NATIONAL COCONUT RESEARCH CENTER-VISAYAS

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JEREMIAS S. VESTRA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.855

TOTAL NUMERICAL RATING: 4.855
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.855
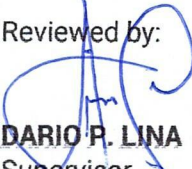
FINAL NUMERICAL RATING   4.855

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

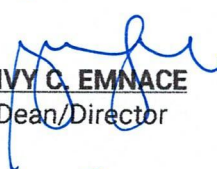**JEREMIAS S. VESTRA**
Name of Staff

Reviewed by:

DARIO P. LINA
Supervisor

Noted:

MARISEL A. LEORNA
Department/Office Head

Recommending Approval:

IVY C. EMNACE
Dean/Director

Approved:

SANTIAGO T. PEÑA, JR.
Vice President for REI

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENT

I, JEREMIAS S. VESTRA, Science Research Assistant 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- June, 2024.

JEREMIAS S. VESTRA
Ratee
Date: July 29, 2024

DARIO P. LINA
Supervisor
Date: July 29, 2024

MARISEL A. LEORNA
Director, NCRC-V
Date: July 29, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-plishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UFMO 4: Extension Services									
	PI 1: Number of person-days trained weighted by length of training	Trains as many coconut farmers and target beneficiaries & clients	20	25	5	5	5	5	
	PI 2: Number of trainings conducted	Conducts trainings on farming system	2	3	5	5	5	5	
	PI 4: Number of beneficiaries served								
	Groups	Briefs students/MSMEs/farmers/clients on coconut based farming systems	1	2	5	5	5	5	
	Individuals	Briefs students/MSMEs/farmers/clients on coconut based farming systems	25	30	5	5	5	5	
	PI 5: Number of technical/expert services								
	Resource Persons	*Acts as resource persons on trainings/ activities related to farming systems*	1	1	5	5	5	5	
	Outcome Indicator								
	PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Forges and maintains partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	2	5	5	5	5	
	Output Indicators								

	PI 13: Number of trainees weighted by the length of training	Trains as many coconut farmers and target beneficiaries & clients	5	6	4	5	5	4.667
	PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	Trains beneficiaries with utmost satisfaction	75%	90%	5	5	4	4.667
	Additional Outputs:							
	PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Serves clienteles registered during Farmers and Fisherfolks Day	25	30	4	5	5	4.667
	Income Generating and Production Services							
	Sustainable income generation activities to support university activities	Acts as project in charge of income generating projects	2	2	5	5	5	5
Total Over-all Rating								49.00

Average Rating (Total overall rating divided by 10)	4.90	**Comments and Recommendations for Development Purposes:**
Additional points:		
Approved Additional Points (w/ copy of Approval)		Very hardworking employee. Recommended for a permanent position.
FINAL RATING	~~49.00~~ 4.90	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by

DARIO P. LINA
Supervisor

Date: July 29, 2024

Approved by:

SANTIAGO T. PEÑA, JR.
Vice Preside for Research, Extension & Innovation
Date: August 7, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>National Coconut Research Center-Visayas</u>

Head of Office: <u>Marisel A. Leorna</u>
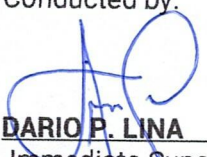
Number of Personnel: 47
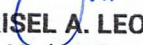
Name of Staff: JEREMIAS S. VESTRA

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:

DARIO P. LINA
Immediate Supervisor

Noted by:

MARISEL A. LEORNA
Next Higher Supervisor

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee : **JEREMIAS S. VESTRA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommend ation
1.	Prepares research outputs during in-house review	Prepared terminal reports	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
2.	Research projects conducted and/or completed on schedule:		Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
3	1) Use of botanical pesticides in improving coconut yield	Cosolidated data and analysis	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
4	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Cosilidated data and analysis	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
5	3) Methods of harvesting and its effects on the performance of seedlings	Consolidated data and analysis	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
6	4) Growth performance of newly established coconut plantation as affected by the age of seedling planted and the kind of fertilizer applied	Consolidated data and analysis	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
7	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
8		Write down reports of 4 projects	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
9	Conducts trainings on coconut-related topics	Conducted trainings to 30 clients on coconut related topics	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
10	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 75 farmers/clients on cultural management on coconut seedlings	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
11	Extension projects conducted and/or completed on schedule		Jan 2024	June 2024	Jan to June 2024		Outstanding	

12	1) Establishment of NCRC-V Coconut Nursery	In-charged in the establishment of two coconut seedling nuseries	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
		Collected/selected good seednuts	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
		Disposed/distributed cocnut seedling seedlings to farmers/clients	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
		Write down 2 project reports	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
	2) Assists in the establishments of livelihood opportunity for small-scale coconut farmers through expansion and establihments of community-based coconut seedling nurdery in Eastern Visayas	Assisted the distribution of coconut seedlings to the farmer beneficiary	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
		Periodically visited the nursery sites in Villaba and Inopacan	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
		Prepared billing statements for seedling payments	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
13	Distributes materials on coconut production information materials	Distributed 95 information materials on coconut production	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
14	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2 projects	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
15	Manages/monitors IGP projects and supervises field workers	Managed and monitored IGP 6.2 project and supervises field workers.	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	

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

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

DARIO P. LINA
Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2024

Name of Employee: JEREMIAS S. VESTRA
Performance Rating:

Aim: To be efficient and effective government worker in the implementation of
Research and Extension activities of the project as well as IGPs of the Center.

Proposed Interventions to Improve Performance and/or Competence and Qualification to

Date: January 4, 2024   **Target Dat:** January 10 , 2024

First Step:

Conduct meeting and planning activities to identify and develop research activities.

Result:

Identified and developed research and extension activities and implemented accordingly.
Improved relationship among co-workers and farmer clientele.

Date: January 15, 2024   **Target Dat:** January 30, 2024

Next Step:

Conduct research activities and supervised field workers.
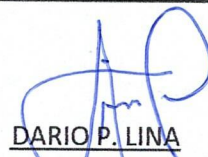
Outcome:

Successfully implemented research, extension and IGP activities and develop strong
relationships with the laborers.

Final Step/Recommendation:

Dependable, resourceful and time management with regards to project implementation.

Prepared by:

Conforme:

DARIO P. LINA
Immediate Supervisor

JEREMIAS S. VESTRA

NATIONAL COCONUT RESEARCH CENTER-VISAYAS

VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2024</u>
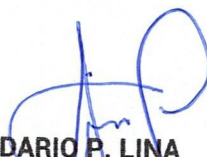Name of Staff: <u>JEREMIAS S. VESTRA</u>   Position: <u>SRA</u>

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			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:

DARIO P. LINA
Immediate Supervisor