

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July to December 2023**

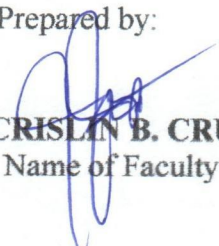
Name of Faculty Member: CRISLIN B. CRUZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	4.9 ^{12.5%}	4.9 x 50% = 2.45	
b. Students	4 ^{12.5%}	4 x 50% = 2.0	
Total		4.45 x 25%	1.1125
2. Research			
a. Dept Head/Center Director	4.908 ^{49%}	4.908 x 40% =	1.963
3. Extension			
a. Dept Head/Center Director	4.916 ^{35%}	4.916 x 35% =	1.7206
TOTAL	100%		4.796

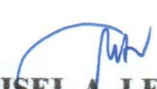
EQUIVALENT NUMERICAL RATING: 4.796
 Add: Additional Points, if any:
 TOTAL NUMERICAL RATING: 4.796

ADJECTIVAL RATING: Outstanding

Prepared by:


CRISLIN B. CRUZ
 Name of Faculty

Reviewed by:


MARISEL A. LEORNA
 Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
 Director for Research

Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, CRISLIN B. CRUZ, 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 2023.

CRISLIN B. CRUZ

Instructor I

Date: 1-3-24

MARISEL A. LEORNA

NCRC Director

Date: 1-5-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS
						Quality	Efficiency	Timeliness	Average	
UFMO 2: Higher Education Services										
MFO 1. Curriculum Program Management System										
		PI1: Total FTE monitored	5	429%	21.43	5.00	5.00	4.95	4.98	
		PI8 Number of students advised	1	100%	1	4.75	5.00	4.85	4.87	
		PI10 Number of instructional materials developed/revised/updated	1	100%	1	4.95	4.85	4.75	4.85	
UFMO 3: Research Innovation Services										
		PI2 Number of research outputs presented in regional/national/ int'l fora/conferences								
		In nt'l fora/conferences	1	200%	2	4.85	5.00	5.00	4.95	
		In nat'l fora/conferences								
		In reg'l fora/conferences	1	100%	1	5.00	4.85	5.00	4.95	
		In institutional fora/conferences	1	400%	4	5.00	5.00	4.75	4.92	
		PI3 Number of research projects conducted and/or completed on schedule	1	100%	1	5.00	4.85	5.00	4.95	

		PI 4 Number of research proposals submitted/endorsed for external funding								
		PI 5 Percent of research proposals approved								
		PI 6 Amount of research money generated from external funding (Thousand PHP)								
		PI 7 Amount of research money generated from institutional funding (Thousand PHP)								
		PI 8 No. of research-related awards (research conducted by faculty or student w/ faculty)	1	100%	1	4.95	4.85	4.75	4.85	
		Outcome Indicator								
		PI 9 Number of research outputs in the last three years utilized by the industry or other beneficiaries								
		Output Indicators								
		PI 10 Number of research outputs completed within the year	1	100%	1	4.85	4.75	5.00	4.87	
		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	2	100%	2	4.85	4.75	5.00	4.87	
		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								

		PI23 Number of VSU Technologies and/or creative works filed for IP Protection (i.e. patents, utility model, copyright, trademark)								
		PI29 Number of publications qualified for VSU publication incentive award								
UFMO 4: Extension Services										
		PI1: Number of person-days trained weighted by length of training	10	550%	55	4.85	5.00	5.00	4.95	
		PI2 Number of trainings conducted	2	150%	3	4.85	5.00	4.85	4.90	
		PI3 Number of IEC materials/technoguides developed/used								
		PI4 Number of beneficiaries served								
		Groups	2	100%	2	5.00	4.85	5.00	4.95	
		Individuals	20	110%	22	5.00	5.00	5.00	5.00	
		PI5 Number of technical/expert services								
		<i>Research Mentoring</i>	1	100%	1	5.00	4.75	5.00	4.92	
		<i>Peer reviewers/Panelists</i>								
		<i>Resource Persons</i>	1	100%	1	4.85	5.00	5.00	4.95	
		<i>Convenor/Organizer</i>	4	100%	4	5.00	4.75	5.00	4.92	
		<i>Consultancy</i>								
		<i>Evaluator</i>								
		PI6 Number of extension projects conducted and/or completed on schedule	3	100%	3	4.85	4.85	5.00	4.90	
		PI7: Number of extension proposals submitted	2	100%	2	5.00	4.75	5.00	4.92	
		PI8 Percent of extension proposals approved	50%	100%	50%	4.85	4.75	5.00	4.87	
		PI9 Amount of extension money generated from external funding (Thousand PHP)	200,000	100%	200,000	5.00	4.75	5.00	4.92	
		PI10 Amount of extension money generated from institutional funding (Thousand PHP)	300,000	100%	400,000	4.85	5.00	5.00	4.95	

		PI 11: No. of extension-related awards (extn. conducted by faculty or student & faculty)	1	100%	1	5.00	4.75	5.00	4.92	
		Outcome Indicator								
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	3	100%	3	4.85	4.75	5.00	4.87	
		Output Indicators								
		PI 13: Number of trainees weighted by the length of training	20	100%	22	4.85	5.00	5.00	4.95	
		PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	100%	90%	4.75	4.95	5.00	4.90	
		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								
		PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	5	100%	10	5.00	4.95	5.00	4.98	
		PI 19: Number of product/ technology demonstration conducted								
		PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day								
		PI 21: Number of RDE news and feature articles published	4	100%	4	4.75	4.95	4.50	4.73	
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										

		PI2: Number of faculty recruited/hired aligned with ISO standards								
MFO 3. Faculty Evaluation Services										
		PI5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	75%	100%	100%	4.75	4.85	4.75	4.78	
		PI6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended	1	100%	1	5.00	4.95	5.00	4.98	
		PI7: Number of faculty/staff awards/honors received related to operations support								
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	0		0	5.00	4.75	5.00	4.92	
		Additional Outputs								
		Efficient office management and maintenance								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC								
		Number of NCRC-V meetings conducted/ attended	6		6	4.75	5.00	5.00	4.92	
		Number of documents reviewed/evaluated, signed and approved								
		Number of University committees/council meetings attended	2		2	4.75	5.00	4.85	4.87	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	1		1	4.75	5.00	4.75	4.83	
		Total Over-all Rating							166.83	
		Average Rating	4.91	Comments and Recommendations for Development Purposes: Observant and receptive but needs to work on improving and submitting research proposals						
		Approved Additional Points (w/ copy of Approval)								
		FINAL RATING	4.91							
		ADJECTIVAL RATING	Oustanding							

Evaluated & Rated by:

Approved by:


MARISEL A. LEORNA

Center Director

Date: 1-5-24


ROSA OPHELIA D. VELARDE

Director for Research & Supervisor

Date: 1-11-24

PERFORMANCE MONITORING FORM
July to December 2023

Name of Employee: CRISLIN B. CRUZ


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	Handles and teaches courses in courses assigned	Handled and taught classes in Economics	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
2	Develops and submits on-line course ware	Developed 1 courseware in Economics	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
4	Prepares Power Point presentation, video clips, movie clips, reading assignments in Economics	Prepared Power Point presentation, video clips, movie clips, reading assignments in Economics	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc	Prepared assessment tools, i.e. long exam, quizzes problems sets, etc	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
6	Submits the course ware duly reviewed by TRP or editing by MMDC editor	Submitted course ware duly reviewed by TRP or editing by MMDC editor	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
7	Prepares research proposals, submits and follows up its approval for immediate implementation	Prepared research proposals, submits and follows up its approval for immediate implementation	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
8	Designs research related activities and other outputs to implement new normal	Designed research related activities and other outputs to implement	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	

9	Implements duly approved extension projects	Implemented 3 approved extension projects	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
10	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
11	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
12	Prepares extension project proposals, submits and follow up its approval for immediate implementation	Submitted 1 extension project proposals, and followed up its approval for immediate implementation	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	
13	Attends mandated trainings	Attended trainings related to instruction	July 2023	Dec 2023	July to Dec 2023	Impressive	Outstanding	

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

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

Prepared by:


MARISEL A. LEORNA
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

JULY TO DECEMBER 2023

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

Name of Office: NCRC-V

Name of Employee: CRISLIN B. CRUZ

Head of Office: MARISEL A. LEORNA

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data Collection	✓	✓			
Coaching					
Data Organization	✓	✓			

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

Conducted by:

MARISEL A. LEORNA
Immediate Supervisor

Noted by:

ROSA OPHELIA D. VELARDE
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CRISLIN B. CRUZ

Performance Rating: Outstanding

Aim: To enhance effectiveness in delivering quality output in research and extension.

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: July 30, 2023

First Step:

Coordinate study leaders and project staff on the targets, schedule activities and plans of the projects being implemented.

Result:

Smooth & orderly prioritization of activities of the different extension projects & research handled.

Date: August 1, 2023

Target Date: August 31, 2023


Next Step: Monitor activities to assess how far the project with regards to its targets and continue enhancing skills and confidence in project & people management.

Outcome: Good implementation of the project and good management with the staff under her section.

Final Step/Recommendation:

Recommend attending relevant trainings to enhance skills and confidence in managing projects and people and further recommended to pursue graduate studies to widen knowledge, expand network and gained specialized skills.

Prepared by:


MARISEL A. LEORNA
Director, NCRC

Conforme:


CRISLIN B. CRUZ
Name of Ratee Faculty/Staff