

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

April to June 2020

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 (100%)	4.88	$4.88 \times 100\% =$	
b.			
Total for Instruction	30%	4.88	1.46
2. Research			
a. Dept Head/Center Director	5	$5 \times 100\% =$	
b.			
Total for Research	30%	5	1.50
3. Extension			
a. Dept Head/Center Director	4.88	$4.88 \times 100\% =$	
b.			
Total for Extension	40%	4.88	1.95
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CRISLIN CRUZ

Name of Faculty

MARIA JULIET C CENIZA

Department Head

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

Vice President for Research, Extension & Innovation


		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline								no class yet
		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								no class yet
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	100%	2	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught								no class yet
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab								no class yet
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required								no class yet
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students								no assigned advisee yet
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades								no class yet
	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%	1	4.75	4.75	4.9	4.80	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	100%	1	4.9	4.9	4.9	4.90	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	100%	1	4.75	4.75	4.9	4.80	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	100%	1	4.9	4.9	4.9	4.90	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor * (Department editor)	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	100%	1	4.8	4.75	4.9	4.82	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	100%	1	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		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	4.5	4.83	
UMFO 3 . RESEARCH SERVICES											
	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								target set on other quarter
		<i>In refereed nat'l/regional journals</i>									target set on other quarter

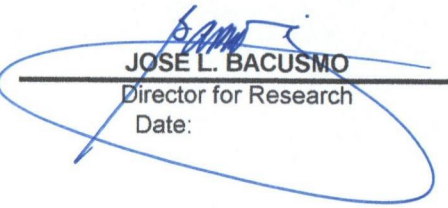
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership								target set to another quarter
	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								target set to another quarter
	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	100%	1	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	1	100%	1	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	1	100%	1	4.8	4.8	4.5	4.70	
	Evaluator	Evaluator		1	100%	1	4.8	4.8	4.5	4.70	
	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	1	100%	1	5	5	5	5.00	
				Comments and Recommendations for Development Purpose:							
	Average Rating		4.9	Willing to learn. Demonstrates initiatives and resourcefulness.							
	Punctuality										
	Approved Additional Points (w/ copy of Approval)										
	FINAL RATING		4.9								
	ADJECTIVAL RATING		OUTSTANDING								


Evaluated & Rated by:


MARIA JULIET C. CENIZA, F
 Center Head
 Date: _____

Recommending Approval


JOSE L. BACUSMO
 Director for Research
 Date: _____

Approved by:


OTHELLO B. CAPUNO
 President for Research, Extension & Innc
 Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: CRISLIN B. CRUZ

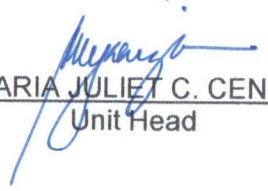
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Handles and teaches courses in courses assigned	Handles and teaches 3 classes in Economics	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
2	Develops and submits on-line course ware	Developed 1online courseware in Economics	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
3	Prepares instructional module/ laboratory guide / workbook or a combination thereof	Prepared 1 instructional module / laboratory guide/ workbook	January 2020	June 2020	June 2020	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	January 2020	June 2020	June 2020	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	January 2020	June 2020	June 2020	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	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
7	Creates virtual classroom using either Moddle or Google Classroom	Created virtual classroom using either Moddle or Google Classroom	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
8	Prepares, & submits and research paper in scientific fora / conferences	Prepared, &vsubmitted research paper in scientific fora / conferences	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
9	Prepares research proposals, submits and	Prepared research proposals, submits and	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	

	follows up its approval for immediate implementation	follows up its approval for immediate implementation						
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	January 2020	June 2020	June 2020	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	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
12	Implements duly approved extension projects	Implemented 1 approved extension projects	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
13	Provides quality and relevant training courses and advisory services	Provided quality and relevant training courses and advisory services	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
14	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	January 2020	June 2020	June 2020	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	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
16	Attends mandated trainings	Attended 2 trainings related to instruction	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	

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

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

Prepared by:


 MARIA JULIET C. CENIZA
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: NCRC – Visayas

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Monitoring of accomplishments	✓	✓		Submitted monthly outputs under the new normal	
Coaching Feedback and consultation on the proposed initiative	✓	✓			

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

EMPLOYEE DEVELOPMENT PLAN
APRIL - JUNE 2020

Name of Employee: CRISLIN B. CRUZ

Performance Rating: _____

Aim: As a new hire, gained an in-depth understanding about the center, its vision, mission and goals and propose relevant research & extension projects in line with these.

Proposed Interventions to Improve Performance:

Date: April 16, 2020 (hired date) Target Date: May 31, 2020

First Step: Get to know the center's vision, mission, goals, RDE Thrust, as well as be acquainted with the people.

Result: Good grasp of what the Center is all about.

Date: June 1, 2020

Target Date: June 30, 2020

Next Step: With the knowledge about the Center and its RDE Thrust propose and implement projects and other relevant initiatives in the new normal.

Outcome: New research or extension project approve

Final Step/Recommendation:

Improve knowledge in research & extension projects related to coconut by reading journals a well webinars.

Prepared by:


MARIA JULIET C. CENIZA

Director, NCRC-V

Conforme:


CRISLIN B. CRUZ

Name of Ratee Faculty/Staff