

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
January to June 2022**

Name of Faculty Member: CRISLIN CRUZ

| Program Involvement<br>(1)   | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|------------------------------|---|---|--|
| 1. Instruction               |   |   |  |
| a. Head/Dean (50%)           | 5.00  | $5.0 \times 50\% = 2.5$                   |  |
| b. Students                  | 4.33  | 4.33<br>$\times 50\% = 2.165$             |  |
| Total for Instruction        | 25%   | $4.665 \times 25\% =$                     | 1.166                                      |
| 2. Research                  |   |   |  |
| a. Dept Head/Center Director | 4.63  | $4.63 \times 35\% =$                      | 1.62                                       |
| 3. Extension                 |   |   |  |
| a. Dept Head/Center Director | 4.746   | $4.746 \times 40\% =$                     | 1.898                                      |
|                              |   |   |  |
| TOTAL                        |   |   | 4.68                                       |

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: Outstanding

Prepared by:

CRISLIN B. CRUZ  
Name of Faculty

Reviewed by:

MARISSEL A. LEORNA  
Department Head

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 January 1 to June 30, 2022.

**CRISLIN B. CRUZ**

Instructor I

Date: \_\_\_\_\_

**ROSA OPHELIA D. VELARDE**

Director for Research

Date: \_\_\_\_\_

**MARIA JULIET C. CENIZA**

Vice President, OVPREI

Date: \_\_\_\_\_

| MFO No.                                     | Description of MFO's/PAPs | Success/ Performance Indicators (PI)  | Target  | % of Accomplishment | Details of Accomplishment | 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   | 9       | 158%                | 14.25                     | 5       | 5          | 5          | 5       |   |
|   |                           | PI 8: Number of students advised  | 2       | 100%                | 2                         | 5       | 5          | 5          | 5       |   |
|   |                           | PI 10: Number of instructional materials developed/revised/updated                      | 2       | 100%                | 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                | 5       | 200%                | 3                         | 5       | 5          | 5          | 5       |   |
|   |                           | PI 4: Number of research proposals submitted/endorsed for external funding              | 2       | 100%                | 2                         | 4       | 4.5        | 4.75       | 4.42    |   |
|   |                           | PI 5: Percent of research proposals approved  |         |                     |                           | 4       | 4          | 4          | 4       |   |
|   |                           | PI 6: Amount of research money generated from external funding (Thousand PHP)           |         |                     |                           |         |            |            |         |   |
|   |                           | PI 7: Amount of research money generated from institutional funding (Thousand PHP)      | 100,000 | 120                 | 120,000                   | 5       | 5          | 5          | 5       |   |
|   |                           | Additional Outputs:   |         |                     |                           |         |            |            |         |   |
|   |                           | PI 12: Number of research collaboration/ partnership with LGUs                          | 1       | 200%                | 2                         | 5       | 5          | 5          | 5       |   |
|   |                           | PI 13: Number of work and financial plan (WFP) submitted and approved                   |         |                     |                           | 4       | 4          | 4          | 4       |   |
|   |                           | PI 17: Number of research proposals approved for internal funding                       | 1       | 100%                | 1                         | 5       | 5          | 5          | 5       |   |
| UFMO 4: Extension Services                  |                           |   |         |                     |                           |         |            |            |         |   |
|   |                           | PI 1: Number of person-days trained weighted by length of training                      | 20      | 200%                | 40                        | 5       | 5          | 5          | 5       |   |

|  |   |         |      |      |     |      |      |      |
|--|---|---------|------|------|-----|------|------|------|
|  | PI 2: Number of trainings conducted   | 2       | 150% | 3    | 5   | 5    | 5    | 5    |
|  | PI 3: Number of IEC materials/technoguides developed/used   | 1       | 100% | 1    | 4.5 | 4.75 | 4.25 | 4.5  |
|  | PI 4: Number of beneficiaries served  |         |      |      |     |      |      |      |
|  | Groups  | 4       | 150% | 6    | 5   | 5    | 5    | 5    |
|  | Individuals   | 75      | 120% | 90   | 5   | 5    | 5    | 5    |
|  | PI 5: Number of technical/expert services   |         |      |      |     |      |      |      |
|  | Research Mentoring  | 1       | 100% | 1    | 4   | 4.25 | 4.5  | 4.25 |
|  | Peer reviewers/Panelists  |         |      |      | 4   | 4    | 4    | 4    |
|  | Resource Persons  | 1       | 100% | 1    | 5   | 5    | 5    | 5    |
|  | PI 6: Number of extension projects conducted and/or completed on schedule   |         |      |      | 4.5 | 4    | 4.5  | 4.33 |
|  | PI 7: Number of extension proposals submitted   |         |      |      | 4   | 4.5  | 4.75 | 4.42 |
|  | PI 8: Percent of extension proposals approved   |         |      |      | 4.5 | 4.25 | 4.5  | 4.42 |
|  | PI 10: Amount of extension money generated from institutional funding (Thousand PHP)  | 300,000 | 100% |      | 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       | 100% | 2    | 5   | 5    | 5    | 5    |
|  | Output Indicators   |         |      |      |     |      |      |      |
|  | PI 13: Number of trainees weighted by the length of training  | 60      |      |      | 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%     | 100% | 100% | 5   | 5    | 5    | 5    |
|  | Additional Outputs:   |         |      |      |     |      |      |      |
|  | PI 16: Number of Lakkay 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 | 1       | 300% | 3    | 5   | 5    | 5    | 5    |
|  | PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities                            | 2       | 200% | 4    | 5   | 5    | 5    | 5    |
|  | PI 19: Number of product/ technology demonstration conducted  |         |      |      | 4   | 4    | 4    | 4    |
|  | PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day  |         |      | 4    | 5   | 5    | 5    | 5    |



|   |  |   |                |      |  |      |      |      |       |                          |
|---|--|---|----------------|------|--|------|------|------|-------|--------------------------|
|   |  | PI 21: Number of RDE news and feature articles published  | 1              | 100% | 1  | 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          |                |      |  |      |      |      |       |                          |
| 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                                     | 1              | 100% | 1  | 5    | 5    | 5    | 5     | *to be conducted on Aug. |
|   |  | PI 7: 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  | Zero complaint | 100% | 10   | 5    | 5    | 5    | 5     |                          |
|   |  | <u>Additional Outputs</u>   |                |      |  |      |      |      |       |                          |
|   |  | Efficient office management and maintenance   |                |      |  |      |      |      |       |                          |
|   |  | Submission of Center's PPMP for the following year within deadline as prescribed by BAC                               |                |      |  | 5    | 5    | 5    | 5     |                          |
|   |  | Number of NCRC-V meetings conducted/ attended   | 6              | 100% | 6  | 5    | 5    | 5    | 5     |                          |
|   |  | Number of documents reviewed/evaluated, signed and approved   |                |      |  | 5    | 5    | 5    | 5     |                          |
|   |  | Number of University committees/council meetings attended   | 3              | 200% | 6  | 5    | 5    | 5    | 5     |                          |
|   |  | Number of reports prepared/reviewed/submitted, data and other information requested by other offices                  | 5              | 200% | 10   | 5    | 5    | 5    | 5     |                          |
|   |  | <b>Total Over-all Rating</b>  |                |      |  | 4.77 | 4.79 | 4.82 | 4.793 |                          |
|   |  | <b>Average Rating</b>   |                |      | Comments and Recommendations for Development Purposes:<br>work on more proposals |      |      |      |       |                          |
|   |  | <b>Approved Additional Points (w/ copy of A[proval]</b>   |                |      |  |      |      |      |       |                          |
|   |  | <b>FINAL RATING</b>   | 4.79           |      |  |      |      |      |       |                          |
|   |  | <b>ADJECTIVAL RATING</b>  | Outstanding    |      |  |      |      |      |       |                          |

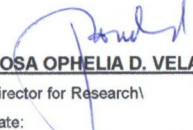
Evaluated & Rated by


Recommending Approval

Approved by:

  
**MARISEL A. LEORNA**  
Supervisor

Date:

  
**ROSA OPHELIA D. VELARDE**  
Director for Research  
Date:

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

## PERFORMANCE MONITORING FORM

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   | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 2        | Develops and submits on-line course ware  | Developed 1 online courseware in Economics  | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 3        | Prepares instructional module/ laboratory guide / workbook or a combination thereof           | Prepared 1 instructional module / laboratory guide/ workbook                                  | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 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 | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 5        | Prepares assessment tools, such as long exam, quizzes problems sets, etc                      | Prepared assessment tools, i.e. long exam, quizzes problems sets, etc                         | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 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                          | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 7        | Creates virtual classroom using either Moddle or Google Classroom                             | Created virtual classroom using either Moddle or Google Classroom                             | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 8        | Prepares, & submits and research paper in scientific fora / conferences                       | Prepared, & submitted research paper in scientific fora / conferences                         | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |
| 9        | Designs research related activities and other outputs   | Designed research related activities and other outputs  | Jan 2022      | June 2022                   | Jan to June 2022         | Impressive         | Very Satisfactory               |                         |




|    |   |  |          |           |                  |            |                   |  |
|----|---|--|----------|-----------|------------------|------------|-------------------|--|
|    | to implement new normal   | to implement new normal  |          |           |                  |            |                   |  |
| 10 | Implements duly approved extension projects   | Implemented 1 approved extension projects  | Jan 2022 | June 2022 | Jan to June 2022 | Impressive | Very Satisfactory |  |
| 11 | Provides quality and relevant training courses and advisory services                                  | Provided quality and relevant training courses and advisory services                               | Jan 2022 | June 2022 | Jan to June 2022 | Impressive | Very Satisfactory |  |
| 12 | Provides the technical and expert services requested by beneficiaries                                 | Provided the technical and expert services requested by beneficiaries                              | Jan 2022 | June 2022 | Jan to June 2022 | Impressive | Very Satisfactory |  |
| 13 | 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 | Jan 2022 | June 2022 | Jan to June 2022 | Impressive | Very Satisfactory |  |
| 14 | Attends mandated trainings  | Attended trainings related to instruction  | Jan 2022 | June 2022 | Jan to June 2022 | Impressive | Very Satisfactory |  |

\* 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

|   |                 |                                 |
|---|-----------------|---------------------------------|
| ✓ | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| ✓ | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 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                              |            |       |      |                       |         |
| Coordination with project beneficiaries |            | ✓     |      |                       |         |
| Coaching                                |            |       |      |                       |         |
| R& E Proposal writing                   | ✓          | ✓     |      |                       |         |

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: \_\_\_\_\_

Aim: To be effective in delivering quality output even in the new normal situation caused by COVID -19 pandemic

Proposed Interventions to Improve Performance:

Date: January 4, 2022 Target Date: January 7, 2022

First Step:

Formulate plans to improve coordination with extension beneficiaries and other stakeholders.

Result:

Good planning of activities for different extension project handled.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

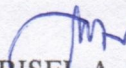
Next Step: Implement / plan activities while observing health protocols for the Extension section

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

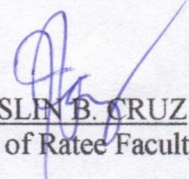
Final Step/Recommendation:

Conduct activities to address the gap caused by the new normal set up for both section handled

Prepared by:

  
MARISEL A. LEORNA  
Director, NCRC

Conforme:

  
CRISLIN B. CRUZ  
Name of Ratee Faculty/Staff