

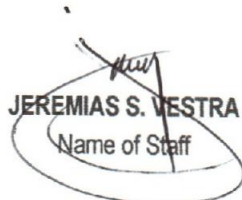
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JANUARY TO JUNE 2019**

Name of Administrative Staff : **JEREMIAS S. VESTRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.879	70%	3.415
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
			4.915

TOTAL NUMERICAL RATING :	<u>4.915</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.915</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


JEREMIAS S. VESTRA
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension





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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JEREMIAS S. VESTRA, Science Research Assistant 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, 2019.


JEREMIAS S. VESTRA
Science Research Assistant
Date: _____


ALFREDO G. DINGAL
Supervisor
Date: _____

Approved: 
MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO3	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In institutional fora/conferences		Prepares research outputs during in-house review	2	2	4	5	5	4.67	
		A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs								
	Enhancing Coconut Productivity through Improved Strategies in Cultural and Production Management										
		Study 1: Development of techniques to improve fruit setting on coconuts.		Supervised laborers in land preparation, layouting and planting	2	4	5	5	5	5.00	
		Study 2: Improving fruit setting by altering the morphology of coconut crown.		Supervised field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application.	1	2	5	5	5	5.00	

[illegible]

	Sustainable income generation activities to support University activities	A28. 10% increase of income generated to support university projects	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Manage Coconut Seedling Production	10%		5	5	5	5.00	
		A29. Number of STF/IGP's monitored, supervised and managed	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Manage and monitor IGP projects	1	1	5	5	4	4.67	
		A30. Number of technologies commercialized used by the industry	NCRC Core Staff, SRA/Aide, Laborers								
										4.879	
Average Rating					4.879	Comments and Recommendations for Development Purpose: <i>Has the important virtues of a good employee.</i>					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING					4.879						
ADJECTIVAL RATING					Outstanding						

Evaluated and Rated by:

ALFREDO S. DINGAL
Supervisor

Date: _____

Recommending Approval:

MARIA JULIET C. GENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2019

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

Name of Officer : JEREMIAS S. VESTRA

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 - field visits - data reporting	Jan. 9, 2019 May 7, 2019				
Coaching - On data analysis		June 13, 2019			

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

Conducted by:

ALFREDO G. DINGAL
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

PERFORMANCE MONITORING FORM

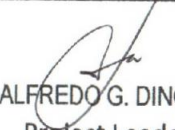
Name of Employee : JEREMIAS S. VESTRA

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	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
3	1) Use of botanical pesticides in improving coconut yield	Supervised 4 laborers in land preparation, layouting and planting	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
4	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Supervised 2 field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
5	3) Methods of harvesting and its effects on the performance of seedlings	Gathered data on morphology, growth and yield of sample palms in 4 different experimental sites	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
6	4) Growth performance of newly established coconut plantation as affected by the age of seedling planted and the kind of fertilizer applied	Gathered data on plant damages due to pest and drought on 3 experimental sites	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
7	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
8		Write down reports of 4 projects	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
9	Conducts trainings on coconut-related topics	Conducted trainings to 135 clients on coconut related topics	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
10	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 200 farmers/clients on cultural management on coconut seedlings	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
11	Extension projects conducted and/or completed on schedule		Jan 2019	June 2019	Jan-June 2019			
12	1) Establishment of NCRC-V Coconut Nursery	In-charged in the establishment of 2 Makapuno Nursery	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
		Collected/selected good seednuts	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
		Disposed/distributed makapuno seedlings to farmers/clients	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
		Write down 2 project reports	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
13	Distributes materials on coconut production information materials	Distributed 150 information materials on coconut production	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	

14	Generates 10% increase of IGP's income to support university project	Generated 15% increase of IGP 6.2&IGP 6.7 projects	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
15	Manages/monitors IGP projects and supervises field workers	Managed and monitored 2 projects (IGP 6.2 & IGP 6.7) and supervises field workers.	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	

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

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


ALFREDO G. DINGAL
Project Leader

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2019

Name of Staff : JEREMIAS S. VESTRA

Position : SRA

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	(5)				
Total Score		(50)				

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 needed for the attainments of the calibrated targets of the unit.	(5)	4	3	2	1
Total Score		(25)				
Average Score		(5)				

Overall recommendation :

He has the important virtues of a good employee.

ALFREDO G. DINGAL
Supervisor

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2019

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	4.894	70%	3.426
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.88	30%	1.46
			4.891

TOTAL NUMERICAL RATING :	<u>4.891</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.891</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:

Maria Farah A. Viscara
MARIA FARAH A. VISCARA
 Name of Staff

Reviewed by:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA
 Center Director

Recommending Approval:

Jose L. Bacusmo
JOSE L. BACUSMO
 Director for Research

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
 VP for Research & Extension

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2019

Name of Employee: JEREMIAS S. VESTRA
Performance Rating: Outstanding

Aim:
To enhance his ability in writing research proposals and scientific publications.

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

Date: Jan 4, 2019 **Target Date:** 1st quarter

First Step:
Attend trainings and workshop on writing proposals and scientific publications.

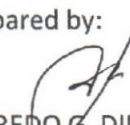
Result:
Publications prepared for peer reviewed journals and packaged proposals submitted for funding.


Date: March 5, 2019 **Target Date:** 2-May-19

Next Step:
Enhancement trainings on implementation of researches by junior project leaders.

Outcome:
Successful implementation of research projects and timely delivery of outputs.

Final Step/Recommendation:
Highly recommended for regular position.

Prepared by:

ALFREDO G. DINGAL
Supervisor

Conforme:

JEREMIAS S. VESTRA