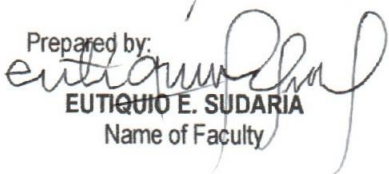


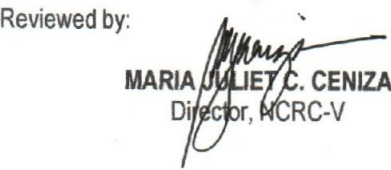
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

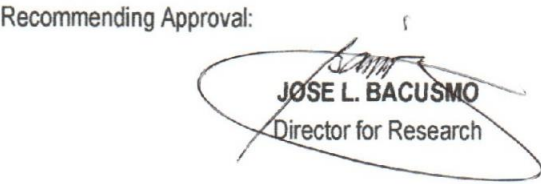
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
JULY TO DECEMBER 2019

Name of Faculty Member: **EUTQUIO E. SUDARIA**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Head/Dean (50%)		4.930 x 50%	2.465
b. Students (50%)		5.000 x 50%	2.500
Total Instruction	25%	4.965	1.241
2. Research			
a. Client/Director for Research		5.000 x 50%	2.500
b. Dept. Head/Center Directors		5.000 x 50%	2.500
Total for Research	30%	5.000	1.500
3. Extension			
a. Client/Director for Extension		4.800 x 50%	2.400
b. Dept. Head/Center Directors		4.860 x 50%	2.430
Total for Extension	20%	4.830	0.966
4. Production	25%	4.830	1.208
TOTAL	100%		4.915
EQUIVALENT NUMERICAL RATING			4.915
Add: Additional Points, if any			-
TOTAL NUMERICAL RATING			4.915
ADJECTIVAL RATING			Outstanding

Prepared by:

EUTQUIO E. SUDARIA
Name of Faculty

Reviewed by:

MARIA JULIET C. CENIZA
Director, MCRC-V

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO E. CAPUNO
Vice Pres. for Research & Extension



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) TARGET

I, EUTQUIO E. SUDARIA, Professor VII 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.

Eutquio E. Sudaria
EUTQUIO E. SUDARIA

Name of Faculty

Date: _____

Maria Juliet C. Geniza
MARIA JULIET C. GENIZA

Director, NCRC-V

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/FTI: units for instruction complied	NCRC Core/ Faculty Researchers	Teachs Agricultural Machinery subjects	1.5	26.15	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									
		Baccalureate									
		A2. Number of instructional materials developed, revised and utilized	NCRC Core Faculty Researchers								
		New IM's		Prepares/develop new instructional materials	1	1	4	5	5	4.67	

		Revised IM's within the last 3 years		Prepares/revises powerpoint lectures on courses taught, lab guides and manuals of subject taught.	1	2	5	5	5	5.00	
		A3. Number of student research and field practice advised:	NCRC Core Faculty Researchers								
		Approved manuscript submitted within the prescribed period		Reviews and approve student thesis manuscript.	1	6	5	5	5	5.00	
		A4. Student advising and consultation services									
		Number of hours spent on student consultation		Consultation with students on subject matter and other course-related activities	2	100	5	5	5	5.00	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A5. Number of published papers in CHED accredited journals, internationally indexed journals	NCRC Core Faculty Researchers & SRAs								
		In referred int'l journals			-						
		A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In nat'l for a/conferences									
		In instituional for a/conferences		Prepares and presents paper and outputs	3	3	5	5	5	5.00	
		A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs	Implements approved projects, prepares and submit terminal reports	1	3	5	5	5	5.00	
		A8. Number of research proposals submitted.	NCRC Core Faculty Researchers & SRAs								
		A11. Amount of money generated from institutional funding (Thousand PhP)	NCRC Core Faculty Researchers & SRAs	Implements approved research projects with VSU funding	140,000	140000	5	5	5	5.00	
	Extension/Production Services										
	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	Farmers/clients trained on coconut nonfood processing and utilization	10	30	5	5	5	5.00	
		A16. Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide	Prepare IEC materials on coco nonfood processing and utilization	1	2	4	5	5	4.67	

		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs								
		Groups		Technical assistance extended to entrepreneurs	1	2	4	5	5	4.67	
		Individuals		Conduct briefings to walk-in entrepreneurs	1	15	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.	1	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	1	4	5	5	4.67	
		A21. Percent of extension proposals approved	NCRC Core Staff								
		A24. Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Distributes materials on coconut production and other IECs	50	90	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%	12%	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	1	2	4	5	5	4.67	
										4.902	
Average Rating				4.902		Comments and Recommendations for Development Purpose: <i>Committed & dedicated faculty/staff</i>					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING				4.902							
ADJECTIVAL RATING				OUTSTANDING							

Evaluated and Rated by: *

MARIA JULIET C. CENIZA
Center Director

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

APPENDIX C

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

Rating Period: JULY TO DECEMBER 2019

Name of Faculty: **EUTQUIO E. SUDARIA** 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: **_ Study 1: Design and fabrication of a portable lever-type coconut dehusker**

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.	<u>5</u>	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	<u>5</u>	4	3	2	1
3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings.	<u>5</u>	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.	<u>5</u>	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding	<u>5</u>	4	3	2	1

Total Score: _____

On Caps
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: **EUTQUIO E. SUDARIA** 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: **_ Study 2: Design and fabrication of lever-type young coconut shaper.**

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.	<u>5</u>	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	<u>5</u>	4	3	2	1
3. Encourage/motivates participation/cooperation of the people evolved in the research proceedings.	<u>5</u>	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.	<u>5</u>	4	3	2	1
5. Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding	<u>5</u>	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 G
The QCE of the NBC No. 461 for Extension
Instrument 2: LEADERSHIP

Rating Period: JULY TO DECEMBER 2019

Name of Faculty: EUTQUIO E. SUDARIA Academic Rank: PROFESSOR

Evaluators: Immediate Supervisor

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

Title of Project: Establishment and maintenance of techno-demo for potential coconut-based non-food products

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

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 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : EUTIQUIO E. SUDARIA
 Head of Section : MARIA JULIET C. CENIZA
 Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Coaching					
	√	√			

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

Conducted by:


 MARIA JULIET C. CENIZA
 Immediate Supervisor

Noted by:


 OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

PERFORMANCE MONITORING FORM

Name of Employee: **EUTQUIO E. SUDARIA**

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 Agricultural Machinery subjects	Full time equivalent teaching (26.15)	July 2019	December 2019	December 2019	Very impressive	Outstanding	
2.	Advises students conducting research (baccalaureate)	Adviser, 1 student conducting research and fulfilling their academic requirements	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
3.	Prepares/develops new instructional materials (IMs)	Prepares 1 instructional materials (lab guides and manuals)	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
4.	Revises instructional materials (IMs)	Prepares/revises 4 power point lectures on subject taught	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
5.	Review and approves student theses manuscript	Reviews/approves 6 thesis manuscript	July 2019	December 2019	December 2019			
6.	Consultation with student on subject matter and other course-related activities	Consults 10 students on subject matter and other courses-related activities	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
7.	Present relevant output on research conducted during in-house review	Presents 5 research outputs during in-house review	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
8.	Implements and conducts approved research on coconut nonfood processing and utilization	Implements/conducts 3 research projects (VSU funded)	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
9.	Generates VSU funds for the conduct of researches	Generates 140,000 for the conduct of research (VSU funded)	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
10.	Conducts training on coconut-related topics as resource person	Conducts training to persons on coconut-related topics	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
11.	Develops technoguides/IEC materials on coconut technologies	Develops technoguides/IEC materials on coconut	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
12.	Serves beneficiaries	Provides technical assistance to 2 entrepreneurs	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
13.	Implements/conducts and supervises approved extension projects	Implements/conduct 3 approved extension project	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
14.	Supervises distribution of IEC materials to interested clients	Supervises/Distributes 90 brochures on copra dryer and charcoal making to interested clients	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
15.	Increases 10% of IGP project to support university projects	12% income increase of IGP 6.3 & IGP 6.7 projects	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
16.	Manages and monitors IGP project on coconut	Manages and monitors 2 IGP projects	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


 MARIA JULIET C. CENIZA
 Center Director

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JULY to DECEMBER 2019

Name of Employee: EUTIQUIO E. SUDARIA

Performance Rating: Outstanding

Aim: To be an effective worker in research and extension.

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

Date: July 5, 2019, Target Date: Third Quarter

First Step: _____

Attend teachings/trainings/seminars on topics related to research and extension.

Result: _____

Updated his knowledge in research and extension .

Date: September 20, 2019 Target Date: October 11, 2019.

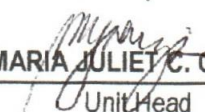
Next Step: _____

Apply the knowledge earned from trainings/seminars

Outcome: _____

Continue to serve as technical consultant and resource person on non-food coconut products processing.

Final Step/Recommendation: _____

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conform:

EUTIQUIO E. SUDARIA