Exhibit K

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	Numerical Rating (Rating x%)	Equivalent Numerical Rating
	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	4.744	4.744x50%= 2.372	
b. Students	4.50	4.50x50%=2.25	
Total for Instruction	25%	4.622x25%=	1.1555
2. Research			
a. Dept Head/Center Director	4.75	4.75 x 100% =	
Total for Research	35%	4.75X35%	1.66
3. Extension			
a. Dept Head/Center Director	4.75	4.75 x 100% =	
Total for Extension	40%	4.75X40%	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

10 ... 0 0 . . .

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, <u>CRISLIN B. CRUZ</u>, a faculty member of the <u>NATIONAL COCONUT RESEARCH CENTER- VISAYAS</u> 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 <u>JULY to DECEMBER 2021</u>

CRISLIN B CRUZ

Instructor Date:

MARISEL A. LEORNA

Date:

Approved:

MARIA JULIET C. CENIZA

VP, Research and Extenstion

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
							Quality	Eficiency	Timeliness	Average	supported with numerica values in numerators and denominators)
UMFO	1. ADVANCED EDUC	ATION SERVICES									
OVPI N	MFO 2. Graduate Stud	ent Management Services									
UMFO	2. HIGHER EDUCATION	ON SERVICES									
OVPIL	UMFO 3. Higher Educa	tion Management Services									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	10	154.30%	15.43	4.8	4.75	4.8	4.75	
		A10. Number of gradesheet submitted within prescribe period	Prepares gradesheet and submit on or before deadline	2	150.00%	3	4.8	4.85	4.8	4.78	
		A11 Number of INC forms with grade submitted within prescribe period	Facilitates students in their completion forms with grade within prescribe	1	800.00%	8	4.75	4.50	4.75	4.67	
		A12. Number of trainings attended in relation to instruction	Attended trainings	1	200.00%	2	4.75	4.80	4.75	4.77	
		A13 . Number of long examination administered and checked	administered and checks long examination for subject taught	1	400.00%	4	4.75	4.80	4.90	4.82	

		A14 Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	200.00%	6	4.75	4.75	4.75	4.75	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	200.00%	4	4.80				
	PI 8: Number of students advised *	A16 . Number of students advised:	Act as academic adviser to students	1	100.00%	1	4.75	4.50	4.50	4.58	
		A18. Number of students entertained for consultation purposes	Entertain students consulting on subjects taught, thesis and grades	10	200.00%	20	4.85				
	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	100.00%	1	4.8	4.85	4.8	4.78	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	100.00%	1	4.8	4.85	4.8	4.78	
		Supplemental learning resou	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	300.00%	3	4.8	4.75	4.8	4.75	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	100.00%	1	4.5	4.5	4.8	4.58	
		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	1	100.00%	1	4.8	4.8	4.9	4.83	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	100.00%	1	4.8	4.8	4.7	4.77	
IFO 3	. RESEARCH SERVIO	CES									

PI 2. Number of research A 28. Number of research outputs Conducts and completes 100.00% 4.8 4.75 4.8 4.75 research oroject within the outputs completed within completed within the year * the year * 100.00% 4.8 4.75 4.8 4.75 PI 3. Percentage of A 29. Percentage of research Writes publishable materials out of research research outputs outputs published in internationally outputs and submits for refereed or CHED recognized published in publication internationally-referred or journal within the year CHED recognized journal within the year (2%) * In refereed int'l journals 4.8 4.75 4.8 1 100.00% 4.75 In refereed nat'l/regional **UMFO 4. EXTENSION SERVICES** A 38. Number of extension Implementes duly approved 100.00% 4.8 4.75 4.8 4.75 PI 3. Number of extension projects extension programs programs/projects implemented organized and supported consistent with the SUC's mandated and priority programs 100.00% 4.8 4.75 4.8 4.75 Pl 4. Percentage of A 39. Percentage of Provides quality and relevant training courses beneficiaries who beneficiaries who rated the and advisory services training course/s and advisory rated the training course/s and advisory services as satisfactory or higher in terms of quality and services as satisfactory or higher relevance in terms of quality and relevance 4.8 4.75 4.8 100.00% 4.75 A 40. Number of Provides the technical and PI 5. Number of expert services requested technical/expert services as/in: technical/expert by beneficiaries services 4.8 4.75 4.8 Prepares extension project 100% 100.00% 100% 4.75 PI 8. Percent of proposals, submits and A 41. Percent of extension extension proposals follow up its approval for proposals approved * immediate implementation approved * Total Over-all Rating 104.42

		commendations for Development Purposes: Linkwove linkage with agencies for optension
	L WV	ite purposals for research.
Average Rating	4.75	
Adjectival Rating	OUTSTANDING	

Evaluated & Rated by:

Center Head Date:

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	Expecte d Date to Accomp lish	Actual Date accompl ished	Quality of Output*	Over-all assessmen t of output**	Remarks/ Recommen dation
1	Handles and teaches courses in courses assigned	Handled and taught classes in Economics	July 2021	Dec 2021	July Dec 2021	Impressiv e	Very Satisfactory	
2	Develops and submits on- line course ware	Developed 1 online courseware in Economics	July 2021	Dec 2021	July – Dec 2021	Impressiv e	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	Impressiv e	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	Impressiv e	Very Satisfactory	
5	Prepares assessment tools, such as long exam, quizzes problems sets, etc		July 2021	Dec 2021	July – Dec 2021	Impressiv e	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	Impressiv e	Very Satisfactory	
7	Creates virtual classroom using either Moddle or Google Classroom	Created virtual classroom using either Moddle or Google Classroom	July 2021	Dec 2021	July – Dec 2021	Impressiv e	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	Impressiv e	Very Satisfactory	
9	Prepares research	Prepared research	July 2021	Dec	July –	Impressiv	Very	

	proposals, submits and follows up its approval for immediate implementation	proposals, submits and follows up its approval for immediate implementation		2021	Dec 2021	е	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	Impressiv e	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	Impressiv e	Very Satisfactory
12	Implements duly approved extension projects	Implemented 1 approved extension projects	July 2021	Dec 2021	July – Dec 2021	Impressiv e	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	Impressiv e	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	Impressiv e	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	Impressiv e	Very Satisfactory
16	Attends mandated trainings	Attended trainings related to instruction	July 2021	Dec 2021	July – Dec 2021	Impressiv e	Very Satisfactory

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2 nd	A
✓	3 rd	R T
√	4th	E R

Name of Office: NCRC-V

Name of Employee: CRISLIN B. CRUZ

Head of Office: MARISEL A. LEORNA

Number of Personnel: _____

Activity						
Monitoring	Mee	eting	Memo	Others (Pls.	Remarks	
Montoning	One-on-One	Group	Memo	specify)		
Monitoring						
Data Collection						
	✓	√				
Coaching						
Data				14.		
Organization				,		
8	_	_				
	v					

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

Conducted by:

MARISEL A. LEORNA Immediate Supervisor Noted by

ROSA OPHELIA D. VELARD

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
Conforme: CRISLINIB CRITZ

Name of Ratee Faculty/Staff