

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, MARIA CRISANDRA D. OLIVEROS, Contractual Coconut Development Officer of PCA-SAMAB, commits to deliver and agree to be rated on the attainment of the following with the indicated measures for the period of JULY 16, 2019 TO DECEMBER 6, 2019.

MARIA CRISANDRA D. OLIVEROS

RATEE

July 16, 2019

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

Reviewed by: <u>MENARDO S. MONTANO</u>		Date: <u>7-16-20</u>	Approved by: <u>JOEL B. PUCAPIL</u>		Date:
Immediate Supervisor		Head of Office			
Strategic Measure / Major Final Output	Success Indicators (Targets + Performance Measures)	Actual Accomplishments (As of November 8, 2019)	Rating Q <sup>1</sup> E <sup>2</sup> T <sup>3</sup> A <sup>4</sup>		Remarks
<b>A. PCA PERFORMANCE SCORECARD</b>					
<b>SO 1: INCREASE COCONUT PRODUCTION</b>					
SM 1. Average percentage increase in yield (in nuts per tree per year) of trees fertilized trees during first half of 2019	Submitted 2 PYA (6 months after application) by 1st week of November 2019.	Submitted 2 PYA (6 months after application) on November 2nd week, 2019	5.00	5.00	5.00
SM 2. Survival rate of PCA-distributed coconut seedlings planted in the last three years (2016-2018)	Submitted to the SA Designate an accurate report of an 85% survival rate of 20,903 seedlings (Q) by 1st week of November 2019 (T).	Submitted to the SA Designate an accurate report of an 87.5% survival rate of 21,943 seedlings (Q) November 28, 2019 (T).	5.00	5.00	5.00
SM 3. Number of seedlings with established nursery	No Commitment				
SM 4. Number of open pollinated variety (OPV) nuts distributed from PCA seedgarden	No Commitment				
SM 5. Number of hybrids nut distributed from PCA seedgarden	No Commitment				
<b>SO 2: EMPOWER AND SUPPORT COCONUT FARMERS, FARM WORKERS AND OTHER INDUSTRY PLAYER</b>					



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SM 6. Percentage of customers satisfied	Submitted to the SA Designate 1 names of pre-selected clients (Q) for the survey on Clients Satisfaction by 1st week of November, 2019 (T).	Submitted to the SA Designate the 2 names of pre-selected clients (Q) for the survey on Clients Satisfaction during the 10th of October, 2019 (T).	5.00		5.00	5.00	
SM 7. Number of KEDP sites generating their own income	No Commitment						
SO 3. UNDERTAKE MORE RESPONSIVE AND INNOVATIVE RESEARCH & DEVELOPMENT (R&D)							
SM 9. Number of hybrid demo farm site with approved MOA	No Commitment						
SO 4. IMPROVE MARKETING SYSTEM AND QUALITY OF COCONUT PRODUCTS							
SM 12. Number of coconut hot air dryers constructed	No Commitment						
SO 5. MANAGE COCONUT PESTS AND DISEASES							
SM 13. Percentage of pests-infested palms recovered after treatment	Submitted to the IPM Focal an accurate (Q) report on the recovery of 65% (E) of all 15 pests-infested trees as per approved WFP (E) by 1st week of October 2019 (T).	Submitted to the IPM Focal an accurate Coconut Assessment Report accurate (for Baseline and Recovery) (Q) of all 15 pests-infested trees on November 28, 2019 (T).	5.00		5.00	5.00	Analysis of the recovery of the infested trees is with DRC
SO 6. IMPROVED BUDGET DISBURSEMENT							
SM 14. Budget Disbursement rate	No Commitment						
SO 7. STRENGTHEN EMPLOYEE COMPETENCE AND STREAMLINING OF PROCESSES							
SM 16. Increase in percentage of employees with required competencies	No Commitment						
B. CORE FUNCTIONS							
No. of trees planted in 2019 -coconut	Submitted to the SA Designate an accurate report on 2,155 seedlings planted (Q) by 1st week of November, 2019 (T).	Submitted to the SA Designate an accurate report of 5,500 seedlings planted (Q) during the 31st of October 2019 (T).					PCPP 2019 seedlings
CSDP 2018 (SUCs) Seedlings							
ACPRP 2014 Seednuts							
RA 8048 2017 Seedlings	No Commitment						
RA 8048B2018 Seednuts	No Commitment						
YRPP 2014 Seedlings	No Commitment						
YRPP 2018 Seedlings	No Commitment						



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CSDP Seednuts 2014	No Commitment						
RA Road 2017 (C/SQ) Seedlings	No Commitment						
POCP							
POCP 2019	Submitted to the POCP Focal person 30% of POCP 2019 (1 time payment) documents with complete attachments with 11 participants by 1st week of November 2019 (T).	Submitted to the POCP Focal person 30% of POCP 2019 (1 time payment) documents with complete attachments with 28 participants on December 6, 2019 (T).	5.00		3.00	4.00	
POCP 2018	No Commitment						
POCP 2017	Submitted to the POCP Focal the signed CPPAR as liquidation for POCP 2017 with 12 participants (Q) by 1st week of November, 2019 (T).	Submitted to the POCP Focal the signed CPPAR as liquidation for POCP Phase 1 2017 with 8 participants (Q) during the 14th of August, 2019 (T).	5.00		5.00	5.00	Phase 2 documents were already submitted to RO
POCP 2016	Submitted to the POCP Focal the signed CPPAR as liquidation for POCP 2016 with 35 participants (Q) by 1st week of November, 2019 (T).	Submitted to the POCP Focal the signed CPPAR as liquidation for POCP 2016 with 35 participants (Q) during November 18, 2019.	5.00		5.00	5.00	
No. of trees planted in 2019 (cal point)	No Commitment						
No. of trees fertilized in 2019 (seasonal)	Submitted to SFP Focal an accurate report on 1,000 trees fertilized with 10 trees by end of 1st week of October 2019 (T).						No delivery yet
No. of farmers data validated in the MCFRS	Submitted to the MCFRS Focal an accurate validation/inclusion of farmers' registry data of 1,314 farmers (Q) by 1st week of November 2019 (T).						Submitted by the previous CDO
No. of crops intercropped to coconut for 2019	No Commitment						No CLP/CLD registered
Percentage of requests for			100% of request for permit (Q) with complete requirements as prescribed in the IFR, acted upon within the prescribed period (T).				



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permit under RA 8046 and trade regulatory registration/certification acted upon	100% of request for registration/certification (Q), with complete requirements stipulated in the AOS, acted upon within the prescribed period.						No process received
Integrated Pest Management for Coconut (Monitoring Report)	Submitted to the IPM Focal 1 accurate Provincial Monthly IPM Monitoring Report (Q) on pests-infested palms every 25th day of the month 2019 (T).	Submitted to the IPM Focal 4 accurate Provincial Monthly IPM Monitoring Report (Q) on pests-infested palms every 25th day of the month 2019 (T).	5.00		5.00	5.00	Was hired last July 16, 2019
Insurance to PCIC	Submitted to PCIC the accurately filled out Insurance application form of 50 farmers by 1st week of November 2019 (T).		1.00		1.00	1.00	
Health Services of Livestock	No Commitment						
KEDP Documentary Requirements	No Commitment						
YRPP Incentives 2015-2019	No Commitment						
Submission of Reports	Submitted 1 accurate Monthly Accomplishment Report every 25th day of the month.	Submitted 4 accurate Monthly Accomplishment Report (August to November) on the deadline.	5.00		5.00	5.00	Was hired last July 16, 2019
	Conducted 7 meetings by end of 1st week of November 2019 (T).	Conducted 3 meetings during the 16th of November 2019 (T).	2.00		5.00	3.50	
	Attended 2 meetings (external) by 1st week of November 2019 (T).	Attended 1 meetings (external) during the 29th of October 2019 (T).	2.00		5.00	3.50	
	Conducted 42 farm visits by end of 1st week of November 2019 (T).	Conducted 52 farm visits during the 30th of October 2019 (T).	2.00		5.00	3.50	
	Conducted 3 techno-demos by end of 1st week of October 2019 (T).	Conducted 2 techno-demos last 29th of October 2019.	2.00		5.00	3.50	
Extension Services	Distributed 20 IEC materials by end of 1st week of October 2019 (T).	Distributed 57 IEC materials last October 18 2019 (T).	5.00		5.00	5.00	



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Commodity Price Monitoring		Transmitted 94 text messages the Daily Average (Q) Coconut Commodity Price before 12 noon (T).		Transmitted 91 text messages the Daily Average (Q) Coconut Commodity Price before 12 noon (T).		2.00		5.00	3.50	
<b>SUPPORT FUNCTIONS</b>										
Administrative and Extension Services Assistant	Assist SA Designate in reviewing the reports submitted by CDOs/CCDOs.	Assisted the SA Designate through reviewing/checking reports/other documents of PCA Samar upon submitting to		5.00		5.00		5.00		
	Prepare Permit to Cut and Permit to Transport documents for PCDMs signature in the absence of the Administrative Assistant	Prepared and released 10 permit to cut and 10 permit to transport documents with PCDMs signature/approval in the absence of the Administrative Assistant		5.00		5.00		5.00		
				TOTAL RATING		77.50				
				FINAL AVERAGE RATING		4.31				
				ADJECTIVAL RATING		VS				
Comments and Recommendation for Development Purposes:		You are an asset in the Office. You already have the skill in GIS which is big contribution to the office. You are also patient in checking, reviewing YRRP documents, thus we are able to submit it to the regional office. Your communication and interpersonal skills is also a help specially in conducting trainings. However, there are targets yet in your IPCR that was unmet thus, you need to focus on your IPCR. It is understandable that being newly hired in PCA, you are still to familiarize the guidelines per project as well as the forms used in making reports. If you have queries, do not hesitate to ask me or our SA designate and project focal for you to be guided accordingly.								
Discussed with:	Date:	Assessed by:	Date:	Final Rating by:	Date:					
MARIA CRISANDRA B-OLIVEROS Employee		I certify that I discussed my assessment of the performance with the employee. MENARDO S. MONTANO Supervisor		5.00						
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average				FNGR. JOEL O. PILAPIL Head of Office						