VISAYAS STATE UNIVERSITY

NATIONAL COCONUT RESEARCH CENTER-VISAYAS
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 1059
Email Address: ncrc-v@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2023

Annex P

Name of Administrative Staff/SRA: MARIA FARAH A. VISCARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			**4.80**

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.80

FINAL NUMERICAL RATING   4.80

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

MARIA FARAH A. VISCARA
Name of Staff

MARISEL A. LEORNA
Supervisor

Noted:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 2023-03

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, Maria Farah A. Viscara, Science Aide of the NATIONAL COCONUT RESEARCH CENTER-Visayas commit to deliver and agree to be rated on the attainment of the following targets in accordance with indicated measures for the period January 1 to June 30, 2023.

MARIA FARAH A. VISCARA
Science Aide
Date: July 11, 2023

MARISEL A. LEORNA
Director, NCRC-V
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in
UFMO 3: Research Innovation Services											
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences									
		In int'l fora/conferences									
		In nat'l fora/conferences									
		In reg'l fora/conferences									
		In institutional fora/conferences	Prepares report for RDE in-house review	1	100.0%	1	5	4	5	4.67	
		PI 3: Number of research projects conducted and/or completed on schedule									
		Project Title 1: Development, Optimization and Market Study of Coconut Food Products	Assists the project leader in the implementation of the study	1	100.0%	1	5	4	5	4.67	
			Prepares and process product samples for evaluation	2	250.0%	5	5	5	5	5.00	
			Prepares raw materials and apparatus needed	20	250.0%	50	5	5	5	5.00	
			Conduct research activities such as physico-chemical, sensory and organoleptic analysis	54	200.0%	108	5	5	5	5.00	
			Gather, encode and analyze research data	54	200.0%	108	5	5	5	5.00	
			Prepare project reports	1	400.0%	4	5	5	5	5.00	
			Conduct consumer and market acceptability on the developed products	2	150.0%	3	5	5	4	4.67	

		Outcome Indicator								
		PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries	Research output in the last three years utilized by the industry or other beneficiaries	1	0.0%		4	5	5	4.67
		Additional Outputs:								
		PI 20: Number of Technologies generated	Develop coconut-based food product	1	400.0%	4	5	5	5	5.00
		PI 23: Number of VSU Technologies and/or creative works filed for IP Protection (i.e. patents, utility model, copyright, trademark)	Submit paper for UM Application							
UFMO 4: Extension Services										
		PI 1: Number of person-days trained weighted by length of training	Conduct skills training to interested clients	10	420.0%	42	5	5	5	5.00
		PI 2: Number of trainings conducted	Conduct skills training on processing coconut-based food products	2	400.0%	8	5	5	5	5.00
		PI 3: Number of IEC materials/technoguides developed/used	Prepare inputs for IEC materials of coconut-based food products	1	3600%	36	5	5	5	5.00
		PI 4: Number of beneficiaries served								
		Groups	Briefs farmers/MSMEs/clients on coconut-based food products	2	400.0%	8	5	5	4	4.67
		Individuals	Briefs students/farmers/clients on coconut-based food products	50	172.0%	86	5	5	5	5.00
		Output Indicators					5	5	5	5.00
		PI 13: Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	20	420.0%	84	5	5	5	5.00
		PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	120.0%	90%	5	5	4	4.67
		Additional Outputs:								
		PI 18: Number of clients assisted in agri-fair, walk in clients, training requests, in-house reviews, trainings and related activities	Assisted clients during agri-fair, trainings and related activities	5	200.0%	10	5	5	5	5.00
		PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Served clients during Farmers' and Fisherfolks' Day	25	160.0%	40	5	5	4	4.67
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Serve clients with utmost satisfaction	Zero complaint	100.0%	Zero complaint	5	5	5	5.00
		Additional Outputs								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Submit section's PPMP	2	100.0%	2	4	5	4	4.33

	Number of NCRC-V meetings conducted/ attended	Attend monthly office meetings	6	166.7%	10	5	5	4	4.67	
	Number of documents reviewed/evaluated, signed and approved	Review and evaluate documents	50	140.0%	70	5	5	4	4.67	
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare monthly, quarterly, semi-annual and in-house review reports for submission to admin and research office	10	100.0%	10	5	5	4	4.67	
	Sustainable income generation activities to support University activities (10% increase of income generated)	Assist in generating income (Coconut Food Processing Project)	10%	150.0%	15%	5	5	4	4.67	
		Helps monitor & implement STF 6.5 Project	1	100.0%	1	5	5	4	4.67	

Total Over-all Rating								4.83	
Average Rating	4.83	Comments and Recommendations for Development Purposes:
Approved Additional Points (w/ copy of Approva		
FINAL RATING	4.83	*She prioritizes work without getting tangled in endless details*
ADJECTIVAL RATING	OUTSTANDING	

Evaluated & Rated by:

MARISEL A. LEORNA
Supervisor
Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research
Date:

Approved by:

MARIA JULIET C. CENIZA
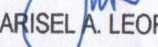Vice President, OVPREI
Date:

Exhibit I

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/ Recommen dation
1.	Research projects conducted and/or completed on schedule:							
	Proj. Title 1: Development, Optimization and Market Study of Coconut Food Products	Assisted the project leader in the implementation of 1 research project	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Prepared and process product samples for evaluation	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Prepared raw materials and apparatus needed	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Coinduct research activities such as physicio-chemical sensory and organoleptic analysis	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Gather and encode research data	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Analyze raw data for statistical analysis and interpret it	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
		Conduct consumer acceptability on the developed products	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
	Prepares report for in-house review and regional RDE Symposium	Prepared 2 reports for in-house review and regional RDE Symposium	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
3.	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	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	
4.	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	Briefed 20 farmers/clients on coconut-based food products and its facilities and equipment thru inquiries via phone calls and messenger	Jan 2023	June 2023	Jan-June 2023	Very Impressive	Outstanding	

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

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

MARISEL A. LEORNA
Project Leader

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Visca Baybay City, Leyte 6521-A, Philippines
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Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2023</u>
Name of Staff: <u>MARIA FARAH A. VISCARA</u>   Position: <u>SCIENCE AIDE</u>

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus 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 outputs which always results to best practice of the unit. He is an 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 job requirements

A. Commitment (*both for subordinates and supervisors*)	Scale				
1. Demonstrates 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. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9 Accepts additional tasks assigned by the head or by higher offices even if the 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 objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	57/12 4.75				

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	Total Score					

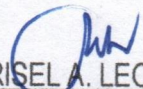| B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	⑤	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department 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 department/office for further satisfaction of clients.	⑤	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	④	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	⑤	4	3	2	1
Total Score						
Average Score						

Overall recommendation : _____

MARISEL A. LEORNA
Printed Name and Signature
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2023

		Q
√	1st	U
√	2nd	A R
	3rd	T E
	4th	R

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring					
data collection		√			
report preparation		√			
Coaching on:					
data analysis		√			

Note: Please indicate the date in the appropriate box when the monitoring

Conducted by: Noted by:

MARISEL A. LEORNA   **MARIA JULIET C. CENIZA**
Immediate Supervisor   Next Higher Supervisor

cc: OVPI
     ODAHRD
     PRPEO

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2023

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

Date: January 11, 2023   **Target Dat** January 23, 2023

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: February 6, 2023   **Target Dat** February 20, 2023

Next Step:

Conduct researches on food product development from coconut & conduct trainings on coconut-based food technologies.

Evaluation of outputs

Date: March 1, 2023   **Target Dat** March 20, 2023
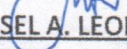
Outcome:

Available coconut-based food technologies.

Trained interested clientele on coconut-based food technologies.

Final Step/Recommendation:

_____

Prepared by:

Conforme:

MARISEL A. LEORNA
Immediate Supervisor

MARIA FARAH A. VISCARA