


## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

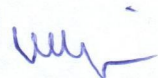
Name of Faculty Member: **FLORA MIA Y. DUATIN**  
Position/Designation: **Associate Professor III**

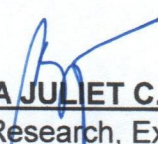
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	<b>25%</b>		
a. Head/Dean (50%)		<b>4.97</b>	<b>0.621</b>
b. Students (50%)		<b>4.50</b>	<b>0.563</b>
<b>TOTAL for Instruction</b>			<b>1.184</b>
<b>2. Research</b>	<b>45%</b>	<b>4.87</b>	<b>2.192</b>
<b>3. Extension</b>	<b>30%</b>	<b>5.00</b>	<b>1.500</b>
<b>TOTAL</b>	<b>100%</b>		<b>4.875</b>

**EQUIVALENT NUMERICAL RATING:** 4.875  
Add: Additional Points, if any: \_\_\_\_\_  
**TOTAL NUMERICAL RATING:** 4.875  
**ADJECTIVAL RATING:** OUTSTANDING

Prepared by:   
**FLORA MIA Y. DUATIN**  
Name of Staff


Reviewed by:   
**ROMEL B. ARMECIN**  
Director, NARC

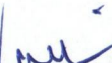
Recommending Approved:   
**ROMEL B. ARMECIN**  
Director, NARC

Approved:   
**MARIA JULIET C. CENIZA**  
Vice-President for Research, Extension and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FLORA MIA Y. DUATIN, a faculty member of the NATIONAL ABACA RESEARCH CENTER commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 2023.

  
**FLORA MIA Y. DUATIN**  
 Assoc. Prof.  
 Date: \_\_\_\_\_

Approved:   
**ROMEL B. ARMECIN**  
 Director, NARC  
 Date: \_\_\_\_\_

  
**MARIA JULIET C. CENIZA**  
 Vice President for RE & I  
 Date: \_\_\_\_\_

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishm ent	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											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	1	7	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertati on manuscript	1	1	5	5	4.5	4.83	

	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertati on manuscript	1	1	5	5	4.5	4.83	
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	6	5	5	5	5.00	
PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	2	5	5	5	5.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	11	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1						

		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	2	✓	✓	✓	5.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Servi											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	6	✓	✓	✓	5.00	
		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	3	✓	✓	✓	5.00	
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	4	✓	✓	✓	5.00	

		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	20 (800)	5	5	5	5.0	
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	8	380	5	5	5	5.0	
	<b>PI8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic adviser to students	4	6	5	5	5	5.0	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:			2	5	5	5	5	5.0	
		As SRC Chairman	Advising/correction	Advises, and corrects <u>research outline</u> and thesis/SP manuscript	1	1	5	5	9.5	4.83	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.0	
		<b>A18.</b> Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	83	5	5	5	5.0	
	<b>PI9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised		Advises student organizations recognized by USSO							

		<b>A20</b> : Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of on-line course were developed and submitted :		Prepares and submits for review by the Technical Review Panel	1						
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	24	5	5	5	5.00	
		<b>A 23</b> : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24</b> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	



	<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	Prepares, submits and presents research paper in scientific fora/conferences	1	1	5	5	4.5	4.83	
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	<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	1	1	5	5	4.5	4.83	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
<b>UMFO 4. EXTENSION SERVICES (30%)</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	Identifies and links with probable partners for extension activities and maintains this active partnership	1	2	5	5	5	5.0	
	<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	Conducts trainings among beneficiaries of technologies for	1	2	5	5	5	5.0	
	<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	Implements duly approved extension projects	1	2	5	5	5	5.0	
	<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	1	2	5	5	5	5.0	
	Resource Persons	Resource Persons								

	Consultancy	Consultant								
	Total Over-all Rating						Comments & Recommendations for  Development Purposes: Needs to participate training related to biotech & tissue culture			
	Average Rating									
	Adjectival Rating					4.96 outstanding				

Evaluated & Rated by:

ROMEL B. ARMECIN

NARC, Director

Date:

Recommending Approval

ROSA OPHELIA D. VELARDE

Director for Research

Date:

Approved by:

MARIA JULIET C. CENIZA

Vice President for RE & I

Date:

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORA MIA F. DUATIN**  
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To finish PhD Degree to effectively perform expected functions**

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

---

**Dissertation finalization and defense**

Result:

---

**- For graduation and results for publication.**

---

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:

1. To develop and submit proposals to funding agencies.
2. Implement abaca researches.
3. Perform instruction-related functions like teaching and as adviser to undergraduate and graduate students.

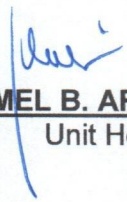
Outcome:

1. Outstanding research outputs.
2. Submitted grades of students on time.
3. Outstanding research outputs/promising technologies/relevant information generated.
4. Advisees graduated on time.

Final Step/Recommendation:

- Needs to attend training related to micropropagation.

Prepared by:

  
**ROMEL B. ARMECIN**  
Unit Head