SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
January to June 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	5.00	5.0 x 100%= 5	
Total for Instruction	30%	5.00	1.50
2. Research			
a. Client/Dir. for Research (50%)	5.00	5 x 50% = 2.50	
b. Dept. Head/Center Director (50%)	4.90	4.9 x 50% = 2.45	
Total for Research	30%	4.95	1.485
3. Extension			
a. Client/Dir. for Extension (50%)	5.00	5 x 50% = 2.5	
b. Dept Head/Center Director (50%)	5.00	5 x 50% = 2.5	
Total for Extension	20%	5.00	1.00
4. Administration	15%	4.95	0.7425
5. Production	5%	5.00	0.25
TOTAL			4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.97

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)

I, **MARIA JULIET C. CENIZA**, Professor VI 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 JANUARY TO JUNE 2020.

Approved:

MARIA JULIET C. CENIZA
Professor VI
Date:

JOSE L. BACUSMO
Director for Research
Date:

OTHELLO B. CAPUNO
Vice President, OVPRE8
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Center Target	% of Accom-plishment	Details of Accom-plishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	150%	0.75	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	5	260%	13	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	100%	1	4	5	5	4.67	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	200%	12	5	5	5	5.00	

PI	Activity	Description								Remarks
	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.								
	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	4	5	5	4.67	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	100%	1	4	5	5	4.67	
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	10	408%	40.75	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	200%	10	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	100%	1	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	500%	10	5	5	5	5.00
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	133%	4	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	250%	5	5	5	5	5.00
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	7	157%	11	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	200%	2	5	5	5	5.00
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	200%	2	5	5	5	5.00
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	167%	50	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	1	100%	1	5	5	5	5.00	
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	100%	1	5	5	5	5.00	
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	3	167%	5	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.	7	143%	10	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	2	100%	2	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	100%	2	5	5	5	5.00	
	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	4	125%	5	5	5	5	5.00	
		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	5	5.00	
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	100%	1	4	5	4	4.33	

PI	Activity	Description	Target	%	Actual				Avg	
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	100%	1	5	5	4	4.67	
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	5	5.00	
	In Institutional fora/ conferences		2	150%	3	5	5	5	5.00	
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		1	100%	1	5	4	5	4.67	
	In nat'l/regional fora/conferences		1	100%	1	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%	100%	50%	5	5	5	5.00	
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		1	100%	1	5	5	5	5.00	
	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	1	100%	1	5	5	5	5.00	
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	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	1	100%	1	5	5	5	5.00	
		Number of technologies generated and utilized by industries and farmers or other clients		1	100%	1	5	5	5	5.00	
		Amount of research money generated from external funding	Implements approved research project with DENR, CHED, and PCAARRD fundings	1.0M		1.0M	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		1	100%	1	5	5	5	5.00	
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		20	150%	30	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	200%	2	5	5	5	5.00	
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%	140%	70%	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	5	5.00	

Peer reviewers/Panelists	*Peer reviewers/Panelists*		1	100%	1	5	5	5	5.00	
Resource Persons	*Resource Persons*		1	100%	1	5	5	5	5.00	
Evaluator	*Evaluator*		1	100%	1	5	5	5	5.00	
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	50%	200%	100%	5	5	5	5.00	
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	5	5.00	
	Number of beneficiries served with technical assistance									
	Groups		2	100%	2	5	5	5	5.00	
	Individuals		10	100%	10	5	5	5	5.00	
	Number of IEC materials/technologies developed / used	Prepares IEC materials, Posters on Coconut Pests and their Control	1	100%	1	5	5	5	5.00	
	No. of copies of IEC materials distributed	Edits and review IEC materials, distribte information materials on coconut production	30	167%	50	5	5	5	5.00	
	Production of biological control agents (Parasitoids) and entomopathogens	Produce biological control agents (Parasitoids) and entomopathogens	350	143%	500	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	2	150%	3	5	5	5	5.00	
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		1	100%	1	5	5	5	5.00	
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		zero Percent complaint from client					
	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	180%	9	5	5	5	5.00	
		Number of documents reviewed/evaluated, signed and approved	Review, evaluate, sign and approved official documents	200	275%	550	5	5	5	5.00	

			Target	%	Accomplishment					
		Number of University committees/council meetings attended	Attend University committte and council meetings	6	200%	12	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	5	180%	9	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	4	5	5	4.67	
		Number of visitors/clients/investor briefed and entertained	Briefs and entertains visitors, clients, and investors	100	150%	150	5	5	5	5.00	
										4.96	

Average Rating	4.96	Comments and Recommendations for Development Purpose:
Punctuality		*Accomplishments for a Center Director*
Approved Additional Points (With copy of Approval)		*and Project leader were highly commendable.*
FINAL RATING	4.96	*Congratulations & keep it up*
Adjectival Rating	OUTSTANDING	

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/ Recommend ation
1.	Teaches Plant Protection, Entomology and Tropical Ecology subjects	Full time teaching equivalent (40)	January 2020	June 2020	June 2020	Very impressive	Outstanding	
2	Reviews and approves student theses manuscript (masteral)	Graduate Committee Member (12 students)	January 2020	June 2020	June 2020	Very impressive	Outstanding	
3	Number of online ready course wares developed and submitted for review	Prepared, developed and submitted 2 online coursewares	January 2020	June 2020	June 2020	Very impressive	Outstanding	
4	Supplemental learning resources	Prepared Power Point presentation vide clips, movie clips, reading assignments	January 2020	June 2020	June 2020	Very impressive	Outstanding	
5	Assessment tools	Prepared assessment tools such as long exams, quzzes, problem sets, etc	January 2020	June 2020	June 2020	Very impressive	Outstanding	
6	Creates virtual classrooms	Created an operational virtual classrooms	January 2020	June 2020	June 2020	Very impressive	Outstanding	
7	Advises students conducting research (baccalaureate)	Adviser of 22 students conducting research and fulfilling their academic requirements	January 2020	June 2020	June 2020	Very impressive	Outstanding	
8	Prepares/develops new instructional materials (IMs)	Prepared 5 instructional materials (lab guides and manuals)	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
9	Revises instructional materials (IMs)	Prepared/revised 8 power point lectures on subject taught	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
10	Review and approves student theses manuscript	Reviewed/approved 3 thesis manuscript	January 2020	June 2020	June 2020	Very impressive	Outstanding	
11	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	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

12	Advises students organization	Adviser of 1 students organization	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
13	Assists student-related activities	Resourced persons in student related activities and seminars (21seminars)	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
14	Publishes output in CHED accredited journals	Organized and prepared 1 scientific articles for publication	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
15	Present relevant output on research conducted during Annual and In-house review	Presented 13 research outputs during Annual & In-house review (National & Institutional)	January 2020	June 2020	June 2020			
16	Implements and conducts approved research on coconut nonfood processing and utilization	Implemented/conducted 3 research projects (external & VSU funded)	January 2020	June 2020	June 2020	Very impressive	Outstanding	
17	Generates external fund for the conduct of research	Generated 15M from external funding for the conduct of research projects	January 2020	June 2020	June 2020	Very impressive	Outstanding	
18	Generates VSU funds for the conduct of researches	Generated 500,000 for the conduct of research (VSU funded)	January 2020	June 2020	June 2020	Very impressive	Outstanding	
19	Forge linkages	Forged MOUs and MOAs with partner agencies (National - 2, Regional 4)	January 2020	June 2020	June 2020	Very impressive	Outstanding	
20	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	January 2020	June 2020	June 2020	Very impressive	Outstanding	
21	Develops technoguides/IEC materials on coconut technologies	Prepared IEC materials, posters on coconut pests and their control	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
22	Serves beneficiaries	Provided technical assistance to 20 groups and 120 individuals (coconut farmers, entrepreneurs, students, etc)	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
23	Prepares and submits extension proposals to funding agencies	Prepared and submits 2 extension proposals to funding agencies	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
24	Percents of submitted extension proposals approved	100% (2) extension proposals submitted to funding agency approved	January 2020	June 2020	June 2020	Very impressive	Outstanding	
25	Generates extension money from external funding	Generated 15M extension money from PCAARRD funding for the	January 2020	June 2020	June 2020	Very impressive	Outstanding	

		conduct of extension projects						
26	Generates extension money from institutional funding	Generated 500,000 extension mone28y from VSU for the conduct of extension projects	January 2020	June 2020	June 2020	Very impressive	Outstanding	
27	Implements/conducts and supervises approved extension projects	Implemented/conducted 2 approved extension project	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
28	Edits and reviews IEC materials and supervises distribution to interested individuals	Edited, reviewed and supervised/distributed 500 information materials to interested clients	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
29	Increases 10% of STF/IGP project to support university projects	25% income increased of IGP 6.3 & IGP 6.7 projects	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
30	Supervises, manages and monitors IGP/STF project of the center	Supervised, managed and monitored 7 IGP/STF projects of the center	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
31	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	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
32	Reviews/calibrates OPCR/IPCR of AOS staff	Reviewed/calibrated NCRC-V OPCR and 14 IPCRs	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
33	Supervises and monitors NCRC-V personnel	Supervised and monitored 52 center staff (regular, project and IGP-based)	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
34	Conducts NCRC-V meetings	Presided and conducted 25 center meetings, committee meetings, commodity meetings and research project-related meetings	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
35	Reviews/evaluates, signs and approves documents	Reviewed, signed administrative and financial documents: appointments, vouchers, travel papers, reimbursements, correspondences and other related documents	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
36	Attends university committees and council meetings	Attended 23 meetings of UADCO, college-wide committees and meetings requiring the Center Director's attendance	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	

37	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	January 2020	June 2020	June 2020	Very impressive	Very Satisfactory	
38	Supervises and monitors repairs/improvements of structures/facilities of the center	Supervised and monitored 1 repairs/ improvements of structures and facilities of the center	January 2020	June 2020	June 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: **JANUARY TO JUNE 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 1. Laboratory evaluation of the potential of earwigs as predators and entomophathogenic fungal isolates against Brontispa beetles.

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 ABAY ABAY

_____
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: JANUARY TO JUNE 2020

Name of Faculty: ,MARIA JULIET C CENIZA 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: . 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: 25

Signature of Evaluator

AP ABAMC

Name of Evaluator

Dir. for Extension

Position of Evaluator

Date :

Signature of Witness

ANTONIO ABALEABAY

Name of Witness

Agency and Position

Date :

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
✓	1st	U
✓	2nd	A
	3rd	R
	4th	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
January to June 2020

Name of Employee: MARIA JULIET C. CENIZA

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January 7, 2020   Target Date: January 30, 2020

First Step: _____

_____ Assessment of outputs done in the previous year. _____

_____

Result: _____

_____ Formulate action plans and other activities or strategies to accomplish outputs

_____

Date: April 2, 2020   Target Date: April 15, 2020

Next Step: _____

_____ Accomplish action plan and deliver outputs _____

_____

Outcome: Outputs delivered and achieved targets Enhanced performance of the Unit

Final Step/Recommendation:

_____ Revisit the Center's Strategic plans. _____

Prepared by:

OTHELLO B. CAPUNO
Vice President, OVPREI

Conforme:

MARIA JULIET C. CENIZA
Name of Ratee Faculty/Staff