review	1	3	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	2	4	5	5	4.67	
	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	125,510	5	5	5	5.00	
	PI 8. Additional outputs								
	No. of research-related awards (research conducted by faculty or student w/ faculty)								
<b>UMFO4. Extension Services</b>									
	PI 1. Number of person-days trained weighted by length of training	Conducts seminar/training on coconut processing	10	45	5	5	5	5.00	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepares training module on coconut processing for food	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	30	5	5	5	5.00	
	PI 4. Number of extension projects conducted and/or completed on schedule	Implements extension projects within specific period.	1	1	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 fundiing	10,000	80,000	5	4	5	4.67	
	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	
<b>Production Services</b>									
	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	5	5	5	5.00	
								4.939	
Average Rating		4.939	Comments and Recommendations for Development Purpose: <i>Keep up! Good job! Has surpassed the targets. Commendable performance!</i>						
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.939							
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by:

MARIA JULIET C. CENIZA  
Center Director

Recommending Approval:

JOSE L. BACUSMO  
Director for Research

Approved::

OTHELLO B. CAPUNO  
Vice Pres. for Research & Extension

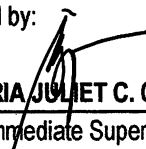
PERFORMANCE MONITORING & COACHING JOURNAL  
Rating Period: July to December 2018


	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

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					
	✓	✓			
	Lab. Performance and activities	↑			
Coaching	✓				
	Lab. management and policies	Monitoring performance & determining relationship of subordinates			

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. CAPUNO  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## 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*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Teaches assigned subjects in Food Science & Technology.	Full time equivalent teaching (1.5)	July 2018	December 2018	December 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	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
3.	Supervises student-related activities assisted	Supervises 1 student-related activities	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
5.	Implements and conducts approved researches	Implements/conducts 5 research projects	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
6.	Generates external funds for the conduct of researches	Generates 800,000 for the conduct of research	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
8.	Conducts seminar on coconut - based processing	Conducts training to on coconut related topics (resource person)	July 2018	December 2018	August 2018	Very impressive	Very Satisfactory	
9.	Develops technoguides/IEC materials on coconut - based technologies	Develops 2 technoguides/IEC materials on coconut & banana.	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
10.	Distributte coconut based food processing technologies leaflet to interested individuals	Distributte 50 coconut based food project processing leaflet to interested individuals	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
12.	Implements/conducts and supervises approved extension projects	Implements/conduct 5 approved extension project	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
14.	Manages , supervises and monitors income of STF 6.5 Project	10% increase of income generated to support university projects.	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
15.	Manages and monitors, and supervise STF 6.5 project.	Manages and monitors IGP project.	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	

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

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

MARIA JOUET C. CENIZA  
Center Director

EMPLOYEE DEVELOPMENT PLAN  
Rating Period: July - December 2018

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

Aim: To enhance her knowledge in VSU's PRIME-HRM.

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

Date: July 1, 2018 Target Date: 3rd Quarter 2018

First Step:  
Enjoin her to attend trainings on PRIME-HRM.

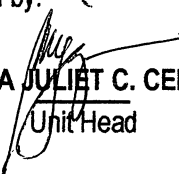
Result:  
Had successfully completed the PRIME-HRM training last August 24, 2018.


Date: October 24, 2018 Target Date: 4th Quarter 2018

Next Step:  
Enjoin her to review the VSU's PRIME-HRM on all 4 areas (1. Recruitment, Selection and Placement; 2. Learning and development; 3. Performance Management; and 4. Rewards and Recognition).

Outcome:  
Effective and efficient officer:  
Was able to use the knowledge especially in the process of hiring new staff in lieu of Prof. Tessie Nuñez.

Final Step/Recommendation:  
Attendance to higher level management and leadership trainings.

Prepared by:  
  
MARIA JULIET C. CENIZA  
Unit Head

Conforme:  
  
MARISEL A. LEORNA