

**Exhibit K**

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
January to June 2023**

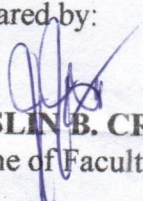
Name of Faculty Member: CRISLIN B. CRUZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	4.88	$4.88 \times 50\% = 2.44$	
b. Students	4	$4 \times 50\% = 2.0$	
Total		$4.44 \times 25\%$	1.11
2. Research			
a. Dept Head/Center Director	4.95	$4.95 \times 40\% =$	1.98
3. Extension			
a. Dept Head/Center Director	4.974	$4.974 \times 35\% =$	1.74
TOTAL			4.83

EQUIVALENT NUMERICAL RATING: 4.83  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: Outstanding

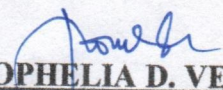
Prepared by:

  
**CRISLIN B. CRUZ**  
Name of Faculty


Reviewed by:

  
**MARISEL A. LEORNA**  
Director

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 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 to June, 2023.

**CRISLIN B. CRUZ**

Instructor I

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	2	510.00%	10.2	5	5	5	5	
		PI 8: Number of students advised	1	400.00%	4	5	5	5	5	
		PI 10: Number of instructional materials developed/revised/updated	1	100.00%	1	4	5	5	4.67	
UFMO 3: Research Innovation Services										
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In institutional fora/conferences	1	100.00%	1	5	5	5	5	
		PI 3: Number of research projects conducted and/or completed on schedule	1	100.00%	1	5	5	5	5	
		PI 4: Number of research proposals submitted/endorsed for external funding	1	200.00%	2	5	5	5	5	
		PI 7: Amount of research money generated from institutional funding (Thousand PHP)	50,000	120.00%	60,000	5	5	5	5	
		Outcome Indicator								
		Additional Outputs:								

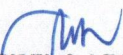


		<b>PI 12:</b> Number of research collaboration/ partnership with LGUs	1	100.00%	1	5	5	5	5	
		<b>PI 13:</b> Number of work and financial plan (WFP) submitted and approved	1	200.00%	2	4	5	5	4.67	
<b>UFMO 4: Extension Services</b>										
		<b>PI 1:</b> Number of person-days trained weighted by length of training	10	200.00%	20	5	5	5	5	
		<b>PI 2:</b> Number of trainings conducted	2	200.00%	4	5	5	5	5	
		<b>PI 3:</b> Number of IEC materials/technoguides developed/used	1	200.00%	2	5	5	5	5	
		<b>PI 4:</b> Number of beneficiaries served								
		Groups	2	250.00%	5	5	5	5	5	
		Individuals	50	200.00%	100	5	5	5	5	
		<b>PI 5:</b> Number of technical/expert services								
		Research Mentoring								
		Peer reviewers/Panelists	1	100.00%	1	5	5	5	5	
		Resource Persons	1	600.00%	6	5	5	5	5	
		<b>Outcome Indicator</b>								
		<b>PI 12:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	100.00%	1	5	5	5	5	
		<b>Output Indicators</b>								
		<b>PI 13:</b> Number of trainees weighted by the length of training	20	500.00%	100	5	5	5	5	
		<b>PI 15:</b> Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	133.33%	100%	5	5	5	5	
		<b>Additional Outputs:</b>								
		<b>PI 18:</b> Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	2	100.00%	2	5	5	5	5	
		<b>PI 19:</b> Number of product/ technology demonstration conducted	1	100.00%	1	4	5	5	4.67	



		PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	20	125.00%	25	5	5	5	5	
UFMO 5: Support to Operations(STO)										
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	75%	133.33%	100%	5	5	5	5	
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Zero complaint	100.00%	Zero complaint	4	5	5	4.67	
		<u>Additional Outputs</u>								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	3	100.00%	3	4	5	5	4.67	
		Number of NCRC-V meetings conducted/ attended	6	166.67%	10	5	5	5	5	
		Number of documents reviewed/evaluated, signed and approved	200	175.00%	350	5	5	5	5	
		Number of University committees/council meetings attended	5	160.00%	8	5	5	5	5	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	10	150.00%	15	5	5	5	5	
	Total Over-all Rating								4.95	
	Average Rating		4.95	Comments and Recommendations for Development Purposes: <i>H. Hardworking . Recommended for a higher position</i>						
	Approved Additional Points (w/ copy of A[proval)									
	FINAL RATING		4.95							
	ADJECTIVAL RATING		Outstanding							

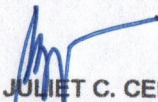
Evaluated & Rated by:

  
MARISEL A. LEORNA

Center Director

Date:

Approved by:

  
MARIA JULIET C. CENIZA  
Vice President, OVPREI

Date:



**PERFORMANCE MONITORING FORM**  
**January to June 2023**

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 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
2	Develops and submits on-line course ware	Developed 1 courseware in Economics	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
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 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc	Prepared assessment tools, i.e. long exam, quizzes problems sets, etc	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
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 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
7	Prepares research proposals, submits and follows up its approval for immediate implementation	Prepared research proposals, submits and follows up its approval for immediate implementation	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
8	Designs research related activities and other outputs to implement new normal	Designed research related activities and other outputs to implement	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	

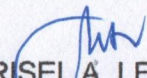


9	Implements duly approved extension projects	Implemented 3 approved extension projects	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
10	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
11	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
12	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 2023	June 2023	Jan to June 2023	Impressive	Outstanding	
13	Attends mandated trainings	Attended trainings related to instruction	Jan 2023	June 2023	Jan to June 2023	Impressive	Outstanding	

\* 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

January to June 2023

✓	1st	Q U A R T E 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					
Data Collection	✓	✓			
Coaching					
Data Organization	✓	✓			

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

Proposed Interventions to Improve Performance:

Date: January 4, 2023

Target Date: January 7, 2023

First Step:

Continue 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 to meet targets based on project proposals

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

Final Step/Recommendation:

Assess the overall outcome of the activities conducted and enumerate key takeaways/ lesson learned.

Prepared by:

  
MARISEL A. LEORNA  
Director, NCRC

Conforme:

  
CRISLIN B. CRUZ  
Name of Ratee Faculty/Staff