

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARY CRIS F. PLEÑOS**
Position/Designation: **Instructor I, NARC**

Program Involvement	Percentage Weight of	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		4.92	0.615
b. Students (50%)		4.00	0.500
<i>TOTAL for Instruction</i>			1.115
2. Research	35%	4.78	1.673
3. Extension	30%	4.78	1.434
4. Others	10%	4.89	0.489
TOTAL	100%		4.711

EQUIVALENT NUMERICAL RATING:

4.711

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.711

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARY CRIS F. PLEÑOS
Name of Staff

Reviewed by:

ROBELYN T. PIAMONTE
Director, NARC

Recommending Approved:

ROBELYN T. PIAMONTE
Director, NARC

Approved:

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

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY CRIS F. PLEÑOS, Instructor I of the National Abaca Research Center-Visayas State University 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,

Date: _____

Date: _____

ate:

[illegible]

Ave. Rating (Total Over-all rating)			4 - 878	Comments & Recommendations for Development Purposes: She's industrious and willing to learn new things. keep up the good work.
Additional Points:				
Punctuality	-			
Approved Additional points	-			
(with copy of approval)				
FINAL RATING			4.84	
ADJECTIVAL RATING			"b"	

Evaluated and Rated by:

MARIA HAZEL I. BELLEZAS
Head, DOE

Date: _____

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: 7-23-21

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY CRIS F. PLEÑOS**, Instructor I of the **National Abaca Research Center-Visayas State University** 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**.

MARY CRIS F. PLEÑOS

Ratee

Approved:

VIRGELIO M. ALAO

Head of Unit, DepStat

MA. THERESA P. LORETO

Dean, CAS

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Advanced and Higher Education Services		Instruction: At least 25% of the total tasks							
PI1: Full-Time Equivalent (FTE)	Number of course/subjects/sections handled per semester	Teaches course/subject/section per semester	1 FTE per semester	5.25	5	5	5	5	
	Number of hours spent to student consultation	Renders student consultation	1 hrs/wk consultation	2 hrs/wk consultation	5	5	5	5	
PI 2: Number of instructional materials developed	Supplemental learning resources	Prepares powerpoint presentations for the different courses taught	3	3	5	5	5	5	
	Assessment Tools	Prepares exams, quizzes and problem sets	5	7	5	5	5	5	
	Number of virtual classroom created and operated	Creates virtual classroom using Moodle	1	2	5	5	5	5	
	Ave. Rating (Total Over-all rating) divided				Comments & Recommendations for Development Purposes: Keep up the good work.				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								
	FINAL RATING			5.0					
	ADJECTIVAL RATING			"0"					

Evaluated and Rated by:

VIRGELIO M. ALAO

Head of Unit, DepStat

Date: _____

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Date: 7/1/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 7/6/21

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY CRIS F. PLEÑOS**, Instructor I of the **National Abaca Research Center-Visayas State University** 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**.

MARY CRIS F. PLEÑOS

Ratee

Approved: **ROBELYN T. PIAMONTE**

Head of Unit


MARIA JULIET C. CENIZA

Vice President for RE & I


MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services		Research: At least 35% of the total tasks							
	Number of research proposal submitted for funding	- Develops research proposal for funding output to scientific for a/conferences	1 Research proposal per year	1	4	5	5	4.67	
	Number of scientific paper for publication	Prepares and submit research paper in a refereed international/national journal	1	1	4	5	5	4.67	
	Number of scientific papers presented in regional/national/international conference	Presents scientific papers in regional/national/international conferences	1	3	5	5	5	5.00	
MFO3: Extension Services		Extension: At least 30% of the total tasks							
PI1: Number of Trainings conducted	Number of person-days trained	- Trains <u>x</u> person for <u>y</u> days	3	8	5	5	5	5.00	
	Number of trainings facilitated	Facilitates the conduct of trainings	1	1	4	5	5	4.67	
	Number of extension programs/projects conducted/implemented	- Conducts/implements extension projects/components	1	2	5	5	5	4.67	
Others (10%)	Number of field visits conducted	Conducts field visits	1	2	5	5	5	5.00	
	Number of meetings organized/attended	Organizes/attends meetings	1	2	5	5	5	5.00	
	Number of workshops conducted	Conducts workshops	1	1	4	5	5	4.67	

Total Over-all Rating									4.87
Ave. Rating (Total Over-all rating divided by 4)				-	Comments & Recommendations for Development Purposes: Very committed and dedicated to her work. Eager to learn things.				
Additional Points:									
Punctuality		-							
Approved Additional points (with copy of approval)		-							
FINAL RATING				4.87					
ADJECTIVAL RATING				OUTSTANDING					


Evaluated and Rated by:


ROBELYN T. PIAMONTE
 Director
 Date: 28 June 2024

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research
 Date: _____

Approved by:


MARIA JULIET C. CENIZA
 Vice President for RE & I
 Date: _____



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2021**

Name of Staff: **CIELO F. SEÑARA**

Position: **ADMIN AIDE 3**

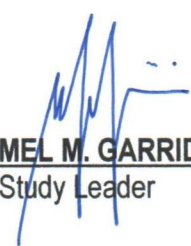
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He 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 staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	<u>3</u>	2	1
2.	Makes self-available to clients even beyond official time	5	4	<u>3</u>	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	<u>3</u>	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	<u>3</u>	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	<u>3</u>	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score		51				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		5.0				

Overall recommendation : OUTSTANDING


ROMMEL M. GARRIDO
 Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARY CRIS F. PLEÑOS**
Performance Rating: **OUTSTANDING**

Signature: 

Aim:

**To effectively perform expected functions
Efficient and effective implementation of academic programs in affiliated
colleges/departments.**

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: Dec. 31, 2021

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.**

Result:

1. **Outstanding research outputs.**
2. **Submitted grades of students on time.**

Date: January 1, 2022 Target Date: June. 30, 2022

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.**

Outcome:

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

Final Step/Recommendation:

For promotion.

Prepared by:


ROBELYN T. PIAMONTE
Unit Head