

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 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	4.893	70%	3.425
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.716	30%	1.415
			4.840


TOTAL NUMERICAL RATING : 4.840
Add: Additional Approved Points, if any :
TOTAL NUMERICAL RATING : 4.840
ADJECTIVAL RATING : Outstanding

Prepared by:

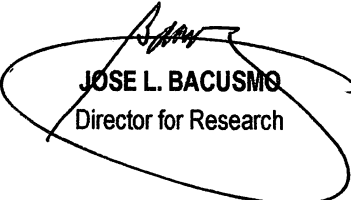

MARIA FARAH A. VISCARA
Name of Staff

Reviewed by:


MARISEL A. LEORNA
Project Leader


MARIA JULIET C. CENIZA
Office Head

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research and Extension

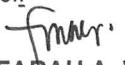


Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte




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 July to December, 2018.


MARIA FARAH A. VISCARA
Science Aide


MARISEL A. LEORNA


MARIA JULIET C. CENIZA
Director, NCRC-V

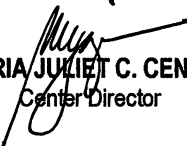
MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/int'l fora/conferences									
	In institutional fora/conferences		Prepares research outputs during in-house review	2	3	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	26	5	5	5	5.00	
			Prepares the materials and apparatus needed	3	26	5	5	5	5.00	
			Conduct research activities such as weighing, titration and determine pH, TA and TSS.	50	130	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	2	3	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	180	5	5	5	5.00	
			Conduct sensory evaluation to several panelist	30	125	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	10	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	
UMFO4. Extension/Production Services									
NCRC MFO 1. Extension Activities									
	PI 1. Number of person-days trained weighted by length of training	Conduct trainings on processing coconut-based food products	10	45	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	90	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	45	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	3	5	5	5	5.00	
NCRC MFO 2. Production Services									
	PI 1. 10% increase of income generate to support university projects	Assist in generating income (Coconut Food Processing Project)	10,000	183,204	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	4	4	4.00	
		Issued official receipts to clients	30	70	5	5	4	4.67	
		Remit income to cash division	3	12	5	5	4	4.67	
		Writing reports	2	3	4	4	4	4.00	
								4.893	
Average Rating		4.893	Comments and Recommendations for Development Purpose: <i>Good job! Maybe sent for trainings to enhance/update skills & knowledge on coco prod processing & products.</i>						
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.893							
ADJECTIVAL RATING		Outstanding							


Evaluated & Rated by:


MARISEL A. LEORNA
Section Head

Recommending Approval:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July to December 2018

Name of Staff : MARIA FARAH A. VISCARA

Designation: SCIENCE AIDE

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		58	12	= 4.83	

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		23	5	= 4.6	
	Average Score				4.716	

Overall recommendation : Committed to her responsibilities


MARISEL A. LEORNA

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 3 research outputs during in-house review	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:							
	1) Utilization of cocowater into flavored beverage	Prepared and processed 26 samples for the different treatments	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
	2) Utilization of pressed coconut meat (sapal) for baked food products	Prepared 26 materials and apparatus needed	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
		Conductd 130 research activities such as weighing, titration and determine pH, TA and TSS	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
		Gathered, encoded and analyze 10 sets of data	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
		Assisted project leader in the implementation of 3 research projects	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
		Prepared 100 materials needed: raw materials and utensils	July 2018	December 2018	September 2018	Very Impressive	Very Satisfactory	
3.	Processing and utilization of coconut-based food products	Supervised 5 laboratory/production workers in processing coconut-based food product	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Facilitated the implementation of GMP and SSOP in the laboratory/processing section	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised 5 deliveries of products to clienteles in Manila and other clientele	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Monitored cash flow and inventory of 18 raw materials and 10 finished products	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Made 24 schedule of activities for laborers	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4.	Conducts trainings on coconut-related topics	Conducted trainings to 45 clients on coconut-based food products	July 2018	December 2018	August 2018	Very Impressive	Very Satisfactory	
5.	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	Briefed 90 students and farmers/clients on coconut-based food products and its facilities and equipment	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

6.	Distributes IEC materials of the different coconut-based food processing and utilization technology	Distributed 45 IEC materials of the different coconut-based food processing and utilization technology	July 2018	December 2018	August 2018	Very Impressive	Very Satisfactory	
7.	Put-up and man the NCRC-VSU exhibits to promote the NCRC-V technology developed.	Put-up and manned 3 NCRC-VSU exhibits in Manila, Tacloban, Baybay and other places to promote the NCRC-V technology developed	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
8.	Generates 10% increase of IGPs income to support university project	Generated 50% increase (based on 2018 Financial Report) of STF 6.5 project	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
9.	Manages, monitors and supervises STF project	Managed and monitored STF 6.5 project and supervised laboratory workers.	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

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

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


MARISEL A. LEORNA
Project Leader