



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**July to December 2021**

**Annex P**

Name of Administrative Staff/SRA: MARIA FARAH A. VISCARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.778	70%	3.344
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>

TOTAL NUMERICAL RATING: 4.74


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:

  
MARIA FARAH A. VISCARA  
Name of Staff

Reviewed by:

  
MARISEL A. LEORNA  
Director

Approved:

  
MARIA JULIET C. CENIZA  
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 July to December, 2021.

*Maria Farah A. Viscara*  
**MARIA FARAH A. VISCARA**  
 Science Aide

Date: \_\_\_\_\_

Approved:

*Marisel A. Leorna*  
**MARISEL A. LEORNA**  
 Director, NCRC-V

Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				Remarks
							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: Storage Characteristics of Coconut-based Food Products	Assists the project study leader in the implementation of the study	1	200.00%	2	5	5	5	5.00	
			Prepares materials and apparatus needed	72	200.00%	144	5	5	5	5.00	
			Prepares saturated salt solutions for EMC (equilibrium moisture content) analysis	8	100.00%	8	5	5	4	4.67	
			Set-up and calibrated incubators for the different temperature settings	3	100.00%	3	5	5	4	4.67	
			Prepares sample for EMC set-up, Aw and MC determination	1	100.00%	1	5	5	4	4.67	
			Monitors sample weights and its physical appearance	72	1200.00%	864	5	5	5	5.00	
			Prepare samples for shelf-life determination	108	100.00%	108	5	5	4	4.67	
			Analyze % moisture content of the product	108	183.33%	198	5	5	5	5.00	
	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									

		In institutional fora/conferences	Prepares report for in-house review, and regional RDE Symposium	2	100.00%	2	5	5	4	4.67	
<b>UMFO 4. EXTENSION SERVICES</b>											
		A40. Number of technical/expert services	Serves as a resource person/guest on Lubi Dabi program of VSU DYDC 104.7	1	100.00%	1	5	5	4	4.67	
		Number of copies of IEC materials distributed	Distributes IEC materials of coconut-based food products	20	250.00%	50	5	5	5	5.00	
		Number of beneficiaries served with technical assistance									
		Groups									
		Individuals	Briefs farmers/clients on coconut-based food products and its facilities and equipment thru inquiries via phone calls and messenger	10	200.00%	20	5	4	4	4.33	
										4.778	
Average Rating			4.778	Comments and Recommendations for Development Purpose: <i>Dependable and resourceful. Need to finish her M.S. Studies</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.778								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

MARISEL A. LEORNA  
Supervisor

Date: \_\_\_\_\_

Recommending Approval:

ROSA OPHELIA D. VELARDE  
Director for Research

Date: \_\_\_\_\_

Approved:

MARIA JULIET C. CENIZA  
Vice President for Research, Extension & Innovation

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:							
	Proj. Title 1: Storage Characteristics of Coconut-based Food Products	Assisted the project study leader in the implementation of 1 research project	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Prepared 144 materials and apparatus needed	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Prepared 8 saturated salt solutions for EMC (equilibrium moisture content) analysis	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Set-up and calibrated 3 incubators for the different temperature settings	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Prepared 1 sample for EMC set-up, Aw and MC determinaton	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Monitored 864 sample weights and its physical appearance	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Prepared 108 samples for shelf-life determination	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Analyzed 198 samples for % moisture content of the product	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
	Prepares report for in-house review and regional RDE Symposium	Prepared 2 reports for in-house review and regional RDE Symposium	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
2.	Serves as a resource person/guest on Lubi Dabi program of VSU DYDC 104.7	Served as a resource person/guest on 1 Lubi Dabi program of VSU DYDC 104.7	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
3.	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	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	

4.	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	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
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\* 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: JULY TO DECEMBER 2021

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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-HRM-26  
VO 11-12-2021

No. 297

Total Score					
B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )					
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 : \_\_\_\_\_

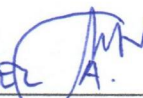
  
**MARISEL A. LEORNA**  
 Printed Name and Signature  
 Head of Office



Exhibit G

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2021

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

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  data collection					
	√	√			
Coaching on:  data analysis					
	√	√			

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

Conducted by:

**MARISEL A. LEORNA**

Immediate Supervisor

Noted by:

**MARISEL A. LEORNA**

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July to December 2021**

**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, 2021

**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, 2021

**Target Date:** September, 2021

**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:

Conforme:

  
MARIA FARAH A. VISCARA

  
MARISEL A. LEORNA  
Immediate Supervisor