

**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
July to December 2020**

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 (50%)	4.83	$4.83 \times 100\% = 4.83$	
Total for Instruction	30%	4.83	1.449
2. Research			0
a. Client/Dir. for Research (50%)	5.0	$5 \times 50\% = 2.5$	0
b. Dept. Head/Center Director (50%)	4.94	$4.94 \times 50\% = 2.47$	0
Total for Research	30%	4.97	1.491
3. Extension			0
a. Client/Dir. for Extension (50%)	4.8	$4.8 \times 50\% = 2.4$	0
b. Dept Head/Center Director (50%)	4.95	$4.95 \times 50\% = 2.475$	0
Total for Extension	20%	4.875	0.975
4. Administration	15%	5.0	0.75
5. Production	5%	5	0.25
TOTAL			4.915

EQUIVALENT NUMERICAL RATING: 4.915

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.915

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

MARISEL A. LEORNA

Name of Faculty

MARIA JULIET C CENIZA

Department Head

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

Vice President for Research, Extension & Innovation

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

"Exhibit B"

I, **MARISEL A. LEORNA**, Assistant Professor III 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 2020.

**MARISEL A. LEORNA**  
Assistant Professor III  
Date:

Recommending Approval:

**JOSE L. BACUSMO**  
Director for Research  
Date:

Approved:

**OTHELLO B. CAPUNO**  
Vice President, OVPRE8

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	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	
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								
		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	0	100%	1	5	5	4	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	400%	4	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	100%	1	5	5	4	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	100%	1	5	5	5	5.00	



		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	300%	3	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	100%	1	5	5	4	4.67	
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	200%	2	5	5	5	5.00	
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	100%	1	5	5	4	4.67	
	<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	60%	167%	100%	5	5	5	5.00	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)			100%	1	5	5	5	5.00	
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		100%	1	5	5	5	5.00	
		Number of technologies generated and utilized by industries and farmers or other clients		1	200%	2	5	5	5	5.00	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<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	1	200%	2	5	5	5	5.00	
	<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		1	200%	2	5	5	5	5.00	

	Resource Persons	Resource Persons		1	200%	2	5	5	5	5.00	
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	100%	1	5	5	4	4.67	
		Number of beneficiaries served with technical assistance									
		Groups		1	100%	1	5	5	5	5.00	
		Individuals									
		Number of IEC materials/technologies developed / used	Prepares training modules on coconut processing for food	1	200%	2	5	5	5	5.00	
		No. of copies of IEC materials distributed	Edits and review IEC materials, distribute information materials on food processing		200%	2	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>Income Generating and Production Services</b>										
	Sustainable Income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	100%	1	5	5	5	5.00	
		Number of technologies commercialized / used by the industry		1	600%	6	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services</b>											
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100%	Zero % complaint	5	5	5	5.00	



	Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Supervise and monitor NCRC-V personnels	3	200%	6	5	5	5	5.00	
		Number of NCRC-V meetings conducted	Conduct NCRC-V Core staff meetings	6	100%	6	5	5	5	5.00	
		Number of documents reviewed/evaluated, signed and approved	Review, evaluate, sign and approved official documents	15	200%	30	5	5	5	5.00	
		Number of University committees/council meetings attended	Attend University committee and council meetings								
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare, review & submit data and other information requested by other offices	1	200%	2	5	5	5	5.00	
										4.94	
Average rating			4.94		Comments & Recommendations for Development Purpose:  Resourceful and dependable.						
Additional Points:											
Approved Additional Points (with copy of approval)											
FIINAL RATING			4.94								
ADJECTIVAL RATING			OUTSTANDING								

Evaluated & Rated by:

MARIA JULIET C. CENIZA

Director

Date:

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved by:

OTHELLO B. CAPUNO

Vce President, OVPREI

Date:

## Exhibit I

## 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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
2	Attend mandated trainings	Attended 2 mandated trainings	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
3	<i>Acts as academic advise rto students</i>	<i>Acted as academic adviser to 1 student</i>	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	July 2020	Dec 2020	Dec 2020	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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
6	Conducts and completes research oroject within the year	Conducted and completed 1 research project within the year	July 2020	Dec 2020	Dec 2020	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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
8	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	



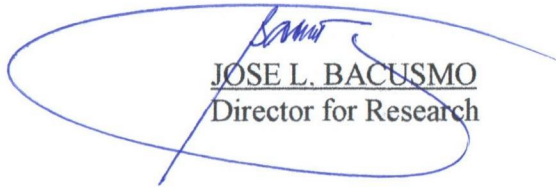
	9returns duly reviewed paper	reviewed paper						
9	Prepares and submits application for UM of technology generated out of research output	Prepared and submitted application for UM of technology generated out of research output	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
10	Identifies 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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
11	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
12	Implementes duly approved extension projects	Implemented duly approved extension projects	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
15	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Preparesdextension project proposals, submitted it and followed up its approval for immediate implementation	July 2020	Dec 2020	Dec 2020	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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
17	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
18	Edits and review IEC materials, distribte information materials on coconut production	Edited and review IEC materials, distributedinformation materials on coconut	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	

		production						
19	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
20	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
21	Supervise and monitor NCRC-V personnels	Supervised and monitor NCRC-V personnels	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
22	Conduct meetings as Food Section Incharge	Conducted meetings for the Food Section of NCRC	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
23	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	July 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	
24	Attend University committee and council meetings	Attended University committee and council meetings	July 2020	Dec 2020	Dec 2020	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 2020	Dec 2020	Dec 2020	Very Impressive	\Very Satisfactory	

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

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

Prepared by:

  
JOSE L. BACUSMO  
Director for Research



## APPENDIX C

### The QCE of the NBC No. 461 for **Research** Instrument 2: LEADERSHIP

Rating Period: **JULY TO DECEMBER 2020**

Name of Faculty: **MARISEL A. LEORNA** Academic Rank: Assistant Professor  
Evaluators: The immediate supervisor

- |  |  |
|--|--|
| <input type="radio"/> Program Project Leaders          | <input type="radio"/> College Research Coordinator |
| <input type="radio"/> Project Leader for Study Leaders | <input type="radio"/> College Research Director    |
| <input type="radio"/> Others (Please Indicate) _____   |  |

Title of Project: Development, Optimization, and Market Study of Coconut-based Food Products (3 components) (NCRC-2025-1)

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The Faculty is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

Faculty Performance/Output	Scale				
1. Regularly communicates quality output of the research proceeding to colleagues/staff/clientele/ subordinates.	(5)	4	3	2	1
2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner	(5)	4	3	2	1
3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings.	(5)	4	3	2	1
4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the research activity in a more efficient manner.	(5)	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding	(5)	4	3	2	1

Total Score: \_\_\_\_\_

OR Capas  
Signature of Evaluator

\_\_\_\_\_  
Name of Evaluator

\_\_\_\_\_  
Position of Evaluator

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

Antonio Arriaga  
Signature of Witness

ANTONIO ARRIAGA  
Name of Witness

NCRC-V Admin Aide II  
Agency and Position

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: MARISEL A. LEORNA

Head of Office: MARIA JULIET C. CENIZA

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:

MARIA JULIET C. CENIZA  
Immediate Supervisor

JOSE L. BACUSMO  
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 6, 2020 Target Date: July 30, 2020

First Step:

Adjusting and harmonizing RDE implementation in the new normal situation

Result:

Established, strategies in the new normal

Date: September 1, 2020 Target Date: October 5, 2020

Next Step:

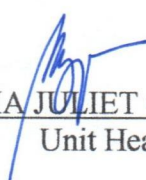
Implementing new normal strategies for RDE implementation.

Outcome: Technologies developed on coconut food product.  
Presented research output in Natinal Scientific Summit.

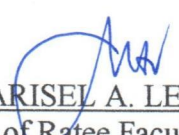
Final Step/Recommendation:

Continue on technology development on coconut food product

Prepared by:

  
MARIA JULIET C. CENIZA  
Unit Head

Conforme:

  
MARISEL A. LEORNA  
Name of Ratee Faculty/Staff