


VISAYAS STATE UNIVERSITY
Baybay City, Leyte

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
JULY TO DECEMBER 2019


Name of Faculty Member: **MARISEL A. LEORNA**

| Program Involvement | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|----------------------------------|-------------------------------------|----------------------------------|--------------------------------|
| (1) | (2) | (3) | (2X3) |
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.870 x 50% | 2.435 |
| b. Students (50%) | | 5.000 x 50% | 2.500 |
| Total Instruction | 25% | 4.935 | 1.234 |
| 2. Research | | | |
| a. Client/Director for Research | | 5.000 x 50% | 2.500 |
| b. Dept. Head/Center Directors | | 4.920 x 50% | 2.460 |
| Total for Research | 30% | 4.960 | 1.488 |
| 3. Extension | | | |
| a. Client/Director for Extension | | 4.800 x 50% | 2.400 |
| b. Dept. Head/Center Directors | | 4.940 x 50% | 2.470 |
| Total for Extension | 20% | 4.870 | 0.974 |
| 4. Production | 25% | 4.830 | 1.208 |
| TOTAL | 100% | | 4.903 |
| EQUIVALENT NUMERICAL RATING | | | 4.903 |
| Add: Additional Points, if any | | | - |
| TOTAL NUMERICAL RATING | | | 4.903 |
| ADJECTIVAL RATING | | | Outstanding |

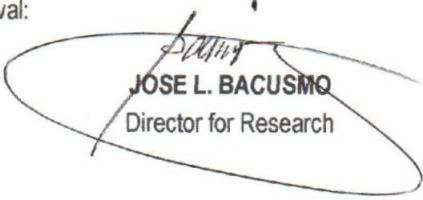
Prepared by:


MARISEL A. LEORNA
Name of Faculty


Reviewed by:


MARIA JULIET C. CENIZA
Director, NCRC-V

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice Pres. for Research & Extension



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARISEL A. LEORNA, Assistant Professor II 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, 2019.

MARISEL A. LEORNA

Name of Faculty

Date: _____

MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

| MFO No. | MFOs/PAPs | Success Indicator (SI) | Persons Responsible | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|-----------------------------|---|--|--------------------------------|---|--------|-----------------------|---------|------------|------------|---------|--------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| Advanced Education Services | | | | | | | | | | | |
| | Higher Education Services | | | | | | | | | | |
| | NCRC MFO 1. Curriculum Program Management | | | | | | | | | | |
| | Total FTE monitored | Required workload/FTE: units for instruction complied | NCRC Core/ Faculty Researchers | Teaches students the assigned subjects in Food Science & Technology | 2.5 | 2.92 | 5 | 5 | 4 | 4.67 | |
| | MFO 2. Student Management Services | | | | | | | | | | |
| | Effective instruction delivery services to contribute to the development of human resources | A1. Number of graduates within the prescribed period | NCRC Core Faculty Researchers | | | | | | | | |
| | | New IM's | | Prepares/develop new instructional materials | 1 | 1 | 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. | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A3. Number of student research and field practice advised: | NCRC Core Faculty Researchers | | | | | | | | |
| | | Approved manuscript submitted within the prescribed period | | Reviews and approves student thesis manuscript. 1 as MS GAC member 1 group HS research as adviser 1 elem research as adviser | 1 | 3 | 4 | 5 | 5 | 4.67 | |

| | | | | | | | | | | | |
|--|--|--|--|--|---|----|---|---|---|------|--|
| | | A4. Student advising and consultation services | | | | | | | | | |
| | | Number of hours spent on student consultation | | Consultation with students on subject matter and other course-related activities | 2 | 30 | 5 | 5 | 5 | 5.00 | |
| | | Number of organization advised | | Adviser of student organization. | | | | | | | |
| | | Number of student related activities assisted | | Resource person in student related activities, lectures and seminars | | | | | | | |
| | Research Services | | | | | | | | | | |
| | Productive, relevant research outputs and cutting-edge technologies generated | A5. Number of published papers in CHED accredited journals, internationally indexed journals | NCRC Core Faculty Researchers & SRAs | | | | | | | | |
| | | In referred int'l journals | | | | | | | | | |
| | | A6. Number of research outputs presented in regional/national/int'l conferences | NCRC Core Faculty Researchers & SRAs | | | | | | | | |
| | | In institutional fora/ conferences | | Prepares and presents paper and outputs | 3 | 3 | 5 | 5 | 5 | 5.00 | |
| | | A7. Number of research projects conducted and/or completed on schedule | NCRC Core Faculty Researchers & SRAs | Implements approved projects, prepares and submit terminal reports | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | A8. Number of research proposals submitted. | NCRC Core Faculty Researchers & SRAs | Prepares and submits research proposals to funding agency | 3 | 3 | 5 | 5 | 5 | 5.00 | |
| | | A14. Number of technologies generated and utilized by industries and farmers or other clients. | NCRC Core Faculty Researchers & SRAs | | 1 | 1 | 5 | 4 | 5 | 4.67 | |
| | Extension/Production Services | | | | | | | | | | |
| | Efficient and effective community engagement for sustainable livelihood of clients and sound environment | A16. Number of IEC materials/technologies developed/used | NCRC Core Staff, SRA/Aide, Admin. Aide | Prepares training module on coconut processingn for food | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | A17. Number of beneficiaries served with technical assistance | NCRC Core Faculty Researchers and SRAs | | | | | | | | |
| | | Groups | | Technical assistance extended to entrepreneurs | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | Individuals | | Conduct briefings to walk-in entrepreneurs | 1 | 20 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | | |
|--|---|--|---|---|--|-----|---|---|---|-------|--|
| | | A19. Number of extension projects conducted and/or completed on schedule | NCRC Core Staff, SRA/Aide, Admin Aide, Laborers | Implements approved extension projects and prepares and submit reports. | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A20. Number of extension proposal submitted | NCRC Core Staff, Admin Aide | Prepares extension proposals and submit to funding agencies | 1 | 1 | 4 | 5 | 5 | 4.67 | |
| | | A24. Number of copies of IEC materials distributed | NCRC Core Staff, SRA/Aide, Admin Aide | Distributes materials on coconut production and other IECs | 20 | 40 | 5 | 5 | 5 | 5.00 | |
| | Support to Operation (STO) | | | | | | | | | | |
| | MFO 6. Income Generating and Production Services | | | | | | | | | | |
| | Sustainable income generation activities to support University activities | A28. 10% increase of income generated to support university projects | NCRC Core Staff, SRA/Aide, Admin Aide, Laborers | Manages, supervixses and monitors income of STF 6.5 Project | 10% | 15% | 5 | 5 | 5 | 5.00 | |
| | | A29. Number of STF/IGP's monitored, supervised and managed | NCRC Core Staff, SRA/Aide, Admin Aide, Laborers | Manages and monitors STF and Income Generating Projects of the Center | 1 | 1 | 4 | 5 | 5 | 4.67 | |
| | | | | | | | | | | 4.902 | |
| Average Rating | | | | 4.902 | Comments and Recommendations for Development Purpose: <i>Hardworking and productive researcher.</i> | | | | | | |
| Punctuality | | | | | | | | | | | |
| Approved Additional Points (w/ copy of Approval) | | | | | | | | | | | |
| FINAL RATING | | | | 4.902 | | | | | | | |
| ADJECTIVAL RATING | | | | OUTSTANDING | | | | | | | |

Evaluated and Rated by:

MARIA JULIET C. CENIZA

Center Director

Date: _____

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

Vice President for Research and Extension

Date: _____



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

Second Semester SY 2018-2019

Name of Faculty : **LEORNA, MARISEL A.**

Department: **National Coconut Research Center - Visayas**

College:

| Course No. & Descriptive Title | | lab/lec | Class Schedule | | No. of Raters | RATING | | % Evaluation Rating |
|--------------------------------|--|---------|----------------|---|---------------|--------|--------|---------------------|
| | | | | | | Num. | Adjec. | |
| Ftec 199 | Undergraduate Seminar | Lec | 11-12 | W | 20 | 5 | O | 98.24 |
| FTec 296 | Statistical Methods in Food Science and Tech. Res. | Lec | 8-11 | W | 5 | 5 | O | 100.00 |
| Average Rating | | | | | | 5 | O | 99.12 |

Source: Results of Teaching Performance Evaluation by Students filed at OVP

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

NELSIE R. MONDAL

TPES In-Charge

Date: 10/29/2019

Attested by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 10/29/2019

Received by:

MARISEL A. LEORNA

Name and Signature of Faculty

Date: _____

Distribution of copies: OVP, College, Department, Faculty

APPENDIX G
The QCE of the NBC No. 461 for Extension
Instrument 2: LEADERSHIP

Rating Period: JULY to DECEMBER 2019

Name of Faculty: MARISEL A. LEORNA Academic Rank: _PROFESSOR

Evaluators: Immediate Supervisor

- ☐ Director for Extension
- ☐ Team/Project leader
- ☐ College Extension Coordinators
- ☐ Others (Please Indicate) _____

Title of Project: SSF-Makapuno Food Processing.

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|--|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The Faculty 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 faculty fails to meet job requirements |

| Faculty Performance/Output | Scale | | | | |
|---|----------|----------|---|---|---|
| 1. Regularly communicates quality output of the extension proceeding to colleagues/staff/clientele/ subordinates. | <u>5</u> | 4 | 3 | 2 | 1 |
| 2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner | 5 | <u>4</u> | 3 | 2 | 1 |
| 3. Encourage/motivates participation/cooperation of the people evolved in the extension activity(s). | <u>5</u> | 4 | 3 | 2 | 1 |
| 4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the extension activity(s) in a more efficient manner. | <u>5</u> | 4 | 3 | 2 | 1 |
| 5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their extension activity(s) | <u>5</u> | 4 | 3 | 2 | 1 |

Total Score: _____

Signature of Evaluator

MARISEL A. LEORNA

Name of Evaluator

Position of Evaluator

Date

Signature of Witness

Name of Witness

Agency and Position

Date

APPENDIX C

The QCE of the NBC No. 461 for **Research** Instrument 2: LEADERSHIP

Rating Period: **JULY TO DECEMBER 2019**

Name of Faculty: **MARISEL A. LEORNA** Academic Rank: **_ASSISTANT PROFESSOR III**
Evaluators: The immediate supervisor

- | | |
|--|--|
| <input type="radio"/> Program Project Leaders | <input type="radio"/> College Research Coordinator |
| <input type="radio"/> Project Leader for Study Leaders | <input type="radio"/> College Research Director |
| <input type="radio"/> Others (Please Indicate) _____ | |

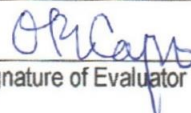
Title of Project: Study 1: Development and quality evaluation of biscotte using locally available flavorants

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|--|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The Faculty 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 faculty fails to meet job requirements |

| Faculty Performance/Output | Scale | | | | |
|---|-------|---|---|---|---|
| 1. Regularly communicates quality output of the research proceeding to colleagues/staff/clientele/ subordinates. | 5 | 4 | 3 | 2 | 1 |
| 2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner | 5 | 4 | 3 | 2 | 1 |
| 3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings. | 5 | 4 | 3 | 2 | 1 |
| 4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the research activity in a more efficient manner. | 5 | 4 | 3 | 2 | 1 |
| 5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding | 5 | 4 | 3 | 2 | 1 |

Total Score: _____


Signature of Evaluator

Signature of Witness

Name of Evaluator

Name of Witness

Position of Evaluator

Agency and Position

Date : _____

Date : _____

APPENDIX C

The QCE of the NBC No. 461 for Research

Instrument 2: LEADERSHIP

Rating Period: JULY TO DECEMBER 2019

Name of Faculty: **MARISEL A. LEORNA** Academic Rank: **_ASSISTANT PROFESSOR III**

Evaluators: The immediate supervisor

- | | |
|--|--|
| <input type="radio"/> Program Project Leaders | <input type="radio"/> College Research Coordinator |
| <input type="radio"/> Project Leader for Study Leaders | <input type="radio"/> College Research Director |
| <input type="radio"/> Others (Please Indicate) _____ | |

Title of Project: Study 2: Optimization on the formulation of makapuno macaroons with the incorporation of pressed coconut meat.

Instruction: Please evaluate the faculty using the scale below. Encircle your rating.

| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|--|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The Faculty 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 faculty fails to meet job requirements |

| Faculty Performance/Output | Scale | | | | |
|---|-------|---|---|---|---|
| 1. Regularly communicates quality output of the research proceeding to colleagues/staff/clientele/ subordinates. | 5 | 4 | 3 | 2 | 1 |
| 2. Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner | 5 | 4 | 3 | 2 | 1 |
| 3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings. | 5 | 4 | 3 | 2 | 1 |
| 4. Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates' skills and abilities to perform the research activity in a more efficient manner. | 5 | 4 | 3 | 2 | 1 |
| 5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding | 5 | 4 | 3 | 2 | 1 |

Total Score: _____

Signature of Evaluator

Signature of Witness

Name of Evaluator

Name of Witness

Position of Evaluator

Agency and Position

Date : _____

Date : _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2019

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

Name of Officer : **MARISEL A. LEORNA**
 Head of Section : **MARIA JULIET C. CENIZA**
 Number of Personnel: 1

| Activity Monitoring | MECHANISM | | | | Remarks |
|--------------------------------------|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. Specify) | |
| | One-on-One | Group | | | |
| Monitoring Field visits, meetings | √ | √ | | | |
| Coaching Consultation / seminars | √ | √ | | | |

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

Conducted by:

MARIA JULIET C. CENIZA
 Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

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* | Overall Assessment of Output** | Remarks/ Recommendation |
|----------|--|--|---------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 1. | Teaches assigned subjects in Food Science & Technology. | Full time equivalent teaching (2.92) | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Outstanding | |
| 2. | Consultation with student on subject matter and other course-related activities | 30 students consulted on subject matter and other course activities | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 3. | Supervises student-related activities assisted | Supervises student-related activities | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 5. | Implements and conducts approved researches | Implements/conducts 3 research projects | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 6. | Generates external funds for the conduct of researches | Generates funds for the conduct of research | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 8. | Conducts seminar on coconut - based processing | Conducts training to on coconut related topics (resource person) | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 9. | Prepares training module on coconut processing for food | Prepares 3 training module on coconut processing for food | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 10. | Distributte coconut based food processing technologies leaflet to interested individuals | Distributte 40 coconut based food project processing leaflet to interested individuals | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 12. | Implements/conducts and supervises approved extension projects | Implements/conduct approved extension project | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 14. | Manages , supervises and monitors income of STF 6.4 Project | 15% increase of income generated to support university projects. | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |
| 15. | Manages and monitors, and supervise STF 6.4 project. | Manages and monitors IGP project. | July 2019 | Dec 2019 | July-Dec 2019 | Very impressive | Very Satisfactory | |

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

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


 MARIA JULIET C. CENIZA
 Center Director

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JULY to DECEMBER 2019

Name of Employee: MARISEL A. LEORNA
Performance Rating: Outstanding

Aim: To be effective in delivering significant output in the four banner programs of the University.

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

Date: July , 2019 **Target Date:** August , 2019

First Step:
Briefing regarding the R&D implementation for the year.

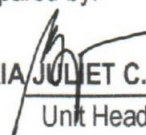
Date: September, 2019 **Target Date:** October , 2019

Next Step:
Briefing on technology promotion and commercialization.
Encouraged to attend scientific conference(s) / fora.

Outcome:
1. Conducted R&D activities of the section..
2. A number of coconut-based food technologies promoted and initially commercialized in laboratory scale.
3. Attended & presented papers in scientific conferences.

Final Step/Recommendation:
1. Continue on development and innovation .
2. Continue observing quality and prompt service to various clientele.

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

Conform:


MARISEL A. LEORNA