COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 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	4.875	70%	3.413
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
			4.862

TOTAL NUMERICAL RATING   :   **4.862**

Add: Additional Approved Points, if any   :   -

TOTAL NUMERICAL RATING   :   **4.862**

ADJECTIVAL RATING   :   **Outstanding**

Prepared by:

MARIA FARAH A. VISCARA
Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA
Center Director

Approved:

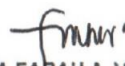**OTHELLO B. CAPUNO**
VP for Research & Extension

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, 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 July to December, 2019.

MARIA FARAH A. VISCARA
Science Aide
Date: _____

MARISEL A. LEORNA
Supervisor
Date: _____

Approved:

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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Pensons Responsible	Task Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
	Research Services										
	Producttive, 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 instituional fora/ conferences		*Prepares report for in-house review, regional RDE Symposium & annual report*	*2*	*2*	*5*	*4*	*5*	*4.67*	
		A7. Number of research projects conducted and/or completed on schedule	*NCRC Core Faculty Researchers & SRAs*								
		Proj. Title: Process Product Development and Commercialization of coconut Food Products									
		Study 1: Development and quality evaluation of biscotti using locally available flavorants.		*Prepares & process product samples for evaluation.*	*11*	*40*	*5*	*5*	*5*	*5.00*	
				Prepares the materials and apparatus needed.	*20*	*50*	*5*	*5*	*5*	*5.00*	
				Conduct research activities such as physicochemical (pH, TA and TSS) and sensory evaluation.	*33*	*90*	*5*	*5*	*4*	*4.67*	
				Gather, encode ,and analyze research data.	*2*	*4*	*5*	*4*	*5*	*4.67*	

		Study 2: Optimization on the formulation of makapuno macaroons with the incorporation of pressed coconut meat.		*Assists the project leader in the implementation of the study.*	*1*	*1*	*5*	*5*	*5*	*5.00*
				Prepares the materials needed: raw materials, utensils	*20*	*50*	*5*	*5*	*5*	*5.00*
				Makes form for sensory evaluation.	*30*	*60*	*5*	*4*	*5*	*4.67*
				Conducts sensory evaluation to several panelists	*30*	*60*	*5*	*5*	*5*	*5.00*
				Encodes, analyzes data and interprets results	*2*	*4*	*5*	*5*	*5*	*5.00*
		A14. Number of technologies generated and utilized by industries and farmers or other clients.	*NCRC Core Faculty Researchers & SRAs*							
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	*A15. Number of person-days trained weighted by length of training*	*NCRC Core Staff, SRA/Aide, Admin. Aide*	*Conducts trainings on processing coconut-based food products*	*1*	*4*	*5*	*5*	*5*	*5.00*
		A16. Number of IEC materials/technoloiges developed/used	*NCRC Core Staff, SRA/Aide, Admin. Aide*							
		A17. Number of beneficiaries served with technical assistance	*NCRC Core Faculty Researchers and SRAs*							
		Groups								
		Individuals		*Briefs students and farmers/clients on coconut-based food products and its facilities and equipment*	*50*	*70*	*5*	*5*	*5*	*5.00*
		A18. Number of technical/expert services	*NCRC Core Faculty Researchers and SRAs*							
		Research Mentoring		*Mentors VFES pupil on his Science Investigatory Project*	*2*	*2*	*5*	*5*	*5*	*5.00*
		A19. Number of extension projects conducted and/or completed on schedule	*NCRC Core Staff, SRA/Aide, Admin Aide, Laborers*							
		A24. Number of copies of IEC materials distributed	*NCRC Core Staff, SRA/Aide, Admin Aide*	*Distributes IEC materials of coconut-based food products*	*50*	*100*	*5*	*5*	*5*	*5.00*
		A 26: Number of exhibits/agro-fairs participated (National Regional)	*NCRC Core Staff, SRA/ Aide/Admin aide, Laborers*							

	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	Assist in generating income (Coconut Food Processing Project)	10%	15%	4	5	5	4.67	
		A29. Number of STF/IGP's monitored, supervised and managed	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Helps monitor & implement STF 6.5 Project	1	1	5	5	4	4.67	
		A30. Number of technologies commercialized used by the industry	NCRC Core Staff, SRA/Aide, Laborers								
										4.875	

Average Rating	4.875
Punctuality	
Approved Additional Points (w/ copy of Approval)	
FINAL RATING	4.875
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

Resourceful & open to new/advance learning
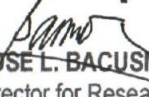
Evaluated and Rated by:

MARISEL A. LEORNA
Supervisor

Date: _____

Recommending |Approval:

MARIA JULIET C. CENIZA
Center Director

Date: _____

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2019

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

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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 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/ Recommendation
1.	Prepares research outputs during in-house review	Prepared 2 research outputs during in-house review	July 2019	Dec. 2019	Sept. 2019	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		July 2019	Dec. 2019	Jul-Dec. 2019			
	Proj. Title: Process Product Development and Commercialization of coconut Food Products	Supervised 40 preparation and processing of samples for the different treatments	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
	Study 1: Development and quality evaluation of biscotte using locally available flavorants.	Prepared 50 materials and apparatus needed	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
		Conducted 90 research activities such as physicochemical (pH, TA and TSS) and sensory evaluation	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
		Gathered, encoded and analyzed 4 sets of research data	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
	Study 2: Optimization on the formulation of makapuno macaroons with the incorporation of pressed coconut meat.	Assisted project leader in the implementation of 1 research project	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
		Prepared 50 materials needed: raw materials and utensils	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
3.	Conducts trainings on coconut-related topics	Conducted 4 trainings to clients on coconut-based food products	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	

4.	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	Briefed 70 students and farmers/clients on coconut-based food products and its facilities and equipment	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
5.	Distributes IEC materials of the different coconut-based food processing and utilization technology	Distributed 110 IEC materials of the different coconut-based food processing and utilization technology	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
6.	Put-up and man the NCRC-VSU exhibits to promote the NCRC-V technology developed.							
	Generates 10% increase of IGPs income to support university project	Generated 15% increase of STF6.5 project	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	
	Manages/monitors and supervises STF project	Helped in moniitoring and implementing STF 6.5 Project and supervised laboratory workers.)	July 2019	Dec. 2019	Jul-Dec. 2019	Very Impressive	Very Satisfactory	

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

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

MARISEL A. LEORNA
Project Leader

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : <u>July to December 2019</u>

Name of Staff : <u>**MARIA FARAH A. VISCARA**</u>

Position : <u>**SRA**</u>

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)	4	3	2	1
	Total Score					

4.43

B.	Leadership & Management (For supervisor only to be rated by higher supervisor0		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					
	Average Score					

Overall recommendation   : _____

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MARISEL A. LEORNA
SUPERVISOR

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2019

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: July 1, 2019   **Target Date** 3rd 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: August 2, 2019   **Target Date** September , 2019

Next Step:

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

Evaluation of outputs

Outcome:

Available coconut-based food technologies.

Trained interested clientele on coconut-based food technologies.

Final Step/Recommendation:

Prepared by:

MARISEL A. LEORNA
Immediate Supervisor

Conforme:

MARIA FARAH A. VISCARA