

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
July to December 2021**

Name of Faculty Member: CRISLIN CRUZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.744	$4.744 \times 50\% = 2.372$	
b. Students	4.50	$4.50 \times 50\% = 2.25$	
Total for Instruction	25%	$4.622 \times 25\% =$	1.1555
2. Research			
a. Dept Head/Center Director	4.75	$4.75 \times 100\% =$	
Total for Research	35%	$4.75 \times 35\%$	1.66
3. Extension			
a. Dept Head/Center Director	4.75	$4.75 \times 100\% =$	
Total for Extension	40%	$4.75 \times 40\%$	1.90
TOTAL			4.71

EQUIVALENT NUMERICAL RATING: 4.71

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CRISLIN B. CRUZ

Name of Faculty

MARISEL A. LEORNA

Department Head

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved:

MARIA JULIET C. CENIZA

Vice President for Research, Extension & Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, CRISLIN B. CRUZ, a faculty member of the NATIONAL COCONUT RESEARCH CENTER- VISAYAS commitS to the 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 2021

CRISLIN B. CRUZ

Instructor I

Date:

MARSEL A. LEORNA

Center Head

Date:

Approved:

MARIA JUDET C. CENIZA

VP, Research and Extension

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	% of Accomplishm	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
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	<i>Handles and teaches courses assigned</i>	10	154.30%	15.43	4.8	4.75	4.8	4.75	
		A10. <i>Number of gradesheet submitted within prescribe period</i>	Prepares gradesheet and submit on or before deadline	2	150.00%	3	4.8	4.85	4.8	4.78	
		A11. <i>Number of INC forms with grade submitted within prescribe period</i>	Facilitates students in their completion forms with grade within prescribe	1	800.00%	8	4.75	4.50	4.75	4.67	
		A12. <i>Number of trainings attended in relation to instruction</i>	Attended trainings	1	200.00%	2	4.75	4.80	4.75	4.77	
		A13. <i>Number of long examination administered and checked</i>	administered and checks long examination for subject taught	1	400.00%	4	4.75	4.80	4.90	4.82	

			Comments and Recommendations for Development Purposes: continue & improve linkage with agencies for extension & write proposals for research.
	Average Rating	4.75	
	Adjectival Rating	OUTSTANDING	

Evaluated & Rated by:


MARISEL A. LEORNA

Center Head

Date:

Recommending Approval


ROSA OPHELIA D. VELARDE

Director for Research

Date:

Approved by:


MARIA JULIET C. CENIZA

VP, Research/Extension & Innovation

Date:

PERFORMANCE MONITORING FORM

Name of Employee: CRISLIN B. CRUZ


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Handles and teaches courses in courses assigned	Handled and taught classes in Economics	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
2	Develops and submits on-line course ware	Developed 1 online courseware in Economics	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
4	Prepares Power Point presentation, video clips, movie clips, reading assignments in Economics	Prepared Power Point presentation, video clips, movie clips, reading assignments in Economics	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc	Prepared assessment tools, i.e. long exam, quizzes problems sets, etc	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
6	Submits the course ware duly reviewed by TRP or editing by MMDC editor	Submitted course ware duly reviewed by TRP or editing by MMDC editor	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
7	Creates virtual classroom using either Moodle or Google Classroom	Created virtual classroom using either Moodle or Google Classroom	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
8	Prepares, & submits and research paper in scientific fora / conferences	Prepared, & submitted research paper in scientific fora / conferences	July 2021	Dec 2021	July – Dec 2021	Impressive	Very Satisfactory	
9	Prepares research	Prepared research	July 2021	Dec	July –	Impressive	Very	

	proposals, submits and follows up its approval for immediate implementation	proposals, submits and follows up its approval for immediate implementation		2021	Dec 2021	e	Satisfactory	
10	Acts as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	Acted as peer reviewer of journal articles/ scientific papers, reviews the paper received and returns duly reviewed paper	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
11	Designs research related activities and other outputs to implement new normal	Designed research related activities and other outputs to implement new normal	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
12	Implements duly approved extension projects	Implemented 1 approved extension projects	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
15	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	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	
16	Attends mandated trainings	Attended trainings related to instruction	July 2021	Dec 2021	July Dec 2021	– Impressive	Very Satisfactory	

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

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

Prepared by:


MARISEL A. LEORNA
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
✓	3 rd	
✓	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 ORHELIA D. VELARDE
Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2021**

Name of Employee: CRISLIN B. CRUZ
Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: July 1, 2021

Target Date: December 31, 2021

First Step: Improve coordination of beneficiaries and other stakeholders.

Result: Good planning of activities for different extension project handles

Date: _____

Target Date: :

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

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

Final Step/Recommendation:

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

Prepared by:

MARISEL A. LEORNA

Director, NCRC-V

Conforme:

CRISLIN B. CRUZ

Name of Ratee Faculty/Staff