

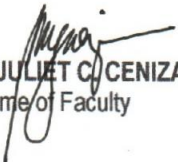
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

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


Name of Faculty Member: **MARIA JULIET C. CENIZA**

| Program Involvement<br>(1)     |  | Percentage Weight<br>of Involvement<br>(2) | Numerical Rating<br>(Rating x %)<br>(3) | Equivalent Numerical<br>Rating<br>(2X3) |
|--------------------------------|--|--|---|---|
| 1.                             | Instruction                            |  |   |   |
|                                | a. Head/Dean (50%)                     |  | 4.93 x 50%                              | 2.50                                    |
|                                | b. Students (50%)                      |  | 4.50 x 50%                              | 2.25                                    |
|                                | <b>Total Instruction</b>               | 25%  | 4.75                                    | 1.19                                    |
| 2.                             | Research                               |  |   |   |
|                                | a. Client/Director for Research        |  | 5.00 x 50%                              | 2.50                                    |
|                                | b. Dept. Head/Center Directors         |  | 4.96 x 50%                              | 2.48                                    |
|                                | <b>Total for Research</b>              | 30%  | 4.98                                    | 1.49                                    |
| 3.                             | Extension                              |  |   |   |
|                                | a. Client/Director for Extension (50%) |  | 4.80 x 50%                              | 2.40                                    |
|                                | b. Dept. Head/Center Directors (50%)   |  | 4.96 x 50%                              | 2.48                                    |
|                                | <b>Total for Extension</b>             | 15%  | 4.88                                    | 0.73                                    |
| 4                              | Production                             | 10%  | 5.00                                    | 0.50                                    |
| 5.                             | Administration                         | 20%  | 5.00                                    | 1.00                                    |
|                                | <b>TOTAL</b>                           | 100%                                       |   | 4.91                                    |
| EQUIVALENT NUMERICAL RATING    |  |  |   | 4.91                                    |
| Add: Additional Points, if any |  |  |   | -                                       |
| TOTAL NUMERICAL RATING         |  |  |   | 4.91                                    |
| ADJECTIVAL RATING              |  |  |   | Outstanding                             |

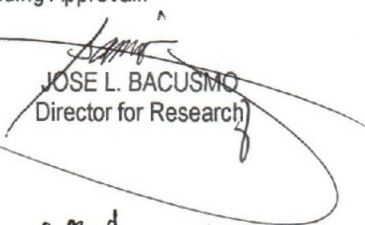
Prepared by:

  
**MARIA JULIET C. CENIZA**  
Name of Faculty

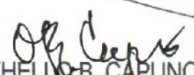
Reviewed by:

  
**OTHELLO B. CAPUNO**  
VP for Research & Extension

Recommending Approval::

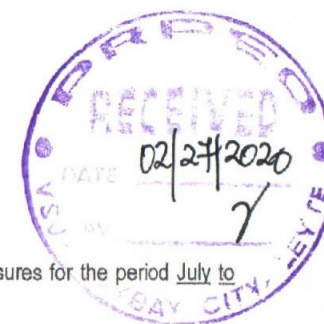
  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research & Extension



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA JULIET C. CENIZA, Director 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.

MARIA JULIET C. CENIZA  
Director

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

Approved:

*Othello B. Capung*  
OTHELLO B. CAPUNG

Vice President for Research & Extension

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 | Teach Plant Protection, & Entomology courses    | 3      | 7.83                  | 5       | 5          | 5          | 5.00    |        |
|                             |   |   |                                |   |        |                       |         |            |            |         |        |
|                             | 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  |   |        |                       |         |            |            |         |        |
|                             |   | Masters   |                                | Graduate Committee Member                       | 1      | 6                     | 5       | 5          | 5          | 5.00    |        |
|                             |   | Baccalureate  |                                | Adviser and student research committee          | 1      | 4                     | 5       | 5          | 5          | 5.00    |        |
|                             |   | A2. Number of instructional materials developed, revised and utilized | NCRC Core Faculty Researchers  |   |        |                       |         |            |            |         |        |
|                             |   | New IM's  |                                | Prepares lecture modules for Entomology courses | 1      | 5                     | 5       | 5          | 4          | 4.67    |        |

Control No. 075



[illegible]

|  |  |  |   |   |         |         |   |   |   |      |  |
|--|--|--|---|---|---------|---------|---|---|---|------|--|
|  | Efficient and effective community engagement for sustainable livelihood of clients and sound environment | A15. Number of person-days trained weighted by length of training                  | NCRC Core Staff, SRA/Aide, Admin. Aide          | Conducts trainings on Coconut Pests and their Control, Coconut Production               | 100     | 250     | 5 | 5 | 5 | 5.00 |  |
|  |  | A16. Number of IEC materials/technologies developed/used                           | NCRC Core Staff, SRA/Aide, Admin. Aide          | Prepares IEC materials, Posters on Coconut Pests and their Control                      | 1       | 5       | 5 | 5 | 5 | 5.00 |  |
|  |  | A17. Number of beneficiaries served with technical assistance                      | NCRC Core Faculty Researchers and SRAs          |   |         |         |   |   |   |      |  |
|  |  | Groups   |   |   | 2       | 5       | 5 | 5 | 5 | 5.00 |  |
|  |  | Individuals  |   |   | 10      | 80      | 5 | 5 | 5 | 5.00 |  |
|  |  | A18. Number of technical/expert services   | NCRC Core Faculty Researchers                   |   |         |         |   |   |   |      |  |
|  |  | Research Mentoring   |   |   | 2       | 5       | 5 | 5 | 5 | 5.00 |  |
|  |  | Peer Reviewers/Panelists   |   |   | 1       | 2       | 5 | 5 | 4 | 4.67 |  |
|  |  | Resource Persons   |   |   | 1       | 3       | 4 | 5 | 5 | 4.67 |  |
|  |  | Consultance  |   |   |         |         |   |   |   |      |  |
|  |  | Evaluator  |   |   | 1       | 2       | 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.                 | 2       | 3       | 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       | 2       | 5 | 5 | 5 | 5.00 |  |
|  |  | A21. Percent of extension proposals approved                                       | NCRC Core Staff                                 |   | 50%     | 100%    | 5 | 5 | 5 | 5.00 |  |
|  |  | A22. Amount of extension money generated from external funding (Thousand PhP)      | NCRC Core Staff                                 | Implements approved extension projects with external funding                            | 100,000 | 15m     | 5 | 5 | 5 | 5.00 |  |
|  |  | A23. Amount of extension money generated from institutional funding (Thousand PhP) | NCRC Core Staff                                 | Implements approved extension projects with VSU funding                                 | 300,000 | 400,000 | 5 | 5 | 5 | 5.00 |  |
|  |  | A24. Number of copies of IEC materials distributed                                 | NCRC Core Staff, SRA/Aide, Admin Aide           | Edits and reviews IEC materials, distribute information materials on coconut production | 50      | 300     | 5 | 5 | 5 | 5.00 |  |

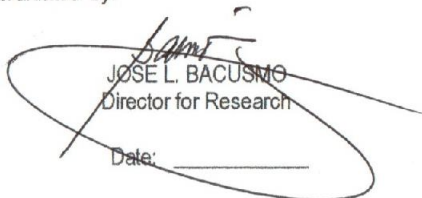


|   |   |   |   |   |     |      |   |   |   |      |  |
|---|---|---|---|---|-----|------|---|---|---|------|--|
|   |   | A25. Number of linkages/partnership forged (Regional/Local)                       | NCRC Core Staff                                 | Forges local and regional linkages and partnerships                   | 1   | 2    | 5 | 5 | 5 | 5.00 |  |
|   |   | A 26: Number of exhibits/agro-fairs participated (National Regional)              | NCRC Core Staff, SRA/Aide/Admin aide, Laborers  | Participate in exhibits/agrofairs in Regional & National level        | 3   | 5    | 5 | 5 | 5 | 5.00 |  |
|   |   | A 27. Production of biological control agents (Parasitoids) and entomopathogens   | NCRC Core Staff, SRA, Laborer                   | Produce biological control agents (Parasitoids) and entomopathogens   | 500 | 1000 | 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 |   | 10% | 20%  | 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 | 2   | 3    | 5 | 5 | 5 | 5.00 |  |
|   |   | A30. Number of technologies commercialized used by the industry                   | NCRC Core Staff, SRA/Aide, Laborers             |   | 1   | 2    | 5 | 5 | 5 | 5.00 |  |
|   |   |   |   |   |     |      |   |   |   |      |  |
| 7 | Faculty Evaluation Services   |   |   |   |     |      |   |   |   |      |  |
|   | Capability enhancement, development and evaluation services conducted     | A32. Number of seminars/trainings/workshops coordinated for the entire University | NCRC Core Staff                                 |   | 1   | 2    | 5 | 5 | 5 | 5.00 |  |
|   |   | A33. Number of seminars/trainings workshops coordinated outside the University    | NCRC Core Staff and Res. Staff                  |   | 1   | 2    | 5 | 5 | 5 | 5.00 |  |

|   |  |   |   |  |     |      |   |   |   |      |  |
|---|--|---|---|--|-----|------|---|---|---|------|--|
|   |  | A34. Number of in-house seminars/trainings/workshops/reviews conducted/attended   | NCRC Core Staff and Res. Staff                    |  | 5   | 10   | 5 | 5 | 5 | 5.00 |  |
|   | General Administration and Support Services (GASS) |   |   |  |     |      |   |   |   |      |  |
| 8 | Administrative and Facilitative Services           |   |   |  |     |      |   |   |   |      |  |
|   | Efficient and customer friendly frontline services | A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | NCRC-V Core Staff                                 | Efficient and customer friendly frontline service                              | 2   | 16   | 5 | 5 | 5 | 5.00 |  |
|   |  | A36. Percentage implementation of SPMS & PBB  | NCRC-V Core Staff, SRA/Aide, Admin Aide           | Implement the SPMS & PBB   | 80% | 100% | 5 | 5 | 5 | 5.00 |  |
|   | Efficient office management and maintenance        | A37. Number of NCRC-V personnel supervised and monitored  | NCRC-V Core Staff, SRA/Aide, Admin Aide           | Supervise and monitor NCRC-V personnels  | 19  | 52   | 5 | 5 | 5 | 5.00 |  |
|   |  | A 38. Number of NCRC-V meetings conducted   | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | Conduct NCRC-V Core Staff meetings   | 5   | 12   | 5 | 5 | 5 | 5.00 |  |
|   |  | A 39. Number of documents reviewed/evaluated, signed and approved   | NCRC-V Core Staff, SRA/Aide, Admin Aide           | Review, evaluate, sign and approved official documents                         | 200 | 400  | 5 | 5 | 5 | 5.00 |  |
|   |  | A40. Number of University committees/council meetings attended  | NCRC-V Core Staff, SRA/Aide, Admin Aide           | Attend University committee and council meetings                               | 6   | 12   | 5 | 5 | 5 | 5.00 |  |
|   |  | A 41. Number of reports prepared/reviewed/submitted, data and other information requested by other offices                            | NCRC-V Core Staff SRA/Aides, Admin Aide           | Prepare, review & submit data and other information requested by other offices | 5   | 30   | 5 | 5 | 5 | 5.00 |  |
|   |  | A 42. Number of repairs/improvements of structures/facilities of the center supervised and monitored                                  | NCRC-V Core Staff SRA/Aide, Admin Aide/Laborers   | Supervise and monitor repairs & improvement of structures and facilities       | 1   | 3    | 5 | 5 | 5 | 5.00 |  |

|  |  |   |  |  |   |     |   |   |   |       |  |
|--|--|---|--|--|---|-----|---|---|---|-------|--|
|  |  | <b>A 43. Number of<br/>visitors/clientnts/investors briefed<br/>and entertained</b> | <b>NCRC-V Core Staff,<br/>SRA/Aide, Admin Aide</b> | Briefs and entertains visitors, clients, and investors | 100   | 400 | 5 | 5 | 5 | 5.00  |  |
|  |  |   |  |  |   |     |   |   |   |       |  |
|  |  |   |  |  |   |     |   |   |   | 4.966 |  |
| Average Rating                                   |  |   |  | 4.966  | Comments and Recommendations for Development Purpose:<br><br><i>Prises for <sup>delivered</sup> quality service and shows dedication<br/>and commitment to service.</i> |     |   |   |   |       |  |
| Punctuality                                      |  |   |  |  |   |     |   |   |   |       |  |
| Approved Additional Points (w/ copy of Approval) |  |   |  |  |   |     |   |   |   |       |  |
| FINAL RATING                                     |  |   |  | 4.966  |   |     |   |   |   |       |  |
| ADJECTIVAL RATING                                |  |   |  | OUTSTANDING  |   |     |   |   |   |       |  |

Evaluated by:

  
JOSE L. BACUSMO  
Director for Research  
Date: \_\_\_\_\_

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 : CENIZA, MA. JULIET C.

Department: National Coconut Research Center - Visayas

College:

| Course No. & Descriptive Title |  | lab/lec | Class Schedule |     | No. of Raters | RATING |        | % Evaluation Rating |
|--------------------------------|--|---------|----------------|-----|---------------|--------|--------|---------------------|
|                                |  |         |                |     |               | Num.   | Adjec. |                     |
| Ento 114                       | Insect Taxonomy                        | Lec     | 4-5            | MW  | 3             | 5      | O      | 100                 |
| Ento 115                       | Insect Taxonomy                        | Lab     | 7-10           | M   | 3             | 5      | O      | 100                 |
| PPrt 172                       | Beneficial Arthropods & Microorganisms | Lec     | 10-11          | MW  | 20            | 4      | VS     | 80                  |
| PPrt 172                       | Beneficial Arthropods & Microorganisms | Lec     | 10- 11         | TTh | 20            | 4      | VS     | 85.88               |
| PPrt 172                       | Beneficial Arthropods & Microorganisms | Lab     | 1-4            | M   | 19            | 4      | VS     | 82.35               |
| PPrt 172                       | Beneficial Arthropods & Microorganisms | Lab     | 7- 10          | T   | 20            | 4      | VS     | 87.65               |
| PPrt 172                       | Beneficial Arthropods & Microorganisms | Lab     | 7- 10          | Th  | 20            | 5      | O      | 100                 |
| PPrt 299/399                   | Graduate Seminar                       | Lec     | 4-5            | T   | 2             | 5      | O      | 100                 |
| Average Rating                 |  |         |                |     |               | 4.5    | O      | 91.99               |

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

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:

**MARIA JULIET C. CENIZA**

Name and Signature of Faculty

Date: .

Distribution of copies: OVPI, 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: MARIA JULIET C. CENIZA Academic Rank: PROFESSOR

Evaluators: Immediate Supervisor

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

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

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: \_\_\_\_\_

Signature of Evaluator

MOSES NEIL V. SERINO

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: **MARIA JULIET C. GENIZA** Academic Rank: **\_ PROFESSOR**

Evaluators: The immediate supervisor

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

Title of Project: Project 1: Assessment, monitoring and identification of major coconut pests in region 8 for early detection, surveillance and prevention of pest outbreak.

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: **MARIA JULIET C. CENIZA** Academic Rank: **\_ PROFESSOR**

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: Project 2: Development of sustainable management strategies for the control of major pests and diseases of coconut in Eastern Visayas.

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 <sup>st</sup> | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2 <sup>nd</sup> |                                 |
| √ | 3 <sup>rd</sup> |                                 |
| √ | 4 <sup>th</sup> |                                 |

Name of Officer : **MARIA JULIET C. CENIZA**

Head of Section : **OTHELLO B. CAPUNO**

Number of Personnel: 1

| Activity Monitoring  | MECHANISM  |       |      |                       | Remarks |
|--|------------|-------|------|-----------------------|---------|
|  | Meeting    |       | Memo | Others (Pls. Specify) |         |
|  | One-on-One | Group |      |                       |         |
| <b>Monitoring</b><br><br>- NCRC's targets and accomplishments<br>-Budget utilization | √          | √     |      |                       |         |
| <b>Coaching</b><br>-Enhancing efficiency of Center staff & project personnel         | √          | √     |      |                       |         |

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

Conducted by:

  
**OTHELLO B. CAPUNO**  
 Immediate Supervisor

Noted by:

**EDGARDO E. TULIN**  
 Next Higher Supervisor

cc: OVPI

ODABRD

PRPEO



## 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* | Overall Assessment of Output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 1.       | Teaches Plant Protection, Entomology and Tropical Ecology subjects                      | Full time teaching equivalent (7.83)   | July 2019     | December 2019               | December 2019            | Very impressive    | Outstanding                    |                         |
|          | Reviews and approves student theses manuscript (masteral)                               | Graduate Committee Member (6 students)   | July 2019     | December 2019               | December 2019            | Very impressive    | Outstanding                    |                         |
| 3.       | Advises students conducting research (baccalaureate)                                    | Adviser of 4 students conducting research and fulfilling their academic requirements               | July 2019     | December 2019               | December 2019            | Very impressive    | Very Satisfactory              |                         |
| 4.       | Prepares/develops new instructional materials (IMs)                                     | Prepared 5 instructional materials (lab guides and manuals)  | July 2019     | December 2019               | December 2019            | Very impressive    | Very Satisfactory              |                         |
| 5.       | Revises instructional materials (IMs)   | Prepared/revised 8 power point lectures on subject taught  | July 2019     | December 2019               | December 2019            | Very impressive    | Very Satisfactory              |                         |
| 6.       | Review and approves student theses m  | Reviewed/approved 3 thesis manuscript  | July 2019     | December 2019               | December 2019            | Very impressive    | Outstanding                    |                         |
| 7.       | 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 2019     | December 2019               | December 2019            | Very Impressive    | Very Satisfactory              |                         |
| 8.       | Advises students organization   | Adviser of 1 students organization   | July 2019     | December 2019               | December 2019            | Very Impressive    | Very Satisfactory              |                         |
| 9.       | Assists student-related activities  | Resourced persons in student related activities and seminars (2 seminars)                          | July 2019     | December 2019               | December 2019            | Very Impressive    | Very Satisfactory              |                         |
| 10.      | Publishes output in CHED accredited journals  | Organized and prepared 1 scientific articles for publication                                       | July 2019     | December 2019               | December 2019            | Very Impressive    | Outstanding                    |                         |
| 11.      | Present relevant output on research conducted during Annual and In-house review         | Presented 13 research outputs during Annual & In-house review (National & Institutional)           | July 2019     | December 2019               | December 2019            |                    |                                |                         |
| 12.      | Implements and conducts approved research on coconut nonfood processing and utilization | Implemented/conducted 3 research projects (external & VSU funded)                                  | July 2019     | December 2019               | December 2019            | Very impressive    | Outstanding                    |                         |



|     |   |   |           |               |               |                 |                   |  |
|-----|---|---|-----------|---------------|---------------|-----------------|-------------------|--|
| 13. | Generates external fund for the conduct of research                                   | Generated 15M from external funding for the conduct of research projects  | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 14. | Generates VSU funds for the conduct of researches                                     | Generated 500,000 for the conduct of research (VSU funded)  | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 15. | Forge linkages  | Forged MOUs and MOAs with partner agencies (National - 2, Regional 4)   | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 15. | Conducts training on coconut-related topics as resource person                        | Conducted training to 250 persons on coconut pests and their control, coconut production, RF and environmental advocacies | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 16. | Develops technoguides/IEC materials on coconut technologies                           | Prepared IEC materials, posters on coconut pests and their control  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 17. | Serves beneficiaries  | Provided technical assistance to 20 groups and 120 individuals (coconut farmers, entrepreneurs, students, etc)            | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 18. | Prepares and submits extension proposals to funding agencies                          | Prepared and submits 2 extension proposals to funding agencies  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 19. | Percents of submitted extension proposals approved                                    | 100% (2 ) extension proposals submitted to funding agency approved  | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 20. | Generates extension money from external funding                                       | Generated 15M extension money from PCAARRD funding for the conduct of extension projects                                  | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 21. | Generates extension money from institutional funding                                  | Generated 500,000 extension money from VSU for the conduct of extension projects  | July 2019 | December 2019 | December 2019 | Very impressive | Outstanding       |  |
| 22. | Implements/conducts and supervises approved extension projects                        | Implemented/conducted 2 approved extension project  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 23. | Edits and reviews IEC materials and supervises distribution to interested individuals | Edited, reviewed and supervised/distributed 500 information materials to interested clients                               | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 24. | Increases 10% of STF/IGP project to support university projects                       | 25% income increased of IGP 6.3 & IGP 6.7 projects  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 25. | Supervises, manages and monitors IGP/STF project of the center                        | Supervised, managed and monitored 7 IGP/STF projects of the center  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |



|     |   |   |           |               |               |                 |                   |  |
|-----|---|---|-----------|---------------|---------------|-----------------|-------------------|--|
| 26. | 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 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 27. | Reviews/calibrates OPCR/IPCR of AOS staff   | Reviewed/calibrated NCRC-V OPCR and 14 IPCRs  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 28. | Supervises and monitors NCRC-V personnel  | Supervised and monitored 52 center staff (regular, project and IGP-based)   | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 29. | Conducts NCRC-V meetings  | Presided and conducted 25 center meetings, committee meetings, commodity meetings and research project-related meetings                                     | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 30. | Reviews/evaluates, signs and approves documents   | Reviewed, signed administrative and financial documents: appointments, vouchers, travel papers, reimbursements, correspondences and other related documents | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 31. | Attends university committees and council meetings  | Attended 23 meetings of UADCO, college-wide committees and meetings requiring the Center Director's attendance  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 32. | 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 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 33. | Supervises and monitors repairs/improvements of structures/facilities of the center                       | Supervised and monitored 3 repairs/improvements of structures and facilities of the center  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |
| 34. | Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics                  | Briefed/discussed/entertained 400 visitors/investors on coconut production, RF and envi-topics  | July 2019 | December 2019 | December 2019 | Very impressive | Very Satisfactory |  |

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

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

  
OTHELLO B. CAPUNO

Vice President for Research & Extension

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: JULY TO DECEMBER 2019**

**Name of Employee:** MARIA JULIET C. CENIZA  
**Performance Rating:** \_\_\_\_\_

**Aim:** To enhance managerial/administrative capabilities.

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

**Date:** July 1, 2019 **Target Date:** July 15, 2019

**First Step:** Personal assessment of strenghts and weaknesses as a unit/center head.

**Result:** Awareness of one's self limitation and potential skill as a leader/administrator.

**Date:** August 1, 2019 **Target Date:** August 19, 2019

**Next Step:** Attend leadership capability training or similar skills enhancment training.

**Outcome:** Effective leader and efficient delivery of outputs of the Unit. Outstanding performance of the Unit/Center.

**Final Step/Recommendation:**  
Establish action plans/timeframe for activities to be done in the Center/Unit.

Prepared by:

  
**OTHELLO B. CAPUNO**  
Unit Head

Conform:

  
**MARIA JULIET C. CENIZA**