

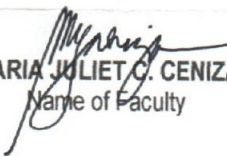
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS  
January to June 2019


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%)		4.50 x 50%	2.25
	<b>Total Instruction</b>	25%	4.75	<b>1.19</b>
2.	Research			
	a. Client/Director for Research		5.00 x 50%	2.50
	b. Dept. Head/Center Directors		5.00 x 50%	2.50
	<b>Total for Research</b>	30%	5.00	<b>1.50</b>
3.	Extension			
	a. Client/Director for Extension (50%)		5.00 x 50%	2.50
	b. Dept. Head/Center Directors (50%)		4.98 x 50%	2.49
	<b>Total for Extension</b>	15%	4.99	<b>0.75</b>
4	Production	10%	5.00	<b>0.50</b>
5.	Administration	20%	4.96	<b>0.99</b>
	<b>TOTAL</b>	100%		<b>4.93</b>
EQUIVALENT NUMERICAL RATING				<b>4.93</b>
Add: Additional Points, if any				-
TOTAL NUMERICAL RATING				<b>4.93</b>
ADJECTIVAL RATING				<b>Outstanding</b>


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



Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARIA JULIET C. CENIZA, Director of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2019.

MARIA JULIET C. CENIZA

Director

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

Approved:

OTHELLO B. CAPUNO

Vice President for Research & Extension

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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
Advanced Education Services											
	Higher Education Services										
	NCRC MFO 1. Curriculum Program Management										
	Total FTE monitored	Required workload/FTE: units for instruction complied	NCRC Core/ Faculty Researchers	Teach Plant Protection, & Entomology courses	3	21.87	5	5	5	5.00	
	MFO 2. Student Management Services										
	Effective instruction delivery services to contribute to the development of human resources	A1. Number of graduates within the prescribed period	NCRC Core Faculty Researchers								✓
		Masters		Graduate Committee Member	1	5	5	5	5	5.00	
		Baccalureate		Adviser and student research committee	1	13	5	5	5	5.00	
		A2. Number of instructional materials developed, revised and utilized	NCRC Core Faculty Researchers								
		New IM's		Prepares lecture modules for Entomology courses	1	5	5	5	5	5.00	
		Revised IM's within the last 3 years		Prepares/revises powerpoint lectures on courses taught, lab guides and manuals of subject taught.	2	8	5	5	5	5.00	



		A3. Number of student research and field practice advised:	NCRC Core Faculty Researchers								
		Approved manuscript submitted within the prescribed period		Reviews and approve student thesis manuscript.	1	15	5	5	5	5.00	
		A4. Student advising and consultation services									
		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	3	5	5	5	5.00	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In institutional for a/conferences		Prepares and presents paper and outputs	3	6	5	5	5	5.00	
		A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs	Implements approved projects, prepares and submit terminal reports	1	2	5	5	5	5.00	
		A8. Number of research proposals submitted.	NCRC Core Faculty Researchers & SRAs	Prepares and submits research proposals to funding agency	3	4	5	5	5	5.00	
		A10. Amount of research money generated from external funding (Thousand PhP)	NCRC Core Faculty Researchers & SRAs	Implements approved research project with DENR, CHED, and PCAARRD fundings.	3.0M	6.2M	5	5	5	5.00	
		A11. Amount of money generated from institutional funding (Thousand PhP)	NCRC Core Faculty Researchers & SRAs	Implements approved research projects with VSU funding	600,000	1M	5	5	5	5.00	
		A12. Number of linkages forged									
		National		forges MOUs and MOAs with partner agencies	1	2	5	5	5	5.00	
		Regional		Forges MOUs and MOAs with partner agencies	2	4	5	5	5	5.00	
		A14. Number of technologies generated and utilized by industries and farmers or other clients.	NCRC Core Faculty Researchers & SRAs		1	3	5	5	5	5.00	

	Extension/Production Services											
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training	NCRC Core Staff, SRA/Aide, Admin. Aide	Conducts trainings on Coconut Pests and their Control, Coconut Production	100	250	5	5	5	5.00		
		A16. Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide	Pepares IEC materials, Posters on Coconut Pests and their Control	1	6	5	5	5	5.00		
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and									
		Groups			2	3	5	5	5	5.00		
		Individuals			10	50	5	5	5	5.00		
		A18. Number of technical/expert services	NCRC Core Faculty Researchers									
		Research Mentoring			2	5	5	5	5	5.00		
		Peer Reviewers/Panelists			1	2	5	5	5	5.00		
		Resource Persons			1	3	5	5	5	5.00		
		Consultance				1	5	5	5	5.00		
		Evaluator			1	2	5	5	5	5.00		
		A19. Number of extension proejects conducted and/or completed on schedule	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Implemetes approved extension projects and prepares and submit reports.	2	3	5	5	5	5.00		
		A20. Number of extension proposal submitted	NCRC Core Staff, Admin Aide	Prepares extension proposals and submit to funding agencies	1	2	5	5	4	4.67		
		A21. Percent of extension proposals approved	NCRC Core Staff		50%	100	5	5	5	5.00		
		A22. Amount of extension money generated from external funding (Thousand PhP)	NCRC Core Staff	Implements approved extension projects with PCAARRD funding	100,000	15M	5	5	5	5.00		
		A23. Amount of extension money generated from institutional funding (Thousand PhP)	NCRC Core Staff	Implemetes approved extension projects with VSU funding	300,000	500000	5	5	5	5.00		
		A24. Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Edits and reviews IEC materials, distribute information materials on coconut production	50	350	5	5	5	5.00		

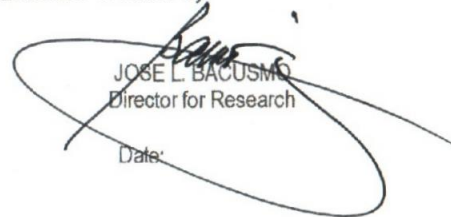




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Average Rating	4.987	Comments and Recommendations for Development Purpose:  <i>Hardworking. Good potential for leadership.</i>
Punctuality		
Approved Additional Points (w/ copy of Approval)		
FINAL RATING	4.987	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:

  
JOSE L. BACUSMO  
Director for Research  
Date:

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Research and Extension

Date:





## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

### Second Semester SY 2018-2019

Name of Faculty : CENIZA, MA. JULIET C.

Department: National Coconut Research Center - Visayas

College:

Course No. & Descriptive Title		lab/lec	Class Schedule		No. of Raters	RATING		% Evaluation Rating
						Num.	Adjec.	
Ento 114	Insect Taxonomy	Lec	4-5	MW	3	5	O	100
Ento 115	Insect Taxonomy	Lab	7-10	M	3	5	O	100
PPrt 172	Beneficial Arthropods & Microorganisms	Lec	10-11	MW	20	4	VS	80
PPrt 172	Beneficial Arthropods & Microorganisms	Lec	10- 11	TTh	20	4	VS	85.88
PPrt 172	Beneficial Arthropods & Microorganisms	Lab	1-4	M	19	4	VS	82.35
PPrt 172	Beneficial Arthropods & Microorganisms	Lab	7- 10	T	20	4	VS	87.65
PPrt 172	Beneficial Arthropods & Microorganisms	Lab	7- 10	Th	20	5	O	100
PPrt 299/399	Graduate Seminar	Lec	4-5	T	2	5	O	100
Average Rating						4.5	O	91.99

Source: Results of Teaching Performance Evaluation by Students filed at OVPI

Legend:

1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

2.50 - 3.49 Satisfactory (S)

3.50 - 4.49 Very Satisfactory (VS)

4.50 - 5.00 Outstanding (O)

Prepared by:

**NELSIE F. MONDAL**

TPES In-Charge

Date: 10/29/2019

Attested by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 10/29/2019

Received by:

**MARIA JULIET C. CENIZA**

Name and Signature of Faculty

Date:

Distribution of copies: OVPI, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## APPENDIX C

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

Rating Period: JANUARY TO JUNE 2019

Name of Faculty: **MARIA JULIET C. CENIZA** Academic Rank: **\_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: **\_ ) Project 4: Development of Site-specific Integrated Pest Management of Queen Pineapple Under Different Cropping Schemes in Leyte and Camarines Norte (PCAARRD)**

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

**OB Capun**  
Signature of Evaluator  
**OTHELLO B. CAPUNO**  
Name of Evaluator  
**Vice President For Res + Ext**  
Position of Evaluator

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

Total Score: \_\_\_\_\_  
**[Signature]**  
Signature of Witness  
**AY Abayabay**  
Name of Witness  
**None Admin Aide 6**  
Agency and Position

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

## 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 (21.87)	January 2019	June 2019	June 2019	Very impressive	Outstanding	
	Reviews and approves student theses manuscript (masteral)	Graduate Committee Member (5 students)	January 2019	June 2019	June 2019	Very impressive	Outstanding	
3.	Advises students conducting research (baccalaureate)	Adviser 13 students conducting research and fulfilling their academic requirements	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
4.	Prepares/develops new instructional materials (IMs)	Prepared 8 instructional materials (lab guides and manuals)	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
5.	Revises instructional materials (IMs)	Prepared/revised 10 power point lectures on subject taught	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
6.	Review and approves student theses manuscript	Reviewed/approved 4 thesis manuscript	January 2019	June 2019	June 2019	Very impressive	Outstanding	
7.	Consults with student on subject matter and other course-related activities	200 hours allotted to students consultation on subject matter and other courses-related activities	January 2019	June 2019	June 2019	Very Impressive	Very Satisfactory	
8.	Advises students organization	Adviser of 2 students organization	January 2019	June 2019	June 2019	Very Impressive	Very Satisfactory	
9.	Assists student-related activities	Resourced persons in student related activities and seminars (3 seminars)	January 2019	June 2019	June 2019	Very Impressive	Very Satisfactory	
10.	Publishes output in CHED accredited journals	Organized and prepared 1 scientific articles for publication	January 2019	June 2019	June 2019	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)	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
12.	Implements and conducts approved research on coconut nonfood processing and utilization	Implemented/conducted 3 research projects (PCAARRD & VSU funded)	January 2019	June 2019	June 2019	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 2019	June 2019	June 2019	Very impressive	Outstanding	
14.	Generates VSU funds for the conduct of researches	Generated 500,000 for the conduct of research (VSU funded)	January 2019	June 2019	June 2019	Very impressive	Outstanding	
15.	Forge linkages	Forged MOUs and MOAs with partner agencies (National - 2, Regional 4)	January 2019	June 2019	June 2019	Very impressive	Outstanding	

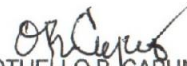


15.	Conducts training on coconut-related topics as resource person	Conducted training to 2400 persons on coconut pests and their control, coconut production, RF and environmental advocacies	January 2019	June 2019	June 2019	Very impressive	Outstanding	
16.	Develops technoguides/IEC materials on coconut technologies	Prepared IEC materials, posters on coconut pests and their control	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
17.	Serves beneficiaries	Provided technical assistance to 20 groups and 120 individuals (coconut farmers, entrepreneurs, students, etc)	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
18.	Prepares and submits extension proposals to funding agencies	Prepared and submits 2 extension proposals to funding agencies	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
19.	Percents of submitted extension proposals approved	100% (2 ) extension proposals submitted to funding agency approved	January 2019	June 2019	June 2019	Very impressive	Outstanding	
20.	Generates extension money from external funding	Generated 15M extension money from PCAARRD funding for the conduct of extension	January 2019	June 2019	June 2019	Very impressive	Outstanding	
21.	Generates extension money from institutional funding	Generated 500,000 extension money from VSU for the conduct of extension projects	January 2019	June 2019	June 2019	Very impressive	Outstanding	
22.	Implements/conducts and supervises approved extension projects	Implemented/conducted 2 approved extension project	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
23.	Edits and reviews IEC materials and supervises distribution to interested individuals	Edited, reviewed and supervised/distributed 500 information materials to interested clients	January 2019	June 2019	June 2019	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 2019	June 2019	June 2019	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 2019	June 2019	June 2019	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 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
27.	Reviews/calibrates OPCR/IPCR of AOS staff	Reviewed/calibrated NCRC-V OPCR and 14 IPCRs	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
28.	Supervises and monitors NCRC-V personnel	Supervised and monitored 45 center staff (regular, project and IGP-based)	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
29.	Conducts NCRC-V meetings	Presided and conducted 25 center meetings, committee meetings, commodity meetings and research project-related meetings	January 2019	June 2019	June 2019	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 2019	June 2019	June 2019	Very impressive	Very Satisfactory	

31.	Attends university committees and council meetings	Attended 23 meetings of UADCO, college-wide committees and meetings requiring the Center Director's attendance	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
32.	Prepares/reviews/submits reports, data and other information requested by other offices	Prepared and/or reviewed and submitted 50 reports, data and information requested by other	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
33.	Supervises and monitors repairs/improvements of structures/facilities of the center	Supervised and monitored 3 repairs/improvements of structures and facilities of the	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	
34	Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics	Briefed/discussed/entertained 300 visitors/investors on coconut production, RF and	January 2019	June 2019	June 2019	Very impressive	Very Satisfactory	

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

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

  
 OTHELLO B. CAPUNO  
 Vice President for Research & Extension



PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2019

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

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 Unit Meeting, Evaluation and Assessment Meeting					
	√	√			
Coaching					
Personnel Management		√	√		

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

EMPLOYEE DEVELOPMENT PLAN  
Rating Period: January to June 2019

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

Aim: To enhance further leadership and management skills as unit head of the University.

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

Date: January 2019 Target Date: June 2019

First Step:  
Attend leadership & management strategies on how to become a good leader.

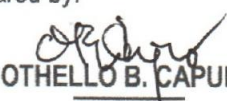
Result:  
Knowledge & awareness of management strategies.

Date: March 2019 Target Date: June 2019

Next Step:  
Action planning on the implementation of strategies to improve management & leadership skills.

Outcome:  
Better and efficient operations and implementation of unit activities & attainment of outputs. The unit garnered some prestigious awards in the Regional and National level.

Final Step/Recommendation:  
Sustain and keep up the performance. Strive to improve on other areas of the unit that need improvement.

Prepared by:  
  
OTHELLO B. CAPUNO  
Supervisor

Conforme:  
  
MARIA JULIET C. CENIZA