

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LUZ O. MORENO**
Position/Designation: **Professor III, NARC**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (100%)		4.93	0.616
b. Students (0%)			
<i>TOTAL for Instruction</i>			1.232
2. Research	40%	5.00	2.000
3. Extension	5%	4.93	0.247
4. Others	30%	4.99	1.497
TOTAL	100%		4.976

EQUIVALENT NUMERICAL RATING:

4.976

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.976


ADJECTIVAL RATING:

OUTSTANDING


Prepared by:


LUZ O. MORENO
Name of Staff

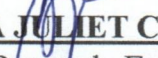
Reviewed by:


ROMEL B. ARMECIN
Director, NARC

Recommending Approved:


ROMEL B. ARMECIN
Director, NARC

Approved:


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

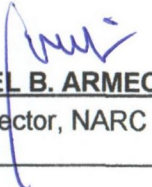
[illegible]

PI2: Number of Outputs presented in regional/national/international fora/conferences	Number of research outputs presented in international/national/regional and local fora or conferences	Presents research outputs in international/national/regional and local fora or conferences		2	5	5	5	5	
	Number of Awards received								
	Number of research projects/studies implemented	Implements research projects/studies (with a total of 5 studies)	2	5	5	5	5	5	
PI3: Number of proposals submitted	Number of proposals developed and submitted								
	Number of proposals approved for funding								
MFO3: Extension Services			Extension: At least 5% of the total tasks		5	5	5	5	
PI1: Number of Trainings conducted	Number of clients served	Provide technical assistance to abaca pulp processors, farmers & other clients		5					
	Number of projects implemented	Conducts/implements projects/components	1	1	5	9.5	5	9.5	
	Number of visitors briefed	Conducts briefings on abaca production, variety selection & other technologies		5	5	5	5	5	
Others:			Others: At least 35% of total tasks						
Production	Number of STF production project	Implemented Root Abaca STF project effective September 2021		1	5	5	5	5	
ISO Internal Lead Auditor									
	Number of meetings, seminars, trainings	Attends virtual and face to face meetings/seminar/trainings	10	25	5	5	5	5	
	Number of ISO Audit Implemented	implemented 4th IQA with 112 audit areas	1	1	5	4.5	5	4.5	
	Number of Procedure manual revised	Procedure on Internal Audit (PM-QAC-09)		1	5	5	5	5	
	Number of university-wide meetings conducted	ISO-related meetings		10	5	5	5	5	
	Number of documents reviewed/checked	Checklists		112	5	5	5	5	
		GOOI list		112	5	5	5	5	
		NC Reports		80	5	5	5	5	
		RFCA		80	5	5	5	5	
		CAPs		80	5	5	5	5	
	Number of Communications prepared	Invalid RFCAs, etc.		30	5	5	5	5	
	Number of processes/procedures monitored during the roll out/implementation of 4th IQA	QMS registered procedures		30	5	5	5	5	

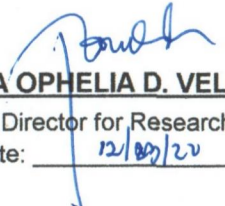
	Number of documents prepared and submitted to OP for approval	Audit Reports		2	✓	✓	✓	✓	
		Audit program		1	✓	✓	✓	✓	
		Audit Plan		2	✓	✓	✓	✓	
		Corrective Action Plan for IQA GOOI		1	✓	✓	✓	✓	
	Number of units audited (4th IQA)	Audited areas as internal auditor		7	✓	✓	✓	✓	
	Number of reports prepared and submitted as internal auditor	Checklists		7	✓	✓	✓	✓	
		GOOI list		7	✓	✓	✓	✓	
		NC reports		10	✓	✓	✓	✓	
	Number of documents reviewed/revisited and submitted	IQA and ODQA SWOT		1	✓	✓	✓	✓	
		IQA and ODQA ROAM		1	✓	✓	✓	✓	
		IQA and ODQA OTP 2022 and 2023		2	✓	✓	✓	✓	
	Number of Memos, NOM drafted and submitted to OP for approval			10	✓	✓	✓	✓	
	Number of ISO-registered forms revised	IQA forms		10	✓	✓	✓	✓	
		IQA OTP		1	✓	✓	✓	✓	
	Number of trainings attended	Training on LATC, Internal Audit, RCA, Risk Mgt.		3	✓	✓	✓	✓	
	Number of committee membership/ chairmanship w/n the university	Acts as committee member/chair w/in the university	2	4	✓	✓	✓	✓	
	Fibercrops Technical Working Group (National Seed Industry Council)	Member		1	✓	✓	✓	✓	
	Number of Trainings/Seminars/Meetings attended as RP	Acted as Resource Person		6	✓	✓	✓	✓	
	Number of meetings presided (e.g. 4th IQA Opening and closing meetings)	As Lead Auditor		10	✓	✓	✓	✓	
	Number of university-wide meetings organized and presided	As Lead Auditor		4	✓	✓	✓	✓	
	Number of PMs, GLs and Forms Reviewed			18	✓	✓	✓	✓	
	Number of trainings/seminars attended as Resource Person			3	✓	✓	✓	✓	
	Number of processes/procedures monitored during the roll out/implementation			50	✓	✓	✓	✓	
	Number of NCs and OFIs monitored and verified			572	✓	✓	✓	✓	
	distributed (e.g. follow-up submission of audit reports, invalidated RFCAs, etc)			30	✓	✓	✓	✓	

	Number of evaluation forms prepared/processed	Performance evaluation of Internal Quality Auditors		32	5	5	5	5	
Total Over-all Rating									
	Average Rating (Total Over-all rating divided by 4)				Comments & Recommendations for Development Purposes:				
	Additional Points:								
	Approved Additional points (with copy of approval)				Needs to attend training related to varietal improvement				
	FINAL RATING								
	ADJECTIVAL RATING								

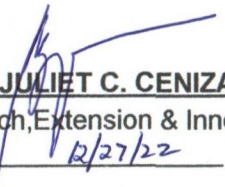
Evaluated and Rated by:


ROMEL B. ARMECIN
 Director, NARC
 Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research
 Date: 12/27/22

Approved by:


MA. JULIET C. CENIZA
 Vice-President, Research, Extension & Innovation
 Date: 12/27/22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LUZ O. MORENO**
Performance Rating: **OUTSTANDING**

Signature: _____

Aim: **Efficient and effective implementation of abaca RDE programs.**
Efficient and effective implementation of academic programs in affiliated colleges/departments.

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: Dec. 31, 2022

First 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.**
4. **Perform production functions (e.g. mass production of planting materials.**

Result:

1. **Outstanding research outputs.**
2. **Submitted grades of students on time.**
3. **Generated income from production of planting materials**

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.**
4. **Perform production functions (e.g. mass production of planting materials.**

Outcome:


1. **Outstanding research outputs/promising technologies/relevant information generated.**
2. **Advices graduated on time.**

3. Generation income from production of planting materials.

Final Step/Recommendation:

- Needs to attend training related to varietal improvement.

Prepared by:


ROMEL B. ARMECIN
Unit Head