SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
January to June 2022
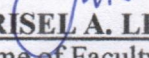
Name of Faculty Member: MARISEL A. LEORNA

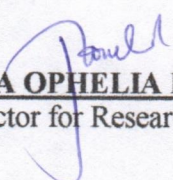| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	5.00	5.0 x 50%= 2.5	
b. Students	4.00	4.0 x 50%=2	
Total		4.5 x 25%	1.125
2. Research			
a. Dept Head/Center Director	4.888	4.888 x 30% =	1.466
b.			
3. Extension			
a. Dept Head/Center Director	4.875	4.875 x 20%) =	0.975
4. Administration	5.00	5.00 x 25% =	1.25
TOTAL			4.816

EQUIVALENT NUMERICAL RATING: 4.816
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.816

ADJECTIVAL RATING: **Outstanding**

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 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 January 1 to June 30, 2022.

MARISEL A. LEORNA
Assistant Professor III
Date: _____

MARIA JULIET C. CENIZA
Vice President, OVPREI
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Target	% of Accom- plishment	Details of Accom- plishment	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	382.50%	7.65	5	5	5	5	
		PI 8: Number of students advised	2	100.00%	2	5	5	5	5	
		PI 10: Number of instructional materials developed/revised/updated	2	100.00%	2	5	5	5	5	
UFMO 3: Research Innovation Services										
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In institutional fora/conferences								
		PI 3: Number of research projects conducted and/or completed on schedule	2	150.00%	3	5	5	5	5	
		PI 4: Number of research proposals submitted/endorsed for external funding	2	100.00%	2	4	5	5	4.667	
		PI 5: Percent of research proposals approved	50%	150.00%	75%	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)	120,000	274.73%	329,678	5	5	5	5	
		Additional Outputs:							
		PI 12: Number of research collaboration/ partnership with LGUs							
		PI 13: Number of work and financial plan (WFP) submitted and approved	1	100.00%	1	4	5	5	4.667	
		PI 17: Number of research proposals approved for internal funding	1	200.00%	2	5	5	5	5	
UFMO 4: Extension Services										
		PI 1: Number of person-days trained weighted by length of training	20	240.00%	48	5	5	5	5	
		PI 2: Number of trainings conducted	2	100.00%	2	5	4	5	4.667	
		PI 3: Number of IEC materials/technoguides developed/used	2	250.00%	5	5	5	5	5	
		PI 4: Number of beneficiaries served								
		Groups	2	100.00%	2	5	4	5	4.667	
		Individuals	50	160.00%	80	5	5	5	5	
		PI 5: Number of technical/expert services								
		Research Mentoring	3	133.33%	4	5	5	5	5	
		Resource Persons	2	100.00%	2	5	4	5	4.667	
		PI 6: Number of extension projects conducted and/or completed on schedule	2	100.00%	2	4	5	5	4.667	
		PI 7: Number of extension proposals submitted	1	100.00%	1	5	4	5	4.667	
		PI 8: Percent of extension proposals approved	50%	150.00%	75%	5	5	5	5	
		PI 10: Amount of extension money generated from institutional funding (Thousand PHP)	100,000	395.00%	395K	5	5	5	5	

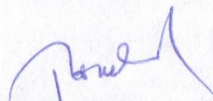|										
		Outcome Indicator								
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	2	250.00%	5	5	5	5	5	
		Output Indicators								
		PI 13: Number of trainees weighted by the length of training	20	155.00%	31	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%	106.67%	80%	5	5	4	4.667	
		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	20	250.00%	50	5	5	5	5	
		PI 19: Number of product/ technology demonstration conducted	1	200.00%	2	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	1	100.00%	1	5	5	5	5	
MFO 2. Faculty Recruitment/Hiring Services										
		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	4	5	4.667	
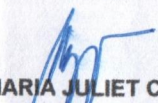
UFMO 6: General Administration and Support Services									
		PI 1: Zero percent complaint from clients served	ero complaint		Zero complai	5	5	5	5
		Additional Outputs							
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	3	300.00%	9	5	5	5	5
		Number of NCRC-V meetings conducted/ attended	6	116.67%	7	5	5	5	5
		Number of documents reviewed/evaluated, signed and approved	100	160.00%	160	5	5	5	5
		Number of University committees/council meetings attended	5	200.00%	10	5	5	5	5
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	10	100.00%	10	5	5	5	5
Total Over-all Rating			4.91						4.91
Average Rating			4.91	**Comments and Recommendations for Development Purposes:**					
Approved Additional Points (w/ copy of A[proval)									
FINAL RATING			4.91						
ADJECTIVAL RATING			utstandir						

Comments and Recommendations for Development Purposes:

Comendable outputs. Keep up!

Evaluated & Rated by

ROSA OPHELIA D. VELARDE
Supervisor / Director for Research
Date:

Approved by:

MARIA JULIET C. CENIZA
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/ Recommenda tion
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 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
2	Attend mandated trainings	Attended 2 mandated trainings	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
3	*Acts as academic advise to students*	*Acted as academic adviser to 1 student*	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
4	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	Jan 2022	June 2022	Jan-June 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	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
6	Conducts and completes research project within the year	Conducted and completed 1 research project within the year	Jan 2022	June 2022	Jan-June 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	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
8	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and 9returns duly reviewed paper	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper						
9	Prepares and submits application for UM of technology generated out	Prepared and submitted application for UM of technology generated out of	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	

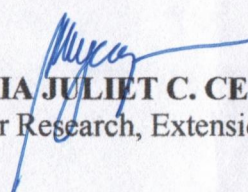|	of research output	research output					
10	Identifies and links with probable partners for extension activities and maintains this active partnership	Identified and linked with 2 probable partners for extension activities and maintains this active partnership	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
11	Conducts trainings among beneficiaries of technologies for transfer	Conducted trainings among beneficiaries of technologies for transfer	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
12	Implements duly approved extension projects	Implemented duly approved extension projects	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2022	June 2022	Jan-June 2022	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 2022	June 2022	Jan-June 2022	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 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
17	Prepares training modules on coconut processing for food	Prepared training modules on coconut processing for food	Jan 2022	June 2022	Jan-June 2022	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 production	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
19	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
20	Provides customer friendly frontline services to clients	Provided customer friendly frontline services to clients	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	

21	Supervise and monitor NCRC-V personnels	Supervised and monitor NCRC-V personnels	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
22	Conduct meetings as Food Section Incharge	Conducted meetings for the Food Section of NCRC	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
23	Review, evaluate, sign and approved official documents	Reviewed evaluated signed and approved official documents	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
24	Attend University committte and council meetings	Attended University committtee and council meetings	Jan 2022	June 2022	Jan-June 2022	Very Impressive	\Very Satisfactory	
25	Prepare, review & submit data and other information requested by other offices	Prepared, reviewed & submitted data and other information requested by other offices	Jan 2022	June 2022	Jan-June 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
VP for Research, Extension & Innovation

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
✓	1st	**QUARTER**
✓	2nd	
	3rd	
	4th	

Name of Office: MARISEL A. LEORNA

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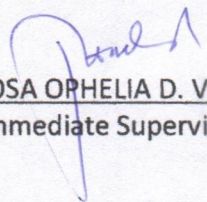
Number of Personnel: _____
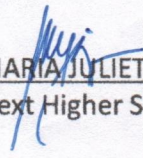
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Meetings	✓	✓			
Coaching Consultations	✓	✓			

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

Conducted by: Noted by:

ROSA OPHELIA D. VELARDE   MARIA JULIET C. CENIZA
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 as NCRC Director

Proposed Interventions to Improve Performance:

Date: Jan 4, 2022   Target Date: Jan. 7, 2022

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: January 10, 2022   Target Date: January 14, 2022

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