

VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
January to June 2018

Name of Administrative Staff : MARIA FARAH A. VISCARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
			4.972


TOTAL NUMERICAL RATING :	4.972
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.972
ADJECTIVAL RATING :	Outstanding

Prepared by:

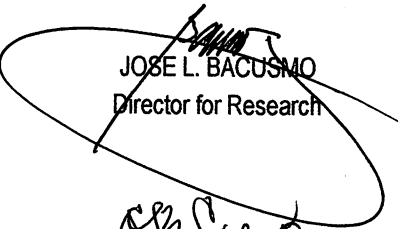
  
MARIA FARAH VISCARA  
Name of Staff

Reviewed by:

  
MARISEL A. LEORNA  
Project Leader

  
MARIA JULIET C. CENIZA  
Center Director

Recommending Approval:

  
JOSE L. BACUSMO  
Director for Research

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Research & Extension




Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte

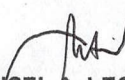



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MARIA FARAH A. VISCARA, Science Aide of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

  
MARIA FARAH A. VISCARA  
Science Aide

Date: \_\_\_\_\_

  
MARISEL A. LEORNA  
Project Leader

  
MARIA JULIET C. CENIZA  
Director, NCRC-V

Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/int'l fora/conferences									
	In institutional fora/conferences		Prepares research outputs during in-house review	3	4	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule									
	1) Physico-chemical evaluation of fiber-rich burger patty from composite of pressed coconut meat, banana blossom, and pork		Supervise in preparing and processing of samples for the different treatments	10	20	5	5	5	5.00	
			Prepares the materials and apparatus needed	3	15	5	5	5	5.00	
			Conduct research activities such as weighing, titration and determine pH, TA and TSS.	50	120	5	5	5	5.00	
			Gathering, encoding and analyzing data	1	10	5	5	5	5.00	
	2) Sdy. Utilization of cocowater into flavored beverage		Assists project leader in the implementation of research	3	5	5	5	5	5.00	
	Sdy. Utilization of pressed coconut meat (sapal) for baked food products		Prepares the materials needed; raw materials and utensils	10	100	5	5	5	5.00	
			Make forms (sensory evaluation form, consumer survey form and master sheet for sensory evaluation)	70	200	5	5	5	5.00	

		Conduct sensory evaluation to several panelist	30	120	5	5	5	5.00	
		Conduct consumer survey to different nearby municipalities/places.	20	50	5	5	5	5.00	
		Encoding and analyzing data and interpreting results	3	6	5	5	5	5.00	
	3) Processing and utilization of coconut-based food products	Supervises laboratory/production workers in processing coconut-based food product	3	5	5	5	5	5.00	
		Facilitate in the implementation of GMP and SSOP in the laboratory/processing section	2	4	5	5	5	5.00	
		Supervises in deliveries of products to clientele in Manila and other clientele.	2	5	5	5	5	5.00	
		Monitor cash flow, raw materials and product inventory	6	18	5	5	5	5.00	
		Make schedule of activities for laborers	6	24	5	5	5	5.00	
<b>UMFO4. Extension/Production Services</b>									
<b>NCRC MFO 1. Extension Activities</b>									
	PI 1. Number of person-days trained weighted by length of training	Conduct trainings on processing coconut-based food products	10	65	5	5	5	5.00	
	PI 3. Number of beneficiaries served								
	Individuals	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	50	120	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Distributes IEC materials of the different coconut-based for processing and utilization technology	10	50	5	5	5	5.00	
	No. of exhibit/agro-fairs participated (National & Regional)	Putting-up and man the NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-V technology developed	2	5	5	5	5	5.00	
<b>NCRC MFO 2. Production Services</b>									
	PI 1. 10% increase of income generate to support university projects	Assist in generating income (Coconut Food Processing Project)	10,000	146,298	5	5	5	5.00	
	PI 2. Number of STF/IGPs monitored, supervised and managed	Supervised and monitor STF 6.5 project	1	1	4	5	4.5	4.50	
		Issued official receipts to clients	30	80	5	5	4.5	4.83	
		Remit income to cash division	3	10	5	5	4.5	4.83	
		Writing reports	2	6	5	5	4.5	4.83	
Total Over-all Rating								124.0	
Average Rating								4.96	
Adjectival Rating								O	

Evaluated & Rated by:

**MARISSEL A. LEORNA**  
Section Head

Recommending Approval:

**MARIA JULIET C. CENIZA**  
Center Director

Approved:

**OTHELLO B. CAPUNO**  
Vice Pres. for Research & Extension

Comments and Recommendations for Development Purpose:

Has surpassed the targets. Keep up the good work. Thank you for supporting the center's activities. For staff development.

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : **January - June 2018**Name of Staff : **MARIA FARAH VISCARA**Designation: **Sci. Research Assistant**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers output which always result to best practice of the unit. He is exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements
1	Poor	The staff fails to meet requirements

A. Commitment (both for subordinates and supervisors.		Scales				
	1. Demonstrate sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding	(5)	4	3	2	1
	2. Makes self available to clients even beyond official time	(5)	4	3	2	1
	3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	(5)	4	3	2	1
	4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
	5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	(5)	4	3	2	1
	6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
	7. Keeps accurate records of her work which is easily retrievable when needed	(5)	4	3	2	1
	8. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he assignment is not related to his position but critical towards the attainment of the functions of the university.	(5)	4	3	2	1
	10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	(5)	4	3	2	1
	11. Accepts objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(5)	4	3	2	1
	12. Willing to be trained and developed					
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
	1. Demonstrate mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	(5)	4	3	2	1
	2. Visionary and creative to draw strategic and specific plans and targets of the office aligned to that of the overall plans of the university	(5)	4	3	2	1
	3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the office for further satisfaction of clients	(5)	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	(5)	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	(5)	4	3	2	1
Total Score						
Average Score						

Overall recommendation : Very responsible

  
**MARISEL LEORNA**  
 Project Leader



PERFORMANCE MONITORING & COACHING JOURNAL  
Rating Period: January to June 2018

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : MARIA FARAH VISCARA  
Head of Section : MARISEL A. LEORNA  
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b>  Meeting with NCRC-V food processing group. February 1, 2018 May 4, 2018  Preparation of research & extension output & production sales report. March 2, 2018 April 6, 2018 May 4, 2018 June 1, 2018		√ √			Noted     Noted
<b>Coaching</b>  Sales Report preparation.  Data organization.	√  √				Noted  Noted

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

Conducted by:

MARISEL A. LEORNA  
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## PERFORMANCE MONITORING FORM

Name of Employee : **MARIA FARAH A. VISCARA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Prepares research outputs during in-house review	Prepared 4 research outputs during in-house review	February 2018	June 2018	September	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:							
	1) Physico-chemical of fiber-rich burger patty from composite of pressed coconut meat, banana blossom, and pork	Supervised 20 preparation and processing of samples for the different treatments	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Prepared 15 materials and apparatus needed	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Conductd 120 research activities such as weighing, titration and determine pH, TA and TSS	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Gathered, encoded and analyze 10 sets of data	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
	2) Utilization of cocowater into flavored probiotic beverage	Assisted project leader in the implementation of 5 research projects	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
	Utilization of pressed coconut meat (sapal) for baked food products	Prepared 100 materials needed: raw materials and utensils	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
	3. Processing and utilization of coconut-based food products	Supervised 5 laboratory/production workers in processing coconut-based food product	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Facilitated the implementation of 4 GMP and SSOP in the laboratory/processing section	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Supervised 5 deliveries of products to clienteles in Manila and other clientele	February 2018	June 2018	May-June	Very Impressive	Very Satisfactory	
		Monitored cash flow of 18 raw materials and product inventory	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Made 24 schedule of activities for laborers	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
		Write down reports of 6 projects	February 2018	June 2018	June	Very Impressive	Very Satisfactory	
3.	Conducts trainings on coconut-related topics	Conducted trainings to 65 clients on coconut-based food products	February 2018	June 2018	May-June	Very Impressive	Very Satisfactory	
4.	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	Briefed 120 of students and farmers/clients on coconut-based food products and its facilities and equipment	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	

5.	Distributes IEC materials of the different coconut-based food processing and utilization technology	Distributed 50 IEC materials of the different coconut-based food processing and utilization technology	February 2018	June 2018	March-June	Very Impressive	Very Satisfactory	
6.	Put-up and man the NCRC-VSU exhibits to promote the NCRC-V technology developed.	Put-up and manned the 5 NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-V technology developed.	February 2018	June 2018	March-June	Very Impressive	Very Satisfactory	
	Generates 10% increase of IGP's income to support university project	Generated 15% increase of STF 6.5 project	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	
	Manages/monitors and supervises STF project	Managed and monitored STF 6.5 project and supervises laboratory workers.	February 2018	June 2018	Feb-June	Very Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

  
 MARISEL A. LEORNA  
 Immediate Supervisor

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: January to June 2018**

**Name of Employee:** MARIA FARAH A. VISCARA  
**Performance Rating:** \_\_\_\_\_

**Aim:** To be efficient and effective worker in the implementation of research and extension activities of the coconut food processing section.  
\_\_\_\_\_

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

**Date:** January 12, 2018 **Target Date:** 2nd Quarter

**First Step:**  
Conduct meeting & planning activities with the staff of coconut food processing section.  
\_\_\_\_\_  
\_\_\_\_\_


**Result:**  
Enhance knowledge on the implementation of the activities of the section and develop better relationship among staff  
\_\_\_\_\_  
\_\_\_\_\_


**Date:** April 2, 2018 **Target Date:** June 2018

**Next Step:**  
Conduct researches on food product development from coconut & conduct trainings on coconut-based food technologies.  
\_\_\_\_\_  
\_\_\_\_\_

**Outcome:**  
Available coconut-based food technologies.  
Trained interested clientele on coconut-based food technologies.  
\_\_\_\_\_

**Final Step/Recommendation:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conforme:**  
  
MARIA FARAH A. VISCARA

**Prepared by:**  
  
MARISEL A. LEORNA  
Immediate Supervisor