

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
January to June 2018

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%)		5.00 x 50%	2.50
	b. Students (50%)		4.43 x 50%	2.21
	Total Instruction	25%	4.71	1.18
2.	Research			
	a. Client/Director for Research		4.80 x 50%	2.40
	b. Dept. Head/Center Directors		5.00 x 50%	2.50
	Total for Research	30%	4.90	1.47
3.	Extension			
	a. Client/Director for Extension (50%)		5.00 x 50%	2.50
	b. Dept. Head/Center Directors (50%)		5.00 x 50%	2.50
	Total for Extension	15%	5.00	0.75
4	Production	10%	5.00	0.50
5.	Administration	20%	5.00	1.00
	TOTAL	100%		4.90
EQUIVALENT NUMERICAL RATING				4.90
Add: Additional Points, if any				-
TOTAL NUMERICAL RATING				4.90
ADJECTIVAL RATING				Outstanding

Prepared by:

MARIA JULIET C. CENIZA
Name of Faculty

Reviewed by:

OTHELLO B. CAPUNO
VP for Research & Extension

Recommending Approval::

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research & Extension

	Number of hours spent on student consultation	Consultation with students on subject matter and other course-related activities	50	200	5	5	5	5.00	
	Number of organization advised	Adviser of student organization	1	2	5	5	5	5.00	
	Number of student-related activities assisted	Resource person in student related activities; lectures and seminars	1	5	5	5	5	5.00	
UMFO 3. Research Services									
NCRC MFO 1. Research									
	PI 1. Number of outputs published in CHED accredited journals, internationally indexed journals								
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l journals</i>	Organizes and prepares scientific articles for publication	-	1	5	5	5	5.00	
	<i>In institutional journals</i>								
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
	<i>In nat'l fora/conferences</i>	Prepares and presents paper and outputs	1	3	5	5	5	5.00	
	<i>In reg'l fora/conferences</i>								
	<i>In institutional fora/conferences</i>	Prepares and presents paper and outputs	6	10	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule	Implements approved projects, prepares and submit terminal reports	1	7	5	5	5	5.00	
	PI 4. Number of research proposals submitted	Prepares and submits research proposals to funding agency	3	5	5	5	5	5.00	
	PI 5. Percent of research proposals approved		100%	100%	5	5	5	5.00	
	PI 6. Amount of research money generated from external funding (Thousand PHP)	Implements approved research project with DENR, CHED, and PCAARRD fundings.	500,000	15.7M	5	5	5	5.00	
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)	Implements approved research projects with VSU funding	100,000	300,000	5	5	5	5.00	
	PI 8. Additional outputs								
	Number of linkages forged								
	<i>National</i>	Forges MOUs and MOAs with partner agencies	1	3	5	5	5	5.00	
	<i>Regional</i>	Forges MOUs and MOAs with partner agencies	2	6	5	5	5	5.00	
UMFO4. Extension Services									
	PI 1. Number of person-days trained weighted by length of training	Conducts trainings on Coconut Pests and their Control, Coconut Production, RF and Environment-related advocacies	200	1500	5	5	5	5.00	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepares IEC materials, Posters on Coconut Pests and their Control, and QP.	1	10	5	5	5	5.00	
	PI 3. Number of beneficiaries served								
	<i>Groups</i>		1	50	5	5	5	5.00	
	<i>Individuals</i>		120	800	5	5	5	5.00	

	PI 4. Number of extension projects conducted and/or completed on schedule	Implements approved extension projects and prepares and submit reports	1	4	5	5	5	5.00	
	PI 5. Number of extension proposals submitted	Prepares extension proposals and submit to funding agencies	1	2	5	5	5	5.00	
	PI 6. Percent of extension proposals approved		100%	300%	5	5	5	5.00	
	PI 7. Amount of extension money generated from external funding (Thousand PHP)	Implements approved extension projects with PCAARRD funding	5M	15M	5	5	5	5.00	
	PI 8. Amount of extension money generated from institutional funding (Thousand PHP)	Implements approved extension projects with VSU funding	30,000	500,000	5	5	5	5.00	
	PI 9. Additional outputs								
	Number of copies of IEC materials distributed	Edits and reviews IEC materials, distribute information materials on coconut production, and Envi topics	50	500	5	5	5	5.00	
Production Services									
	PI 1. 10% increase of income generated to support university projects		10%	25%	5	5	5	5.00	
	PI 2. Number of STF/IGPs monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	7	5	5	5	5.00	
UMFO 5. Support to Operation (STO)									
NCRC MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Recommends faculty for advanced study							
UMFO 6. General Administration and Support Services (GASS)									
NCRC MFO 1. Administrative and Facilitative Services									
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Monitores frontline services and ensured to be customer friendly and efficient	2	6	5	5	5	5.00	
	PI 8: Percentage implementation of SPMS & PBB	Reviewed/Calibrated OPCR/IPCR of the center's faculty and staff	14	14	5	5	5	5.00	
	PI 9: Additional Outputs								
	Efficient office management and maintenance								
	Number of NCRC-V personnel supervised and monitored	Supervises and monitors center staff (regular, project and IGP-based)	10	60	5	5	5	5.00	
	Number of NCRC-V meetings conducted	Presides and conducts center meetings; committee meetings, commodity team meetings and research project-related meetings	3	15	5	5	5	5.00	
	Number of documents reviewed/evaluated, signed and approved	Reviews and signs administrative and financial documents; vouchers, appointments, trip tickets, travel orders, reimbursements documents, job requests, office correspondences and other center-related documents	175	5000	5	5	5	5.00	
	Number of university committees/council meetings attended	Attends meetings of UADCO, college-wide committees and meetings requiring the Center Director' attendance	7	20	5	5	5	5.00	
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepares and/or review and submits reports, data and other information requested by other offices	2	25	5	5	5	5.00	
	Number of repairs/improvements of structures/facilities of the center supervised and monitored	Supervises and monitors repairs and improvements of structures and facilities of the center	1	2	5	5	5	5.00	

	Number of visitors/clients/investors briefed and entertained	Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics	5	500	5	5	5	5.00	
Total Over-all Rating								200.00	
Average Rating								5.000	
Adjectival Rating								0	

Evaluated & Rated by:

OTB Capuno
OTHELLO B. CAPUNO
 Supervisor/Unit Head

Recommending Approval:

EFREN B. SAZ
EFREN B. SAZ
 Director for Extension

Recommending Approval:

JOSE L. BACUSMO
JOSE L. BACUSMO
 Director for Research

Approved:

OTB Capuno
OTHELLO B. CAPUNO
 Vice President, Research & Extension

Comments & Recommendations for Development
 Purpose:

*For faculty development, you
 can recommend to the
 scholarship committee but
 we should also built in
 in our proposal the studies
 of our faculty*

[Signature]


PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2018

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : MARIA JULIET C. CENIZA
Head of Office : OTHELLO B. CAPUNO
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring January 2018					
	√	√			
Coaching April 2018					
		√	√		

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

OTHELLO B. CAPUNO
Immediate Supervisor

Noted by:

EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

PERFORMANCE MONITORING FORM


Name of Employee: MARIA JULIET C. CENIZA

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 Plant Protection, Entomology and Tropical Ecology subjects	Full time equivalent teaching (4)	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
	Reviews and approves student theses manuscript (masteral)	Graduate Committee Member (6 students)	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
3.	Advises students conducting research (baccalaureate)	Adviser 3 students conducting research and fulfilling their academic requirements	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
4.	Prepares/develops new instructional materials (IMs)	Prepared 8 instructional materials (lab guides and manuals)	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
5.	Revises instructional materials (IMs)	Prepared/revised 8 power point lectures on subject taught	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
6.	Review and approves student theses manuscript	Reviewed/approved 11 thesis manuscript	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
7.	Consults with student on subject matter and other course-related activities	100 hours allotted to students consultation on subject matter and other courses-related activities	January 2018	June 2018	Jan-June 2018	Very Impressive	Very Satisfactory	
8.	Advises students organization	Adviser of 2 students organization	January 2018	June 2018	Jan-June 2018	Very Impressive	Very Satisfactory	
9.	Assists student-related activities	Resourced persons in student related activities and seminars (5 seminars)	January 2018	June 2018	Jan-June 2018	Very Impressive	Very Satisfactory	
10.	Publishes output in CHED accredited journals	Organized and prepared 1 scientific articles for publication	January 2018	June 2018	June 2018	Very Impressive	Outstanding	
11.	Present relevant output on research conducted during Annual and In-house review	Presented 13 research outputs during Annual & In-house review (National & Institutional)			September			
12.	Implements and conducts approved research on coconut nonfood processing and utilization	Implemented/conducted 10 research projects (PCAARRD & VSU funded)	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
13.	Generates external fund for the conduct of research	Generated 6.7M from PTCF, USAID-FPE and PCAARRD funding for the conduct of research projects	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
14.	Generates VSU funds for the conduct of researches	Generated 405,000 for the conduct of research (VSU funded)	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
15.	Forge linkages	Forged MOUs and MOAs with partner agencies (National - 2, Regional 4)	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	

15.	Conducts training on coconut-related topics as resource person	Conducted training to 550 persons on coconut pests and their control, coconut production, RF and environmental advocacies	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
16.	Develops technoguides/IEC materials on coconut technologies	Prepared IEC materials, posters on coconut pests and their control	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
17.	Serves beneficiaries	Provided technical assistance to 20 groups and 120 individuals (coconut farmers, entrepreneurs, students, etc)	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
18.	Prepares and submits extension proposals to funding agencies	Prepared and submits 2 extension proposals to funding agencies	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
19.	Percents of submitted extension proposals approved	100% (2) extension proposals submitted to funding agency approved	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
20.	Generates extension money from external funding	Generated 17M extension money from PCAARRD funding for the conduct of extension	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
21.	Generates extension money from institutional funding	Generated 105,000 extension money from VSU for the conduct of extension projects	January 2018	June 2018	Jan-June 2018	Very impressive	Outstanding	
22.	Implements/conducts and supervises approved extension projects	Implemented/conducted 2 approved extension project	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
23.	Edits and reviews IEC materials and supervises distribution to interested individuals	Edited, reviewed and supervised/distributed 100 information materials to interested clients	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
24.	Increases 10% of STF/IGP project to support university projects	25% income increased of IGP 6.3 & IGP 6.7 projects	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
25.	Supervises, manages and monitors IGP/STF project of the center	Supervised, managed and monitored 7 IGP/STF projects of the center	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
26.	Monitors frontline services and ensured to be customer friendly and citizens charter posted conspicuously	Monitored 6 frontline services and ensured to be customer friendly and efficient	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
27.	Reviews/calibrates OPCR/IPCR of AOS staff	Reviewed/calibrated NCRC-V OPCR and 14 IPCRs	January 2018	June 2018	Jan & June	Very impressive	Very Satisfactory	
28.	Supervises and monitors NCRC-V personnel	Supervised and monitored 45 center staff (regular, project and IGP-based)	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
29.	Conducts NCRC-V meetings	Presided and conducted 12 center meetings, committee meetings, commodity meetings and research project-related meetings	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
30.	Reviews/evaluates, signs and approves documents	Reviewed, signed administrative and financial documents: appointments, vouchers, travel papers, reimbursements, correspondences and other related documents	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	

31.	Attends university committees and council meetings	Attended 15 meetings of UADCO, college-wide committees and meetings requiring the Center Director's attendance	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
32.	Prepares/reviews/submits reports, data and other information requested by other offices	Prepared and/or reviewed and submitted 5 reports, data and information requested by other	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
33.	Supervises and monitors repairs/improvements of structures/facilities of the center	Supervised and monitored 2 repairs/improvements of structures and facilities of the	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	
34	Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics	Briefed/discussed/entertained 70 visitors/investors on coconut production, RF and	January 2018	June 2018	Jan-June 2018	Very impressive	Very Satisfactory	

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


 OTHELLO B. CAPUNO
 Vice President for Research and Extension

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June , 2018

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

Aim: To become an effective Unit Director

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

Date: January 2018 **Target Date:** January to March 2018

First Step:

Be aware of the functions and strategies of effective leader/manager.

Assess the manpower resources and potential of the unit and its constituents.

Result:

Strength, weaknesses and opportunities of the unit determined and analyzed.

Date: April 2018 **Target Date:** April to June 2018

Next Step:

Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrators.

Outcome:

Better managerial capabilities acquired/gained.

Final Step/Recommendation:

Further exposure or participate in cross visits to observe/benchmark reputable institutions to gain more experiences on office management

Conforme:

MARIA JULIET C. CENIZA

Prepared by:

OTHELLO B. CAPUNO

Unit Head