SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

JULY TO DECEMBER 2020

Name of Faculty Member: MARIA JULIET C. CENIZA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	4.96	4.96 x 100%= 4.96	
Total for Instruction	30%	4.96	1.488
2. Research			0
a. Client/Dir. for Research (50%)	5.00	5 x 50% = 2.50	0
b. Dept. Head/Center Director (50%)	4.92	4.92 x 50% = 2.46	0
Total for Research	30%	4.96	1.488
3. Extension			0
a. Client/Dir. for Extension (50%)	5.00	5 x 50% = 2.5	0
b. Dept Head/Center Director (50%)	4.91	4.91 x 50% = 2.455	0
Total for Extension	20%	4.955	0.991
4. Administration	15%	5.00	0.75
5. Production	5%	5.00	0.25
TOTAL			4.967

EQUIVALENT NUMERICAL RATING: 4.967
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.967

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

MARIA JULIET C CENIZA   **JOSE L. BACUSMO**
Name of Faculty   Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) FORM

I, **MARIA JULIET C. CENIZA**, a 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 the indicated measures for the period JULY TO DECEMBER 2020.

Approved:

MARIA JULIET C. CENIZA	**JOSE L. BACUSMO**	**OTHELLO B. CAPUNO**
Professor VI	Director for Research	Vice President, OVPRE8
Date:	Date:	Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Eficiency	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	0.5	1150%	5.75	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	600%	6	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	300%	3	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	200%	2	5	5	5	5.00	

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	6	167%	10	5	5	5	5.00	
	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	1	200%	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	167%	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	200%	2	5	5	5	5.00	
		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	1	100%	1	5	5	4	4.67	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	200%	2	5	5	5	5.00	
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	Handles and teaches courses assigned	3	600%	18	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	133%	4	5	5	5	5.00	
		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	1	200%	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	200%	2	5	5	5	5.00	Preparing outline IMS

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	200%	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	300%	6	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	300%	6	5	5	5	5.00	
PI 8: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students	7	100%	7	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	300%	3	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	400%	4	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	133%	20	5	5	5	5.00	
		Number of approved manuscript submitted within prescribed period	Reviews and approves student thesis manuscript								
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO								
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related								
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	1	200%	2	5	5	5	5.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	100%	2	5	5	4	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	133%	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	133%	4	5	5	5	5.00	
		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 Moddle or Google Classroom								
	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								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	100%	1	5	5	4	4.67	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	200%	2	5	5	5	5.00	

	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	200%	2	5	5	5	5.00	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
		In refereed int'l journals		1	100%	1	5	5	4	4.67	
		In Institutional fora/ conferences									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences		1	200%	2	5	5	5	5.00	
	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	50%	200%	100%	5	5	5	5.00	
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)									
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	100%	1	5	5	4	4.67	
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	100%	1	5	5	5	5.00	

		Number of linkages forged								
		Regional	Forges MOUs and MOAs with partner agencies							
		Number of technologies generated and utilized by industries and farmers or other clients								
		Amount of research money generated from external funding	Implements approved research project with DENR, CHED, and PCAARRD fundings	1.0M	370%	3.7M	5	5	5	5.00
UMFO 4. EXTENSION SERVICES										
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								
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	10	200%	20	5	5	5	5.00	
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	Implementes duly approved extension projects	1	100%	1	5	5	4	4.67	
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	50%	180%	90%	5	5	5	5.00	
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								
Research Mentoring	Research Mentor		2	100%	2	5	5	4	4.67	

	Peer reviewers/Panelists	*Peer reviewers/Panelists*									
	Resource Persons	*Resource Persons*		1	200%	2	5	5	5	5.00	
	Evaluator	*Evaluator*									
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	100%	1	5	5	4	4.67	
		Number of beneficiries served with technical assistance									
		Groups		2	100%	2	5	5	5	5.00	
		Individuals		5	200%	10	5	5	5	5.00	
		Number of IEC materials/technologies developed / used	Prepares IEC materials, Posters on Coconut Pests and their Control	1	200%	2	5	5	5	5.00	
		No. of copies of IEC materials distributed	Edits and review IEC materials, distribte information materials on coconut production	20	100%	20	5	5	5	5.00	
		Production of biological control agents (Parasitoids) and entomopathogens	Produce biological control agents (Parasitoids) and entomopathogens	40	375%	150	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 1. Faculty Development Services										
		Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	NCRC Core Staff	1	100%	1	5	5	5	5.00	

		Number of In-chouse seminars/training/workshops/reviews conducted/attended	NCRC Core Staff	1	100%	1	5	5	4	4.67	
OVPI MFO 4. Program and Institutional Accreditation Services											
PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member									
Incomce Generating and Production Services											
Sustainable Income generation activities to suport University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	200%	2	5	5	5	5.00	
	Number of technologies commercialized / used by the industry									
UMFO 6. General Admin. & Support Services											
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	zero Percent complaint from client	100%	zero Percent complaint from client	5	5	5	5.00	
Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Supervise and monitor NCRC-V personnels	14	136%	19	5	5	5	5.00	
	Number of NCRC-V meetings conducted	|Conduct NCRC-V Core staff meetings	5	200%	10	5	5	5	5.00	
	Number of documents reviewed/evaluated, signed and approved	Review, evaluate, sign and approved official documents	200	150%	300	5	5	5	5.00	

		Number of University committees/council meetings attended	Attend University committte and council meetings	6	333%	20	5	5	5	5.00	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare, review & submit data and other information requested by other offices	3	167%	5	5	5	5	5.00	
		Number of repairs /improvements of structures/facilities of the center supervised and monitored	Supervise and monitor repairs & improvement of structures and facilities	1	100%	1	5	5	5	5.00	
		Number of visitors/clients/investor briefed and entertained	Briefs and entertains visitors, clients, and investors								
										4.95	
Average Rating											
Punctuality											
Approved Additional Points (With copy of Approval)											
FINAL RATING											
Adjectival Rating											

Comments and Recommendations for Development Purpose:

Highly recommended for higher position.

Evaluated & Rated by:

JOSE L. BACUSMO
Director for Research
Date:

Approved by:

OTHELLO B. CAPUNO
Vce President, OVPREi
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: MARIA JULIET C. CENIZA

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.	Teaches Plant Protection, Entomology and Tropical Ecology subjects	Full time teaching equivalent (18)	July 2020	December 2020	December 2020	Very impressive	Outstanding	
2	Number of online ready course wares developed and submitted for review	Prepared, developed and submitted 2 online coursewares	July 2020	December 2020	December 2020	Very impressive	Outstanding	
3	Supplemental learning resources	Prepared Power Point presentation vide clips, movie clips, reading assignments	July 2020	December 2020	December 2020	Very impressive	Outstanding	
4	Assessment tools	Prepared assessment tools such as long exams, quzzes, problem sets, etc	July 2020	December 2020	December 2020	Very impressive	Outstanding	
5	Creates virtual classrooms	Created an operational virtual classrooms	July 2020	December 2020	December 2020	Very impressive	Outstanding	
6	Advises students conducting research (baccalaureate)	Adviser of students conducting research and fulfilling their academic requirements	July 2020	December 2020	December 2020	Very impressive	Outstanding	
7	Prepares/develops new instructional materials (IMs)	Prepared instructional materials (lab guides and manuals)	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
8	Revises instructional materials (IMs)	Prepared/revised power point lectures on subject taught	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
9	Review and approves student theses manuscript	Reviewed/approved 3 thesis manuscript	July 2020	December 2020	December 2020	Very impressive	Outstanding	
10	Consults with student on subject matter and other course-related activities	250 hours allotted to students consultation on subject matter and other courses-related activities	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
11	Publishes output in CHED accredited journals	Organized and prepared 1 scientific articles for publication	July 2020	December 2020	December 2020	Very Impressive	Outstanding	

12	Present relevant output on research conducted during Annual and In-house review	Presented research outputs during Annual & In-house review (National & Institutional)	July 2020	December 2020	December 2020			
13	Implements and conducts approved research on coconut nonfood processing and utilization	Implemented/conducted research projects (external & VSU funded)	July 2020	December 2020	December 2020	Very impressive	Outstanding	
14	Generates external fund for the conduct of research	Generated 3.7M from external funding for the conduct of research projects	July 2020	December 2020	December 2020	Very impressive	Outstanding	
15	Forge linkages	Forged MOUs and MOAs with partner agencies	July 2020	December 2020	December 2020	Very impressive	Outstanding	
16	Develops technoguides/IEC materials on coconut technologies	Prepared IEC materials, posters on coconut pests and their control	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
17	Serves beneficiaries	Provided technical assistance to 2 groups and 10 individuals (coconut farmers, entrepreneurs, students, etc)	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
18	Prepares and submits extension proposals to funding agencies	Prepared and submitted extension proposals to funding agencies	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
19	Percents of submitted extension proposals approved	100% extension proposals submitted to funding agency approved	July 2020	December 2020	December 2020	Very impressive	Outstanding	
20	Generates extension money from external funding	Generated 15M extension money from PCAARRD funding for the conduct of extension projects	July 2020	December 2020	December 2020	Very impressive	Outstanding	
21	Implements/conducts and supervises approved extension projects	Implemented/conducted 2 approved extension project	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
22	Edits and reviews IEC materials and supervises distribution to interested individuals	Edited, reviewed and supervised/distributed 500 information materials to interested clients	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
23	Increases 10% of STF/IGP project to support university projects	25% income increased of IGP 6.3 & IGP 6.7 projects	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	
24	Supervises, manages and monitors IGP/STF project of the center	Supervised, managed and monitored 7 IGP/STF projects of the center	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory	

25	Monitors frontline services and ensured to be customer friendly and citizens charter posted conspicuously	Monitored 6 frontline services and ensured to be customer friendly and efficient	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
26	Reviews/calibrates OPCR/IPCR of AOS staff	Reviewed/calibrated NCRC-V OPCR and 14 IPCRs	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
27	Supervises and monitors NCRC-V personnel	Supervised and monitored 52 center staff (regular, project and IGP-based)	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
28	Conducts NCRC-V meetings	Presided and conducted 25 center meetings, committee meetings, commodity meetings and research project-related meetings	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
29	Reviews/evaluates, signs and approves documents	Reviewed, signed administrative and financial documents: appointments, vouchers, travel papers, reimbursements, correspondences and other related documents	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
30	Prepares/reviews/submits reports, data and other information requested by other offices	Prepared and/or reviewed and submitted 50 reports, data and information requested by other offices	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory
31	Supervises and monitors repairs/improvements of structures/facilities of the center	Supervised and monitored 1 repairs/ improvements of structures and facilities of the center	July 2020	December 2020	December 2020	Very impressive	Very Satisfactory

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

OTHELLO B. CAPUNO
Vice President for Research, Extension & Innovation

APPENDIX C

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

Rating Period: **JULY TO DECEMBER 2020**

Name of Faculty: **MARIA JULIET C. CENIZA**
Academic Rank: Professor
Evaluators: The immediate supervisor

O   Program Project Leaders   O   College Research Coordinator

O   Project Leader for Study Leaders   O   College Research Director

O   Others (Please Indicate)

Title of Project: Study 2. Evaluation of the efficiency and biology studies of Tetrastichus brontispae, the parasitoids of Brontispa beetles in the laboratory.

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

ANTONIO APAYAAMT

_____
Name of Evaluator

_____
Name of Witness

_____
Position of Evaluator

_____
Agency and Position

Date   : _____

Date   : _____

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

Rating Period: <u>JULY TO DECEMBER</u> **2020**

Name of Faculty: <u>,MARIA JULIET C CENIZA</u> Academic Rank: _PROFESSOR

Evaluators: Immediate Supervisor

O   Director for Extension

O   Team/Project leader

O   College Extension Coordinators

O   Others (Please Indicate)

Title of Project: <u>Showcasing Profitable and Sustainable Coconut-based Technologies to Support Promotion and Its Dissemination Through Techno Demo Sites.</u>

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.	(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 extension activity(s).	(5)	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.	(5)	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their extension activity(s)	(5)	4	3	2	1

Total Score (25)

_____
Signature of Evaluator

AP ABAMO

Name of Evaluator

Dir. for Extension

Position of Evaluator

Date   :

_____
Signature of Witness

ANTONIO APLAYAAY

Name of Witness

_____
Agency and Position

Date   :

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
✓	3rd	R T
✓	4th	E R

Q U A R T E R

Name of Office: NCRC-V

Name of Employee: MARIA JULIET C. CENIZA

Head of Office: OTHELLO B. CAPUNO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Budget allocation of Research Projects	✓	✓	✓	Meeting	
Coaching Improving / enhancing performance of research and administrative staff	✓	✓		Discussion Meeting Consultation	

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

Conducted by:

JOSE L. BACUSMO
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
July to December 2020

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

Aim: To become an effective and productive researcher/administrator.

Proposed Interventions to Improve Performance:

Date: July1, 2020   Target Date: August 3, 2020

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 if needed

Date: September 7, 2020   Target Date: December 2, 2020

Next Step:

Reframing and develop new strategies to address "new normal" conditions

Outcome: Outputs delivered and achieved targets enhanced performance of the Unit
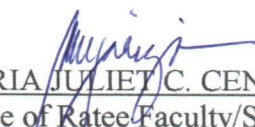
Final Step/Recommendation:

Modify/reframe and implement new modalities to fit to the "new normal condition/situation.

Prepared by:

OTHELLO B. CAPUNO
Vice President, OVPREI

Conforme:

MARIA JULIET C. CENIZA
Name of Ratee Faculty/Staff