



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA JULIET C. CENIZA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			5

TOTAL NUMERICAL RATING: _____

5

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Outstanding

Prepared by: _____

MARIA JULIET C. CENIZA
Name of Staff

Reviewed by: _____

DANIEL LESLIE S. TAN
Department/Office Head

Recommending Approval: _____

DANIEL LESLIE S. TAN
VSU President

Approved: _____

DANIEL LESLIE S. TAN
VSU President

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: Maria Juliet C. Ceniza

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5x50%=2.25	
b. Students (50%) <i>(CTPLS)</i>		5x50%=2.5	
Total for Instruction	30%	5x30%	1.5
2. Research	10%	5.0	0.5
3. Extension	10%	5.0	0.5
4. Administration	50%	5.0	2.5
TOTAL	100%		5

EQUIVALENT NUMERICAL RATING: 5

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5ADJECTIVAL RATING: Outstanding

Prepared by:


MARIA JULIET C. CENIZA

Name of Faculty

Vice President for Research, Extension and Innovation

Approval:


DANIEL LESLIE S. TAN

OIC-President

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION and INNOVATION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MARIA JULIET C. CENIZA**, of the Office of the Vice Pres. for Research, Extension and Innovation (OVPREI) 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-December 2023.

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation, Ratee
Date: 1-19-2023

DANIEL LESLIE S. TAN
OIC-University President
Date: 1-19-2023

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating			
						Quality	Efficiency	Timeliness	Average
UMFO	MFO 2. Higher Education Services								
	PI. 1 Total FTE monitored	Handle and teach courses	3	12	5.0	5.0	5.0	5.0	5.0
	PI 4: Number of students advised on thesis: Approved manuscript submitted within prescribe period on consultation:	Serve as thesis adviser/committee member	3	7	5.0	5.0	5.0	5.0	5.0
	PI 5: Number of instructional materials	Develop instructional materials	2	8	5.0	5.0	5.0	5.0	5.0
	PI 7: Number of virtual classrooms	Created virtual classrooms	1	6	5.0	5.0	5.0	5.0	5.0
	Subtotal								5.0
	MFO 3. Research Services								
	PI1. Number of articles published in internationally indexed journals	Submit/ endorse articles for publication	1	5	5.0	5.0	5.0	5.0	5.0
	PI2. Number of research outputs presented in scientific fora	Present/ endorse articles for publication	5	32	5.0	5.0	5.0	5.0	5.0
	P13. Number of research units and organizations managed, programs/ projects conducted/ completed	a) Managed/ coordinates VSU RDE Centers and programs under the colleges	10/15	15	5.0	5.0	5.0	5.0	5.0
		b) Managed/ coordinates Regional RDE consortium members and respective programs of CMIs	10/17	28	5.0	5.0	5.0	5.0	5.0
		c) Conducts programs/ projects	3	5	5.0	5.0	5.0	5.0	5.0
		d) Acts/ approves/ endorse ongoing/ completed projects	140	152	5.0	5.0	5.0	5.0	5.0

	PI4 . Number of proposals prepared and approved	Manage/ endorse research proposals to University President/ funding agency and supervise monitoring of approved proposals	10	32	5.0	5.0	5.0	5.0
		Percent rate of approved proposals	95%	95.00%	5.0	5.0	5.0	5.0
	PI5. Amount of research money generated from external funding	Facilitated generation of research money from GAA and external funding both R&E, & ViCARP through endorsed program/ project proposals	16M	73,840,767.62	5.0	5.0	5.0	5.0
	PI6. Amount of research money generated from institutional funding	Review/ endorse programs / projects and budget proposals for approval by University President	15M	28,708,000	5.0	5.0	5.0	5.0
	PI7. Number of coordinated/ supervised/ conducted RDE scientific and related for a and review proceedings/ outputs	Take overall coordination of RDE scientific and related fora (In-House Review, Symposium, program/ project conference)	25	35	5.0	5.0	5.0	5.0
	PI8. Number of reviewed/ packaged RDE management outputs/ IEC materials produced, reproduced and	Review and approve/ recommend for final packaging of R&D outputs, submitted R&D progress reports	47	53	5.0	5.0	5.0	5.0
	PI9. Number of forge/ manage and strengthened RDE linkages	Provided assistance to the University President in forging and maintaining international/ national/ regional/ institutional RDE linkages	40	50	5.0	5.0	5.0	5.0
	Sub-total							5.0
	MFO 4. Extension Services							
	PI1. Number of person-days trained	Train stakeholders	11,000	13,000	5.0	5.0	5.0	5.0
	PI2. Number of trainings conducted	Acts and supported trainings/ seminars/ workshops	16	25	5.0	5.0	5.0	5.0
	PI3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy, Evaluators/ Organizers	18	30	5.0	5.0	5.0	5.0
	PI4. Number of success stories (videos) materials , technguides developed/ used	Approves the production of video success stories materials for distribution to stakeholders through posting the website of RDE/VSU	12,500	40,000 (Success stories for farmers on coconut, jackfruit, vegetable, goat and cattle and rootcrops)	5.0	5.0	5.0	5.0

PI5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	50	70	5.0	5.0	5.0	5.0
PI6. Number of extension proposals submitted	Endorse proposals submitted by proponents	5	60	5.0	5.0	5.0	5.0
PI7. Percent of extension proposals approved	Percent of extension proposals approved	100%	90%	5.0	5.0	5.0	5.0
PI8. Amount of extension money generated from external funding	Facilitate submission of program/ project budget proposals	9M	15M	5.0	5.0	5.0	5.0
PI9. Amount of extension money generated from institutional funding	Facilitate submission of program/ project budget proposals	5M	5,286,000	5.0	5.0	5.0	5.0
Sub-total							5.0
MFO 5. Admin Support Services							
PI1. Percentage of RDE documents acted on time	Acts on time administrative documents	90%	100.00%	5.0	5.0	5.0	5.0
PI2. Number of meetings conducted	Preside OVPRE and other related meetings	13	50	5.0	5.0	5.0	5.0
PI3. Percent of RDE related trips	Approved RDE related trips	91%	100%	5.0	5.0	5.0	5.0
PI4. Number of awards OVPREI has contributed to the university under the VP's overall supervision	RDE related awards received: - institution - consortium - projects: papers/ posters - researchers	15	15	5.0	5.0	5.0	5.0
Sub-total							5.0
Total Over-all Rating							5.0
Average Rating							
Adjectival Rating							

Recommending Approval:

MARIA JULIET C. CENIZA

Vice Pres. for Research, Extension, and Innovation

Date: 1-19-2023

Approved:

DANIEL LESLIE S. TAN

OIC-President

Date: 1-19-2023

Comments:

Excellent!



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: MARIA JULIET C. CENIZA

Position: Vice President

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He 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 staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	(5)	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	(5)	4	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	(5)	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	(5)	4	3	2	1	
Total Score						
Average Score		5				

Overall recommendation : Excellent!



DANIEL LESLIE S. TAN
OIC-Univ. President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA JULIET C. CENIZA
Performance Rating: Outstanding

Signature: 

Aim: To attain outstanding performance in the office.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step:

1. Assessment of accomplishments, gaps and re-visit RDEI agenda

Result:

1. Achievement of targets and effective delivery of outputs.

Date: January 2024

Target Date: June 2024

Next Step: On Sabbatical Leave

Outcome:

•

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


DANIEL LESLIE S. TAN
Unit head

Conforme:


MARIA JULIET C. CENIZA
Name of Ratee Faculty/Staff