

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARIA JULIET C. CENIZA**

Program Involvement		Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)		(2)	(3)	(2X3)
1.	Instruction			
	a. Head/Dean (50%)		5.000 x 50%	2.500
	b. Students (50%)		4.857 x 50%	2.429
	Total Instruction	25%	4.93	1.232
2.	Research			
	a. Client/Director for Research (50%)		5.000 x 50%	2.500
	b. Dept. Head/Center Directors (50%)		5.000 x 50%	2.500
	Total for Research	30%	5.000	1.500
3.	Extension			
	a. Client/Director for Extension (50%)		5.000 x 50%	2.500
	b. Dept. Head/Center Directors (50%)		5.000 x 50%	2.500
	Total for Extension	15%	5.000	0.750
4.	Production	10%	5.000	0.500
5.	Administration	20%	5.000	1.000
	TOTAL	100%		4.982
EQUIVALENT NUMERICAL RATING				4.982
Add: Additional Points, if any				
TOTAL NUMERICAL RATING				
ADJECTIVAL RATING				Outstanding

Prepared by:

MARIA JULIET C. CENIZA
Name of Faculty

Reviewed by:

OTHELLO B. CAPUNO
VP for Research & Extension

Approved:

EDGARDO E. TULIN
President



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



INDIVIDUAL PERFORMANCE: COMMITMENT & REVIEW (IPCR)

I, MARIA JULIET C. CENIZA, Director/Professor IV 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 2017.

MARIA JULIET C. CENIZA
Director, NRC-V

OTHELLO B. CAPUNO
VP for Research & Extension

EDGARDO E. TULIN
President

Date: _____

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating			Remark
						Quality	Efficiency	Timeliness	Average
UMIFO 1. Advance Education Services (20%)									
UMIFO 2. Higher Education									
NCRC MFO 1. Curriculum Program Management									
	PI 1: Full Time Equivalent (FTE)		Teach Plant Protection, Entomology, Tropical Ecology and Foreign Language Courses	3	117.45	5	5	5	5.00
NCRC MFO 2. Student Management Services									
	PI 6: Additional Outputs								
	Number of graduates with prescribed period								
	Masters		Graduate Committee Member	1	3	5	5	5	5.00
	Baccalaureate		Adviser and student research committee	1	4	5	5	5	5.00
	Number of Instructional Materials Developed/Revised and Utilized								
	New IM's		Prepares and submit book on Beneficial Insects and Microorganisms	1	9	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	9	5	5	5	5.00
	Number of Student Research and Field Practice Advising:								
	Approved manuscript submitted within the prescribed period		Reviews and approve student theses manuscript	1	9	5	5	5	5.00
	Student Advising and Consultation Services:								
	Number of hours spent on student consultation		Consultation with students on subject matter and other course-related activities	50	125	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	5	5	5	5	5.00

[illegible]

[illegible]

	Number of documents reviewed/evaluated, signed and approved	Reviews and signs administrative and financial documents; vouchers, appointments, trip tickets, travel orders, reimbursements documents, job requests, office correspondences and other center-related documents	175	5000	5	5	5	5.00	
	Number of university committees/council meetings attended	Attends meetings of UADCO, college-wide committees and meetings requiring the Center Director's attendance	7	15	5	5	5	5.00	
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepares and/or review and submits reports, data and other information requested by other offices	2	22	5	5	5	5.00	
	Number of repairs/improvements of structures/facilities of the center supervised and monitored	Supervises and monitors repairs and improvements of structures and facilities of the center	1	2	5	5	5	5.00	
	Number of visitors/clients/investors briefed and entertained	Briefs/discusses/entertains visitors/investors on coconut production and envi-topics	5	650	5	5	5	5.00	
	Total Over-all Rating							220.00	
	Average Rating							5.00	
	Adjectival Rating							0	

Received by:

Calibrated by:

Recommending Approval:


TERESITA L. QUINOLA
PRPEO


REMBERTO A. PATINDOL
PMT Chairman


OTHELLO B. CUYANO
Vice Pres. for Research & Extension


EDUARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2016

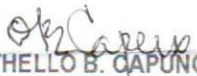
√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : MARIA JULIET C. GENIZA
Head of Office : OTHELLO B. CAPUNO
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
February 2017	√		√	letter	
June 2017	√		√	letter	
Coaching					
June 2017		√	√		

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 - June 2017

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

Aim: To become an effective Unit Director

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

Date: January 2017

Target Date: January to March 2017

First Step:

Be aware of the functions and strategies of effective leader/manager

Assess the manpower resources and potential of the unit and its constituents

Result:

Comprehension and understanding of the strength and weaknesses of the unit.

Date: April 2017

Target Date: April to June 2017

Next Step:

Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrators

Outcome:

Better managerial capabilities acquired/gain

Final Step/Recommendation:

Further exposure or participate in cross visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:

OTHELLO B. CAPUNO
Unit Head



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



INDIVIDUAL PERFORMANCE: COMMITMENT & REVIEW (IPCR)

I, MARIA JULIET C. CENIZA, Director/Professor IV 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 July to December 2017.

MARIA JULIET C. CENIZA
Director, NCRCC-V

OTHELLO B. CAPUNO
VP for Research & Extension

EDGARDO E. TULIN
President

Date: _____

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating			Remark
						Quality	Efficiency	Timeliness	
UMIFO 1. Advance Education Services (20%)									
UMIFO 2. Higher Education									
NCRC MFO 1. Curriculum Program Management									
	PI 1: Full Time Equivalent (FTE)		Teach Plant Protection, Entomology, Tropical Ecology and Foreign Language Courses	3					
NCRC MFO 2. Student Management Services									
	PI 6: Additional Outputs								
	Number of graduates with prescribed period								
	Masters		Graduate Committee Member	1					
	Baccalaureate		Adviser and student research committee	1					
	Number of Instructional Materials Developed/Revised and Utilized								
	New IM's		Prepares and submit book on Beneficial Insects and Microorganisms	1					
	Revised IM's within the last 3 years		Prepares/revises PowerPoint lectures on courses taught, lab. guides and manuals of subject taught	2					
	Number of Student Research and Field Practice Advising:								
	Approved manuscript submitted within the prescribed period		Reviews and approve student theses manuscript	1					
	Student Advising and Consultation Services:								
	Number of hours spent on student consultation		Consultation with students on subject matter and other course-related activities	50					
	Number of organization advised		Adviser of student organization	1					
	Number of student-related activities assisted		Resource person in student related activities, lectures and seminars	1					

[illegible]

