

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January to June 2021**

Name of Faculty Member: MARISEL A. LEORNA

Program Involvement (1)	Percentage #Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1 Instruction (25%)			
a. Head/Dean (50%)	4.88	$4.88 \times 50\% = 2.44$	
b. Students (50%)	0	$0 \times 50\% = 0$	
Total Instruction		$2.44 \times 25\%$	0.61
2. Research (30%)			0
Director	4.89	$4.89 \times 30\%$	1.467
3. Extension (20%)			0
Director	4.90	$4.90 \times 20\%$	0.98
4. Administration (20%)	4.89	$4.89 \times 20\%$	0.978
5. Production (5%)	4.83	$4.83 \times 5\%$	0.2415
TOTAL			4.2765

EQUIVALENT NUMERICAL RATING

4.2765

Add: Additional Points, if any:


TOTL NUMERICAL RATING

4.2765

ADJECTIVAL RATING

VERY SATISFACTORY


Prepared by:


MARISEL A. LEORNA
Name of Faculty

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

"Exhibit B"

I, **MARISEL A. LEORNA**, Assistant Professor III of the _NATIONAL COCONUT RESEARCH CENTER-Visayas_ commit 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 2021.

MARISEL A. LEORNA
Assistant Professor III
Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research
Date:

Approved:

MA. JULIET C. CENIZA
Vice President, OVPREI

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
OVPI MFO 2. Graduate Student Management Services											
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		100%	1	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript								
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	310%	9.3	5	5	5	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	0	100%	4	5	5	4	4.67	

		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	400%	4	5	5	5	5.00	
	<u>PI8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	1	200%	2	5	5	4	4.67	
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	100%	1	5	5	5	5.00	
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	9600%	96	5	5	5	5.00	
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	100%	1	5	5	4	4.67	
UMFO 3 . RESEARCH SERVICES											
	<u>PI1</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27</u> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	200%	2	5	5	5	5.00	
	<u>PI2</u> . Number of research outputs completed within the year *	<u>A 28</u> . Number of research outputs completed within the year *	Conducts and completes research project within the year	1	100%	1	5	5	5	5.00	
	<u>PI5</u> . Percent of research proposals approved *	<u>A 31</u> . Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	60%	167%	100%	5	5	4	4.67	
	<u>PI6</u> . Additional outputs*	<u>A 32</u> . No. of research-related awards (research conducted by faculty or student w/ faculty)			100%	1	5	5	5	5.00	
		<u>A 34</u> . Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		100%	1	5	5	5	5.00	
		Number of technologies generated and utilized by industries and farmers or other clients		1	200%	2	5	5	4	4.67	
UMFO 4. EXTENSION SERVICES											

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	200%	2	5	5	5	5.00	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentoring	Research Mentor		1	400%	4	5	5	4	4.67	
	Resource Persons	Resource Persons		1	200%	2	5	5	5	5.00	
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	100%	1	5	5	4	4.67	
		Number of beneficiaries served with technical assistance									
		Groups		1	100%	1	5	5	5	5.00	
		Individuals		10		30					
		Number of IEC materials/technologies developed / used	Prepares training modules on coconut processing for food	1	300%	3	5	5	5	5.00	
		No. of copies of IEC materials distributed	Edits and review IEC materials, distribute information materials on food processing	10	200%	90	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS											
	Income Generating and Production Services										
	Sustainable Income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	200%	2	5	5	5	5.00	

		Number of technologies commercialized / used by the industry		1	600%	6	5	5	4	4.67	
UMFO 6. General Admin. & Support Services											
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	100%	Zero % complaint	5	5	5	5.00	
	Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Supervise and monitor NCRC-V personnels	3	1333%	40	5	5	4	4.67	
		Number of NCRC-V meetings conducted	Conduct NCRC-V Core staff meetings	6	167%	10	5	5	5	5.00	
		Number of documents reviewed/evaluated, signed and approved	Review, evaluate, sign and approved official documents	15	1333%	200	5	5	5	5.00	
		Number of University committees/council meetings attended	Attend University committee and council meetings	3	500%	15	5	5	4	4.67	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare, review & submit data and other information requested by other offices	1	500%	5	5	5	5	5.00	
										4.89	
			Comments & Recommendations for Development Purpose:								
Average rating			4.89								
Additional Points:											
Approved Additional Points (with copy of approval)											
FIINAL RATING			4.89								
ADJECTIVAL RATING			OUTSTANDING								
Key Hardworking and dependable. Willing to learn & open to comments & suggestions.											

Evaluated & Rated by:

ROSA OPHELIA D. VELARDE

Supervisor

Date

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved by:

MARIA JULIET C. GENIZA

Vice President, OVPREI

Date:

PERFORMANCE MONITORING FORM

Name of Employee: MARISEL A. LEORNA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Facilitated student in his/her completion of the subject and submitted completion forms with grade within prescribed period	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
2	Attend mandated trainings	Attended 2 mandated trainings	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
3	<i>Acts as academic advise to students</i>	<i>Acted as academic adviser to 1 student</i>	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
5	Conducts research for possible utilization by industry or other beneficiaries	Conducted research for possible utilization by industry or other beneficiaries	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
6	Conducts and completes research project within the year	Conducted and completed 1 research project within the year	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
7	Prepares research proposals, submits and follows up its approval for immediate implementation	Prepared research proposals, submitted it and followed up its approval for immediate implementation	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
8	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	

	9returns duly reviewed paper	reviewed paper						
9	Prepares and submits application for UM of technology generated out of research output	Prepared and submitted application for UM of technology generated out of research output	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
10	Identifies and links with probable partners for extension activities and maintains this active partnership	Identified and linked with 2 probable partners for extension activities and maintains this active partnership	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
11	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
12	Implements duly approved extension projects	Implemented duly approved extension projects	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
15	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Prepared/extension project proposals, submitted it and followed up its approval for immediate implementation	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
16	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
17	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
18	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed/information materials on coconut	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	

		production						
19	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
20	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
21	Supervise and monitor NCRC-V personnels	Supervised and monitor NCRC-V personnels	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
22	Conduct meetings as Food Section Incharge	Conducted meetings for the Food Section of NCRC	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
23	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
24	Attend University committte and council meetings	Attended University committee and council meetings	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	
25	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submit ted data and other information requested by other offices	Jan 2021	June 2021	June 2021	Very Impressive	\Very Satisfactory	

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

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

Prepared by:


MARIA JULIET C. CENIZA
 VP for Research, Extension & Innovation

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: MARISEL A. LEORNA

Head of Office: MARIA JULIET C. CENIZA

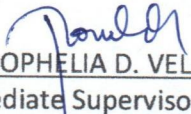
Number of Personnel: _____


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Meetings	✓	✓			
Coaching Consultations	✓	✓			

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

Conducted by:

Noted by:


ROSA OPHELIA D. VELARDE
 Immediate Supervisor


MARIA JULIET C. CENIZA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARISEL A. LEORNA
Performance Rating: _____

Aim: To be effective in delivering quality output even in the new normal situation caused by COVID -19 pandemic

Proposed Interventions to Improve Performance:

Date: Jan 3, 2021 Target Date: Jan. 30, 2021

First Step:

Assessment of outputs done in the first half of the year.

Result:

Evaluation of accomplishment results of the first half of the year and action planning.

Date: April 4, 2021 Target Date: June 15, 2021

Next Step:

Implementing new normal strategies for RDE implementation.

Outcome: Outputs delivered, and achieved targets enhanced performance of the Unit.

Final Step/Recommendation:

Modify and implement new modalities to fit to the "new normal" condition

Prepared by:

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

Conforme:

MARISEL A. LEORNA
Name of Ratee Faculty/Staff