

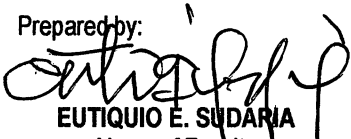
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
July to December 2018

Name of Faculty Member: **EUTIQUIO 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%)		4.870 x 50%	2.435
b. Students (50%)		5.000 x 50%	2.500
Total Instruction	25%	4.94	1.234
2. Research			
a. Client/Director for Research		4.800 x 50%	2.400
b. Dept. Head/Center Directors		5.000 x 50%	2.500
Total for Research	25%	4.90	1.225
3. Extension			
a. Client/Director for Extension		5.000 x 50%	2.500
b. Dept. Head/Center Directors		4.860 x 50%	2.430
Total for Extension	25%	4.93	1.233
4. Production	25%	5.00	1.250
TOTAL	100%		4.941
EQUIVALENT NUMERICAL RATING			4.941
Add: Additional Points, if any			-
TOTAL NUMERICAL RATING			4.941
ADJECTIVAL RATING			Outstanding

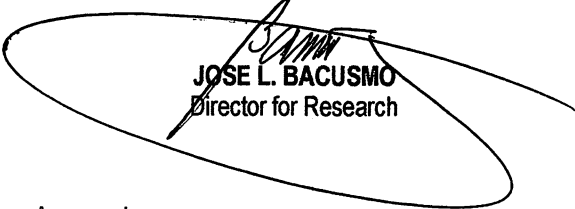
Prepared by:


EUTIQUIO E. SUDARIA
Name of Faculty

Reviewed by:


MARIA JULIET C. CENIZA
Director, NCRC-V

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension

	Approved Manuscript submitted within the prescribed period	Review and approved student theses manuscript							
	Student Advising and Consultation Services:								
	Number of hours spent on student consultation	Consult with student on subject matter and other course-related activities	50	100	5	5	5	5.00	
UMFO 3. Research Services									
NCRC MFO 1. Research Activities									
	PI 1. Number of published papers in CHED accredited journals, in internationally indexed journals								
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
	<i>In institutional fora/conferences</i>	Present research output during In-house Review	3	5	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule	Conducted research on coconut and intercrops	3	5	5	5	5	5.00	
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)		50,000	155,000	5	5	5	5.00	
UMFO4. Extension/Production Services									
NCRC MFO 1. Extension Activities									
	PI 1. Number of person-days trained weighted by length of training	Conduct trainings on coconut-related topics	10	30	5	5	5	5.00	
	PI 2. Number of IEC materials/ technoguides developed/used	Prepared IEC materials on coco nonfood processing and utilization	1	2	5	4	5	4.67	
	PI 3. Number of beneficiaries served								
	<i>Groups</i>	Technical assistance extended to entrepreneurs	1	2	5	4	5	4.67	
	<i>Individuals</i>	Conduct briefings to walk-in clients/visitors	15	50	5	5	5	5.00	
	PI 4. Number of extension projects conducted and/or completed on schedule	Supervision of approved extension project	1	3	5	4	5	4.67	
	PI 8. Amount of extension money generated from institutional funding (Thousand PHP)		10,000	22,000	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Distributes materials on coconut production information materials and other IECs	50	200	5	5	5	5.00	
NCRC MFO 2. Production Services									
	PI 1. 10% increase of income generate to support university projects		10%	25%	5	5	5	5.00	

	PI 2. Number of STF/IGPs monitored/supervised and managed	Manage and monitor STF and Income Generating Projects of the Center	1	2	5	5	5	5.00	
								4.902	
Average Rating		4.902	Comments and Recommendations for Development Purpose: <i>Keep up! Good job exceeding targets. However, let's get some publications done!</i>						
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.902							
ADJECTIVAL RATING		Outstanding							

Evaluated by:


MARIA JULIET C. CENIZA
Center Director

Recommending Approval:


JOSE L. BACUSMO
Vice Pres. for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension

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 (22.5)	July. 2018	December 2018	December 2018	Very impressive	Outstanding	
2.	Advises students conducting research (baccalaureate)	Adviser, 1 student conducting research and fulfilling their academic requirements	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
3.	Prepares/develops new instructional materials (IMs)	Prepares 2 instructional materials (lab guides and manuals)	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
4.	Revises instructional materials (IMs)	Prepares/revises 4 power point lectures on subject taught	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
5.	Review and approves student theses manuscript	Reviews/approves 1 thesis manuscript						
6.	Consultation with student on subject matter and other course-related activities	Consults 100 students on subject matter and other courses-related activities	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
7.	Present relevant output on research conducted during in-house review	Presents 5 research outputs during in-house review	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
8.	Implements and conducts approved research on coconut nonfood processing and utilization	Implements/conducts 4 research projects (VSU funded)	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
9.	Generates VSU funds for the conduct of researches	Generates 155,000 for the conduct of research (VSU funded)	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
10.	Conducts training on coconut-related topics as resource person	Conducts training to 30 persons on coconut-related topics	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
11.	Develops technoguides/IEC materials on coconut technologies	Develops 2 technoguides/IEC materials on coconut	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
12.	Serves beneficiaries	Provides technical assistance to 2 entrepreneurs	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
13.	Implements/conducts and supervises approved extension projects	Implements/conduct 3 approved extension project	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
14.	Supervises distribution of IEC materials to interested clients	Supervises/Distributes 200 brochures on copra dryer and charcoal making to interested clients	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
15.	Increases 10% of IGP project to support university projects	25% income increase of IGP 6.3 & IGP 6.7 projects	July. 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
16.	Manages and monitors IGP project on coconut	Manages and monitors 2 IGP projects	July. 2018	December 2018	December 2018	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

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

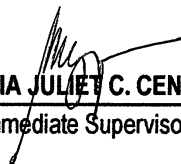
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	2 nd	
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Name of Officer : EUTQUIO E. SUDARIA
Head of Office : MARIA JULIET C. CENIZA
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Testing the performance of the dryer for white copra production	July 2018				
Coaching Efficient copra dryer for white copra production	Nov, 2018				

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

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2018

Name of Employee: EUTIQUIO E. SUDARIA
Performance Rating: Outstanding

Aim: To enhance his knowledge in VSU's PRIME-HRM.

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

Date: July 1, 2018 Target Date: 3rd Quarter 2018

First Step:
Enjoin him to attend trainings on PRIME-HRM.

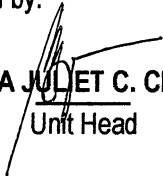
Result:
Had successfully completed the PRIME-HRM training last August 24, 2018.


Date: October 24, 2018 Target Date: 4th Quarter 2018

Next Step:
Enjoin him to review the VSU's PRIME-HRM on all 4 areas (1. Recruitment, Selection and Placement; 2. Learning and development; 3. Performance Management; and 4. Rewards and Recognition).

Outcome:
Effective and efficient officer:
Was able to use the knowledge especially in the process of hiring new staff in lieu of Prof. Tessie Nuñez.

Final Step/Recommendation:
Attendance to higher level management and leadership trainings.

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conforme:

EUTIQUIO E. SUDARIA