

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FLORA MIA Y. DUATIN**
 Position/Designation: **Associate Professor III, NARC**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		4.88 <i>2.44</i>	0.610
b. Students (50%)		4.50 <i>2.25</i>	0.563
<i>TOTAL for Instruction</i>			1.173
2. Research	45%	4.87	2.192
3. Extension	30%	4.83	1.449
TOTAL	100%		4.813

EQUIVALENT NUMERICAL RATING:

4.813

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.813

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

FLORA MIA Y. DUATIN
 Name of Staff

Reviewed by:

ROMEL B. ARMECIN
 Director, NARC

Recommending Approved:

ROMEL B. ARMECIN
 Director, NARC


Approved:


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


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FLORA MIA Y. DUATIN, a faculty member of the NATIONAL ABACA RESEARCH CENTER commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 2023 to December 2023.


FLORA MIA Y. DUATIN
 Assoc. Prof.
 Date: 01/12/2024

Approved: 
ROMEL B. ARMECIN
 Director, NARC
 Date: 01/12/2024


MARIA JULIET C. CENIZA
 Vice President for RE & I
 Date: 01/18/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation on manuscript							

		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom							

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		<i>Handles and teaches courses assigned</i>	1		4.0	4.5	4.5	4.33
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	4.5	5	5	4.82
		A 11. Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period						
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings						
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	4	5	5	5	5
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	6	20	5	5	5	5
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	8	160	5	5	5	5
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>	4	5	5	5	5	5

		A17. Number of students advised on thesis/ field practice/special problem:			2	5	5	5	5	5	
		As SRC Chairman	Advising/correction	Advises, and corrects <u>research outline</u> and thesis/SP manuscript	1	3	5	5	5	5	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	35	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USSO							
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2		4.5	4	4	4.33	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	34	5	5	5	5	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	4.5	5	5	4.82	

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
UMFO 4. EXTENSION SERVICES (30%)											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained		Identifies and links with probable partners for extension activities and maintains this active partnership	1	2	5	5	5	5	
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	1		4.0	4.5	4.5	4.33	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects	1	2	5	5	5	5	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	1	4	5	5	5	5	

	Resource Persons	Resource Persons								
	Consultancy	Consultant								
	Total Over-all Rating						Comments & Recommendations for Development Purposes: Needs further training related to the assigned task			
	Average Rating					4.87				
	Adjectival Rating					Outstanding				

Evaluated & Rated by:

ROMEL B. ARMECIN

NARC, Director

Date: 01/12/2024

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Date: 01/18/2024

Approved by:

MARIA JULIET C. CENIZA

Vice President for RE & I

Date: 01/18/2024

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORA MIA F. DUATIN**

Performance Rating: **OUTSTANDING**

Signature: 

Aim: **To effectively perform expected functions on her assigned tasks**

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: Dec. 31, 2023

First Step:

Dissertation finalization and defense

Result:

- For graduation and results for publication.

Date: January 1, 2024 Target Date: June. 30, 2024

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.**
2. **Submitted grades of students on time.**
3. **Outstanding research outputs/promising technologies/relevant information generated.**
4. **Advisees graduated on time.**

Final Step/Recommendation:

- **Needs further training related to the assigned task.**

Prepared by:


ROMEL B. ARMECIN
Unit Head