Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2024

Name of Administrative Staff: MARIA FARAH A. VISCARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.848

TOTAL NUMERICAL RATING: _____4.848_____

Add: Additional Approved Points, if any: _____

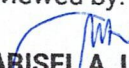TOTAL NUMERICAL RATING: _____4.848_____

FINAL NUMERICAL RATING _____4.848_____
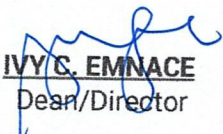
ADJECTIVAL RATING: <u>OUTSTANDING</u>

Prepared by:

MARIA FARAH A. VISCARA
Name of Staff

Reviewed by:

MARISEL A. LEORNA
Department/Office Head

Recommending Approval:

IVY C. EMNACE
Dean/Director

Approved:

SANTIAGO T. PEÑA, JR.
Vice President for REI

NATIONAL COCONUT RESEARCH CENTER-VISAYAS
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No. 2024 - 02

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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, 2024.

MARIA FARAH A. VISCARA

Ratee

Date: July 4, 2024

MARISEL A. LEORNA

Director, NCRC-V

Date: July 8, 2024

SANTIAGO T. PENA

Vice President, OVPREI

Date: August 7, 2024

MFO & PAPs	Success Indicators	Task Assigned	Target	Actual Accom-plishment	Rating				REMARKS (Indicators in percentage should be supported with numerical
					Quality	Efficiency	Timeliness	Average	
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	1	4	5	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	1	4	5	5	4.67	
		Prepares and process product samples for evaluation	2	2	4	5	5	4.67	
		Prepares raw materials and apparatus needed	10	20	5	5	5	5	
		Conduct research activities such as physico-chemical and organoleptic analysis	15	30	5	5	5	5	
		Prepare project reports	4	4	4	5	5	4.67	
		Conduct consumer acceptability of the developed products	1	1	5	4	5	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	1	4	5	5	4.67
	Additional Outputs:							
	PI 20: Number of Technologies generated	Develop coconut-based food product	1	1	4	5	5	4.67
UFMO 4: Extension Services								
	PI 1: Number of person-days trained weighted by length of training	Conduct skills training to interested clients	10	80	5	5	5	5
	PI 2: Number of trainings conducted	Conduct skills training on processing coconut-based food products	2	7	5	5	5	5
	PI 3: Number of IEC materials/technoguides developed/used	Distribute IEC materials of coconut-based food products	30	135	5	5	5	5
	PI 4: Number of beneficiaries served							
	Groups	Briefs students/MSMEs/farmers/clients on coconut-based food products	2	7	5	5	5	5
	Individuals	Briefs students/MSMEs/farmers/clients on coconut-based food products	40	165	5	5	5	5
	Output Indicators							
	PI 13: Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	20	93	5	5	5	5
	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%	90%	5	5	5	5
	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	20	5	5	5	5
	PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Served clients during Farmers' and Fisherfolks' Day	25	60	5	5	5	5.00
UFMO 6: General Administration and Support Services								
	PI 1: Zero percent complaint from clients served	Serve clients with utmost satisfaction	Zero complaint	Zero complaint	5	5	5	5

	Additional Outputs								
	Number of NCRC-V meetings conducted/ attended	Attend monthly office meetings	6	10	4	5	5	4.67	
	Number of documents reviewed/evaluated, signed and approved	Review and evaluate documents	25	50	5	5	5	5	
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare quarterly, semi-annual, and in-house reviewreports for submission to admin and research office	4	6	5	5	5	5	
	Sustainable income generation activities to support University activities (10% increase of income generated)	Assist in generating income (Coconut Food Processing Project)	10%	15%	5	5	5	5	
Total Over-all Rating								4.89 112.36	
Average Rating (Total overall rating divided by 13)		4.89							
Additional Points:									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.89							
ADJECTIVAL RATING		Outstanding							

Comments and Recommendations for Development Purposes:

Very dependable employee. Recommended for a permanent position.

Evaluated & Rated by:

MARISEL A. LEORNA
Supervisor
Date: July 8, 2024

Recommending Approval:

IVY C. EMNACE
Director for Research
Date: August 7, 2024

Approved by:

SANTIAGO T. PENA
Vice President, OVPREI
Date: August 7, 2024

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	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Prepared and process product samples for evaluation	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Prepared raw materials and apparatus needed	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Conduct research activities such as physicio-chemical sensory and organoleptic analysis	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Gather and encode research data	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Analyze raw data for statistical analysis and interpret it	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
		Conduct consumer acceptability on the developed products	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
2	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	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	
3	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	January 2024	June 2024	Jan-Jun 2024	Very Impressive	Outstanding	

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

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

MARISEL A. LEORNA
Project Leader

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: Jan to June 2024

Name of Employee: MARIA FARAH A. VISCARA

Performance Rating: **Outstanding**

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 3, 2024   **Target Dat**   January 8, 2024

First Step:

Conduct meeting & planning activities with the staff of coconut food processing section.

Result:

Provide valuable ideas for the implementation of the activities of the section and build team relationship among staff

Date: January 22, 2024   **Target Dat** January 29, 2024

Next Step:

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

Evaluation of outputs

Date: January 31, 2024   **Target Dat** June 11, 2024

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

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2024

		Q
√	1st	U
√	2nd	A R
	3rd	T E
	4th	R

(Q U A R T E R)

Name of Office :   **NATIONAL COCONUT RESEARCH CENTER-VISAYAS**
Head of Office :   **MARISEL A. LEORNA**
Number of Personnel: 47
Name of Staff: Maria Farah A. Viscara
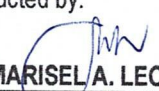
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
data collection		√			
report preparation		√			
Coaching on:					
data analysis		√			

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

Conducted by: Noted by:

MARISEL A. LEORNA   **SANTIAGO T. REÑA, JR.**
Immediate Supervisor   Next Higher Supervisor

NATIONAL COCONUT RESEARCH CENTER-VISAYAS

VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2024</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

			Scale			
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				

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
Immediate Supervisor