SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July to December 2022

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			
a. Head/Dean (100%)	4.888	4.888 x 50%= 2.44	
b. Students	4.00	4.0 x 50%=2	
Total		4.44 x 20%	0.888
2. Research			
a. Dept Head/Center Director	4.888	4.888 x 30% =	1.466
b.			
3. Extension			
a. Dept Head/Center Director	4.944	4.944 x 20% =	0.988
4. Administration	5.00	5.00 x 30% =	1.50
TOTAL			4.842

EQUIVALENT NUMERICAL RATING:　　　4.842
Add: Additional Points, if any:
TOTAL NUMERICAL RATING:　　　4.842

ADJECTIVAL RATING:　　　**Outstanding**

Prepared by:

MARISEL A. LEORNA
　　Name of Faculty

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

for **MARIA JULIET C. CENIZA** oic 1/25/23
Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, MARISEL A. LEORNA, Faculty Staff 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 indicated measures for the period July to December, 2022.

MARISEL A. LEORNA
Associate Professor
Date: _____

ROSA OPHELIA D. VELARDE
Director for Research
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
		PI 1: Total FTE monitored	2	771.50%	15.43	5	5	5	5	
		PI 8: Number of students advised	2	150.00%	3	5	5	5	5	
		PI 10: Number of instructional materials developed/revised/updated	2	100.00%	2	4	5	5	4.667	
UFMO 3: Research Innovation Services										
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In nat'l fora/conferences								
		In reg'l fora/conferences								
		In institutional fora/conferences	2	100.00%	2	5	5	4	4.667	
		PI 3: Number of research projects conducted and/or completed on schedule	2	100.00%	2	5	5	4	4.667	
		PI 4: Number of research proposals submitted/endorsed for external funding	1	100.00%	1	5	5	4	4.667	

		PI 5: Percent of research proposals approved	50%	200.00%	100%	5	5	5	5	
		PI 6: Amount of research money generated from external funding (Thousand PHP)								
		PI 7: Amount of research money generated from institutional funding (Thousand PHP)			329,678.00	5	5	5	5	
		PI 8: No. of research-related awards (research conducted by faculty or student w/ faculty)			1	5	5	5	5	
		Outcome Indicator								
		PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	2	200.00%	4	5	5	5	5	
		Output Indicators								
		PI 10: Number of research outputs completed within the year	2	100.00%	2	5	5	5	5	
		PI 11: Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
		Additional Outputs:								
		PI 12: Number of research collaboration/ partnership with LGUs								
		PI 13: Number of work and financial plan (WFP) submitted and approved								
		PI 17: Number of research proposals approved for internal funding								
		PI 18: Number of technologies patented								
		PI 20: Number of Technologies generated								
		PI 21: Number of VSU Technologies registered for IP Protection								
		PI 22: Number of VSU Technologies applied for IP Protection, monitored and facilitated								

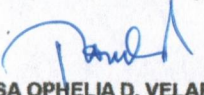|									
		PI 23: Number of VSU Technologies and/or creative works filed for IP Protection (i.e. patents, utility model, copyright, trademark)	1	200.00%	2 for submission	5	5	5	5
		PI 29: Number of publications qualified for VSU publication incentive award							
UFMO 4: Extension Services									
		PI 1: Number of person-days trained weighted by length of training	20	115.00%	23	5	5	4	4.667
		PI 2: Number of trainings conducted	2	150.00%	3	5	5	5	5
		PI 3: Number of IEC materials/technoguides developed/used	3	166.67%	5	5	5	5	5
		PI 4: Number of beneficiaries served							
		Groups	2	700.00%	14	5	5	5	5
		Individuals	50	142.00%	71	5	5	5	5
		PI 5: Number of technical/expert services							
		Research Mentoring	5	100.00%	5	5	5	4	4.667
		Peer reviewers/Panelists							
		Resource Persons	2	300.00%	6	5	5	5	5
		Convenor/Organizer			2	5	5	5	5
		Consultancy							
		Evaluator							
		PI 6: Number of extension projects conducted and/or completed on schedule	2	100.00%	2	5	5	5	5
		PI 7: Number of extension proposals submitted	1	100.00%	1	5	5	4	4.667
		PI 8: Percent of extension proposals approved	50%	200.00%	100%	5	5	5	5
		PI 9: Amount of extension money generated from external funding (Thousand PHP)			2,960,000.00	5	5	5	5
		PI 10: Amount of extension money generated from institutional funding (Thousand PHP)							

		Indicator								
		PI 11: No. of extension-related awards (extn. conducted by faculty or student & faculty)								
		Outcome Indicator								
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities								
		Output Indicators								
		PI 13: Number of trainees weighted by the length of training	60	118.33%	71	5	5	5	5	
		PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	133.33%	100%	5	5	5	5	
		Additional Outputs:								
		PI 16: Number of Lakbay aral/ continuing education programs and tours facilitated								
		PI 17: Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fair, field days, agri-exhibit, Techno-forum, Techno-festival			5	5	5	5	5	
		PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	20	3005.00%	601	5	5	5	5	
		PI 19: Number of product/ technology demonstration conducted	1	300.00%	3	5	5	5	5	
		PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	10	800.00%	80	5	5	5	5	
		PI 21: Number of RDE news and feature articles published			1	5	5	5	5	
UFMO 5: Support to Operations(STO)										
	MFO 1. Faculty Development Services									
		PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted								
	MFO 2. Faculty Recruitment/Hiring Services									
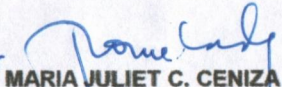
			Target	%	Actual	Q	E	T	Avg	
		PI 2: Number of faculty recruited/hired aligned with ISO standards								
MFO 3. Faculty Evaluation Services										
		PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated								
		PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended	2	100.00%	2	5	5	4	4.667	
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Zero complaint		Zero complaint	5	5	5	5	
		Additional Outputs								
		Efficient office management and maintenance								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	3	400.00%	12	5	5	5	5	
		Number of NCRC-V meetings conducted/ attended	6	150.00%	9	5	5	5	5	
		Number of documents reviewed/evaluated, signed and approved	100	540.00%	540	5	5	5	5	
		Number of University committees/council meetings attended	10	130.00%	13	5	5	5	5	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	10	420.00%	42	5	5	5	5	
	Total Over-all Rating								4.93	
	Average Rating		4.93	**Comments and Recommendations for Development Purposes:**						
	Approved Additional Points (w/ copy of A[proval)			*Recommended for higher position.*						
	FINAL RATING		4.93							
	ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by

ROSA OPHELIA D. VELARDE
ector for Research & Supervi
Date:

Approved by:

for **MARIA JULIET C. CENIZA** oic 1/25/23
Vice President, OVPREI
Date:

Exhibit I

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	July 2022	Dec 2022	Dec 2022	Very Impressive	\Very Satisfactory	
2	Attend mandated trainings	Attended 2 mandated trainings	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
3	Acts as academic adviser to students	Acted as academic adviser to 3 student	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	July 2022	Dec 2022	Jul – Dec 2022	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	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
6	Conducts and completes research project within the year	Conducted and completed 2 research project within the year	July 2022	Dec 2022	Jul – Dec 2022	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	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
8	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	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	

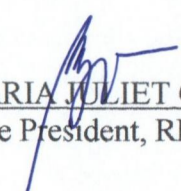|						Very Impressive	\Very Satisfactory	
9	Identifies and links with probable partners for extension activities and maintains this active partnership	Identified and linked with 2 probable partners for extension activities and maintains this active partnership	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
10	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
11	Implementes duly approved extension projects	Implemented duly approved extension projects	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
12	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
13	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
14	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	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
15	Designs extension related activities and other outputs to implement new normal	Designed extension related activities and other outputs to implement new normal	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
16	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
17	Edits and review IEC materials, distribute information materials on coconut production	Edited and review IEC materials, distributed information materials on coconut production	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
18	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
19	Provides customer friendly frontline services	Provided customer friendly frontline services to clients	July 2022	Dec 2022	Jul – Dec	Very	\Very	

					2022	Impressive	Satisfactory	
20	Supervise and monitor NCRC-V personnel	Supervised and monitor NCRC-V personnel	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
21	Conduct meetings as Food Section In-charge	Conducted meetings for the Food Section of NCRC	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
22	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
23	Attend University committee and council meetings	Attended University committee and council meetings	July 2022	Dec 2022	Jul – Dec 2022	Very Impressive	\Very Satisfactory	
24	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submit ted data and other information requested by other offices	July 2022	Dec 2022	Jul – Dec 2022	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
Vice President, REI

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: __MARISEL A. LEORNA__

Head of Office: __ROSA OPHELIA D. VELARDE__
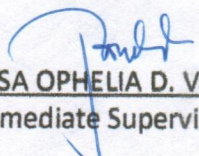
Number of Personnel: _____
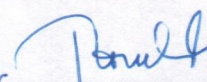
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Meetings	✓	✓			
Coaching Consultations	✓	✓			

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

Conducted by: Noted by:

ROSA OPHELIA D. VELARDE   for MARIA JULIET C. CENIZA oic 1/25/23
Immediate Supervisor   Next Higher Supervisor

Exhibit L

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: July 1, 2022   Target Date: July. 11, 2022

First Step:
        Revisiting Center's target for the year and evaluating Center's output for the first half of the year.

Result:
        Evaluation of accomplishment results of the first half of the year and action planning.
        Evaluated Center's output and planned and set specific schedule to deliver target outputs for the second half of the year.

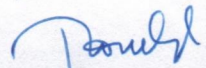Date: July 12, 2022   Target Date: December 15, 2022

Next Step:
        Implemented RDEI activities as scheduled

Outcome: Achieved target outputs and even beyond the set target by the Center on some measurable indicators.
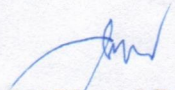
Final Step/Recommendation:

        Level-up Center's output especially in the areas of publications and technology protection. More proposals in the areas of varietal improvement, farming system for coconut and improve coconut production.

Prepared by:

for
MARIA JULIET C. CENIZA oic 1/25/28
Vice President for Research, Extension & Innovation

Conforme:

MARISEL A. LEORNA
Name of Ratee Faculty/Staff