



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**July to December 2023**

**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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING:

4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.82

FINAL NUMERICAL RATING

4.82

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Maria Farah A. Viscara  
MARIA FARAH A. VISCARA  
Name of Staff

Reviewed by:

Marisel A. Leorna  
MARISEL A. LEORNA  
Supervisor

Noted:

Rosa Ophelia D. Velarde  
ROSA OPHELIA D. VELARDE  
Director for Research

Approved:

Maria Juliet C. Ceniza  
MARIA JULET C. CENIZA  
Vice President for Research, Extension & Innovation

# 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 July 1 to December 31, 2023.

Maria Farah A. Viscara  
Science Aide  
Date: 12-29-23

Marisel A. Leorna  
Director, NCRC-V  
Date: 1-5-24

Maria Juliet C. Ceniza  
Vice President, OVPREI  
Date: 1-16-24

MFO No.	Description of MFO's/P	Success/ Performance Indicators (PI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be
							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 annual report	1	100.00%	1	4	4	5	4.33	
		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	100.00%	1	4	5	5	4.67	
			Prepares and process product samples for evaluation	2	100.00%	2	4	5	5	4.67	
			Prepares raw materials and apparatus needed	20	300.00%	60	5	5	5	5	
			Conduct research activities such as physico-chemical, sensory and organoleptic analysis	54	133.33%	72	5	5	5	5	



			Gather, encode and analyze research data	54	133.33%	72	5	5	5	5	
			Prepare project reports	10	100.00%	10	4	5	4	4.33	
			Conduct consumer acceptability of the developed products	2	100.00%	2	5	4	5	4.67	
<b>UFMO 4: Extension Services</b>											
		<b>PI 1:</b> Number of person-days trained weighted by length of training	Conduct skills training to interested clients	30	280.00%	84	5	5	5	5	
		<b>PI 2:</b> Number of trainings conducted	Conduct skills training on processing coconut-based food products	2	150.00%	3	5	5	5	5	
		<b>PI 3:</b> Number of IEC materials/technoguides developed/used	Distribute IEC materials of coconut-based food products	30	513.33%	154	5	5	5	5	
		<b>PI 4:</b> Number of beneficiaries served									
		Groups	Briefs farmers/clients on coconut-based food	1	100.00%	1	4	5	5	4.67	
		Individuals	Briefs farmers/clients on coconut-based food	20	770.00%	154	5	5	5	5	
		<b>Output Indicators</b>									
		<b>PI 13:</b> Number of trainees weighted by the length of training	Number of trainees weighted by the length of training	20	250.00%	50	5	5	5	5	
		<b>PI 15:</b> 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%	120.00%	90%	5	5	5	5	
		<b>Additional Outputs:</b>									
		<b>PI 18:</b> 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	200.00%	10	5	5	5	5	
<b>UFMO 6: General Administration and Support Services</b>											
		<b>PI 1:</b> Zero percent complaint from clients served	Serve clients with utmost satisfaction	complaint	100.00%	Zero complaint	5	5	5	5	
		<b>Additional Outputs</b>									
		Number of NCRC-V meetings conducted/	Attend monthly office meetings	6	100.00%	6	4	5	5	4.67	
		Number of documents reviewed/evaluated, signed and approved	Review and evaluate documents	20	350.00%	70	5	5	5	5	
		Number of reports prepared/reviewed/submitted, data and other information requested by other	Prepare monthly, quarterly, semi-annual, and annual reports for submission to admin and research office	10	100.00%	10	4	5	5	4.67	

		Sustainable income generation activities to support University activities (10% increase of income generated)	Assist in generating income (Coconut Food Processing Project)		150.00%		5	5	5	5	
				10%		15%					
			Helps monitor & implement STF 6.5 Project	1	100.00%	1	4	5	5	4.67	
										4.83	
		<b>Total Over-all Rating</b>									
		<b>Average Rating</b>	4.83	<b>Comments and Recommendations for Development Purposes:</b> <i>Dependable and very inductions</i>							
		<b>Approved Additional Points (w/ copy</b>									
		<b>FINAL RATING</b>	4.83								
		<b>ADJECTIVAL RATING</b>	Outstanding								

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
MARISEL A. LEORNA

Supervisor

Date: *1-5-24*

  
ROSA OPHELIA D. VELARDE

Director for Research

Date: *1-11-24*

  
MARIA JULIET C. CENIZA

Vice President, OVPREI

Date: *1-16-24*




## 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: Development, Optimization and Market Study of Coconut Food Products	Assisted the project leader in the implementation of 1 research project	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Prepared and process product samples for evaluation	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Prepared raw materials and apparatus needed	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Coinduct research activities such as physicio-chemical sensory and organoleptic analysis	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Gather and encode research data	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Analyze raw data for statistical analysis and interpret it	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
		Conduct consumer acceptability on the developed products	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
	Prepares report for in-house review and regional RDE Symposium	Prepared 2 reports for in-house review and regional RDE Symposium	July 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
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 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	
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 2023	Dec 2023	July -Dec 2023	Very Impressive	Outstanding	

\* 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 2023

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						

4.833



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 : \_\_\_\_\_

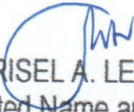
  
 MARISEL A. LEORNA  
 Printed Name and Signature  
 Supervisor

Exhibit G

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2023

	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		√			
report preparation		√			
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:

**MARIA JULIET C. CENIZA**

Next Higher Supervisor

cc: OVPI

ODABRD

PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July to December 2023**

**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 3, 2023

**Target Dat** July 7, 2023

**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:** July 24, 2023

**Target Dat** July 28, 2023

**Next Step:**

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

Evaluation of outputs

**Date:** July 31, 2023

**Target Dat** August 11, 2023

**Outcome:**

Available coconut-based food technologies.

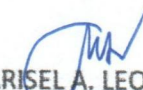
Trained interested clientele on coconut-based food technologies.

**Final Step/Recommendation:**

Prepared by:

Conforme:

  
MARIA FARAH A. VISCARA

  
MARISELA A. LEORNA  
Immediate Supervisor