



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2020**

Annex P

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	4.818	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.84

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA FARAH A. VISCARA
Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA
Director

Recommending Approval:

JOSE L BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President, Research, Extension & Innovation



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 January to June, 2020.

Maria Farah A. Viscara
MARIA FARAH A. VISCARA
 Science Aide
 Date: _____

Marisel A. Leorna
MARISEL A. LEORNA
 Supervisor
 Date: _____

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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplish- ment	Details of I Accom- plishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 3. RESEARCH SERVICES											
	PI 12 Number of research outputs completed within the year	A28. Number of research outputs completed within the year									
		Proj. Title 1: Development, Optimization and Market Study of Coconut Food Products	Assists the project leader in the implementation of the study.	1		2	5	5	5	5.00	
			Prepares & process product samples for evaluation.	10		20	5	5	5	5.00	
			Prepares raw materials and apparatus needed.	20		50	5	5	5	5.00	
			Conduct research activities such as physico-chemical (TSS, pH, TA) and organoleptic analysis.	20		54	5	5	4	4.67	
			Gather and encode research data.	2		18	5	4	5	4.67	
		Proj. Title 2: Storage Characteristics of Coconut-based Food Products	Assists the project leader in the implementation of the study.	1		1	4	4	4	4.00	
	PI 4 Number of research outputs presented in regional/national/int'l fora/conferences	A30. Number of research outputs presented in regional/national/int'l conferences									

		<i>In institutional fora/ conferences</i>	<i>Prepares report for in-house review, regional RDE Symposium & annual report</i>	1		1	5	4	5	4.67	
UMFO 4. EXTENSION SERVICES											
	<i>PI 2 Number of trainees weighted by the length of training</i>	<i>A37. Number of trainees weighted by length of training</i>	<i>Conducts trainings on processing coconut-based food products</i>	1		2	5	5	5	5.00	
		<i>A40. Number of technical/expert services</i>									
		<i>Research Mentoring</i>	<i>Assist graduate student on her thesis</i>	1		1	5	5	5	5.00	
		<i>Number of copies of IEC materials distributed</i>	<i>Distributes IEC materials of coconut-based food products</i>	20		50	5	5	5	5.00	
		<i>Number of beneficiaries served with technical assistance</i>									
		<i>Groups</i>									
		<i>Individuals</i>	<i>Briefs students and farmers/clients on coconut-based food products and its facilities and equipment</i>	10		20	5	5	5	5.00	
										4.818	
Average Rating			4.818	Comments and Recommendations for Development Purpose: <i>Easily adopts & applies new technologies</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.818								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

MARISEL A. LEORNA
Supervisor

Date: _____

Recommending Approval:

MARIA JULIET C. CENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

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.	Research projects conducted and/or completed on schedule:		January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
	<i>Proj. Title 1: Process Product Development and Commercialization of Coconut Food Products</i>	Prepared 1 terminal report	January 2020	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
	<i>Proj. Title 2: Development, Optimization and Market Study of Coconut Food Products</i>	Assisted project leader in the implementation of 2 research projects	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Supervised 20 preparation and processing of samples for the different treatments	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Prepared 50 materials and apparatus needed	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Conducted 54 research activities such as physico-chemical (TSS,pH,TA) and organoleptic evaluation	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
		Gathered and encoded 18 treatments/sets of research data	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
	<i>Proj. Title 2: Storage Characteristics of Coconut-based Food Products</i>	Assisted project leader in the implementation of 1 research project	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
2.	Conducts trainings on coconut-related topics	Conducted 2 trainings to clients on coconut-based food products	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	

3.	Briefings of students and farmers/clients on coconut-based food products and its facilities and equipment	Briefed 20 students and farmers/clients on coconut-based food products and its facilities and equipment	January 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
4.	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 2020	June 2020	Jan-Jun 2020	Very Impressive	Very Satisfactory	
5.	Put-up and man the NCRC-VSU exhibits to promote the NCRC-V technology							

* 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: January to June 2020

Name of Staff: MARIA FARAH A. VISCARA

Position: SRA

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		4.916				

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 of Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: NCRC-V

Name of Employee: MARIA FARAH A. VISCARA

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Data collection	 ✓	 ✓			
Coaching Data organization	 ✓	 ✓			

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

Conducted by:

MARISEL A. LEORNA
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
January to June 2020

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:

Date: January 7, 2020 Target Date: January 30, 2020

First Step:

Conduct meeting and programming of activities with the staff of the coconut food processing section.

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among staff.

Date: April 2, 2020 Target Date: April 15, 2020

Next Step:

Conduct researches on food product development from coconut.

Outcome: Available coconut based food technologies

Prepared by:

MARISEL A. LEORNA
Immediate Supervisor

Conforme:

MARIA FARAH A. VISCARA
Name of Ratee