



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

Annex P

Name of Administrative Staff: **JEREMIAS S. VESTRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.806	70%	3.364
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.789

TOTAL NUMERICAL RATING: 4.789

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.789

FINAL NUMERICAL RATING 4.789

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

JEREMIAS S. VESTRA
Name of Staff

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, JEREMIAS S. VESTRA, Science Research Assistant 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.

JEREMIAS S. VESTRA

Science Research Assistant

Date: _____

MARISLA A. LEORNA

Supervisor

Date: _____

Approved:

MARIA JULIET C. CENIZA

Vice Pres. For Research, Extension & Innovation

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. 1: Enhancing Coconut Productivity through Improved Strategies in Cultural and Production Management	Assists the project leader in the preparation of terminal report.	100%	100%	100%	5	5	4	4.67	
		Study 1: Development of techniques to improve fruit setting on coconuts	Prepares terminal report	1	100%	1	5	5	4	4.67	
		Study 2: Improving fruit setting by altering the morphology of coconut crown	Prepares terminal report	1	100%	1	5	5	4	4.67	
		Study 3: Comparative performance of dwarf and tall coconut cultivars at different population densities.	Prepares terminal report	1	100%	1	5	5	4	4.67	
		Study 4: Methods of harvesting and its effects on the performance of coconut seedlings	Prepares terminal report	1	100%	1	5	5	4	4.67	

		Study 5: Germination of coconut seednuts as affected by methods of harvesting	Prepares terminal report	1	100%	1	5	5	4	4.67	
UMFO 4. EXTENSION SERVICES											
	PI 2 Number of trainees weighted by the length of training	A37. Number of trainees weighted by length of training	Conduct trainings on increasing coconut production and preservation of ecological balance in the environment	1	100%	1	5	5	5	5.00	
		A40. Number of technical/expert services		1	100.00%	1	4	5	5	4.67	
		Number of copies of IEC materials distributed	Distributes IEC materials of coconut production and nursery establishments	70	107.00%	75	5	5	5	5.00	
		Number of beneficiaries served with technical assistance									
		Groups	Conduct trainings on increasing coconut production and preservation of ecological balance in the environment	1	100%	1	5	5	5	5.00	
		Individuals	Briefings of farmers/clients on cultural management (Coconut Seedling Production)	70	107.00%	75	5	5	5	5.00	
	Income Generating and Production Services										
	Sustainable income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Helps monitor IGP 6.2 Project. Making monthly financial reports	1	100%	1	5	5	5	5.00	
										4.806	
Average Rating			4.806	Comments and Recommendations for Development Purpose: <i>Dependable and resourceful. Advised to finish his MS. studies.</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.806								
ADJECTIVAL RATING			OUTSTANDING								

Evaluated and Rated by:

MARSEL A. LEORNA
Supervisor

Date:

Recommending /Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Date:

Approved:

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

Date:

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
1.	Prepares research outputs during in-house review	Prepared terminal reports	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
3	1) Use of botanical pesticides in improving coconut yield	Cosolidated data and analysis	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
4	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Cosolidated data and analysis	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
5	3) Methods of harvesting and its effects on the performance of seedlings	Consolidated data and analysis	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
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	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
7	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
8		Write down reports of 4 projects	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
9	Conducts trainings on coconut-related topics	Conducted trainings to 135 clients on coconut related topics	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
10	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 75 farmers/clients on cultural management on coconut seedlings	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
11	Extension projects conducted and/or completed on schedule		July 2021	Dec 2021	Dec 2021			

12	1) Establishment of NCRC-V Coconut Nuesery	In-charged in the establishment of two coconut seedling nurseries	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
		Collected/selected good seednuts	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
		Disposed/distributed cocnut seedling seedlings to farmers/clients	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
		Write down 2 project reports	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
	2) Assists in the establishments of livelihood opportunity for small-scale coconut farmers through expansion and establhmets of community-based coconut seedling nurdery in Eastern Visayas	Assisted the distribution of coconut seedlings to the farmer beneficiary	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
		Periodically visited the nursery sites in Villaba and Inopacan	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
		Prepared billing statements for seedling payments	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
13	Distributes materials on coconut production information materials	Distributed 75 information materials on coconut production	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
14	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2 projects	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	
15	Manages/monitors IGP projects and supervises field workers	Managed and monitored IGP 6.2 project and supervises field workers.	July 2021	Dec 2021	Dec 2021	Very Impressive	Very Satisfactory	

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

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


MARISEL A. LEORNA
Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

Name of Staff: JEREMIAS S. VESTRA 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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V0 11-12-2021

No. 297

57/12 = 4.75

Total Score						
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
 Head of Office

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: JEREMIAS S VESTRA

Head of Office: MARISEL A. LEORNA

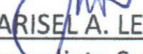
Number of Personnel: _____

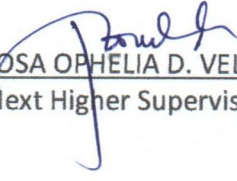
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data collection	✓	✓			
Coaching					
Report writing	✓	✓			

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

Conducted by:

Noted by:


MARISEL A. LEORNA
Immediate Supervisor


ROSA OPHELIA D. VELARDE
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2021

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: July 1, 2021 **Target Date:** 3rd Quarter

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: August 2, 2021 **Target Date:** September, 2021

Next Step:

Conduct research activities and supervised field workers.

Outcome:

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

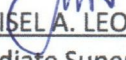
Final Step/Recommendation:

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

Prepared by:

Conforme:


JEREMIAS S. VESTRA


MARISELA A. LEORNA
Immediate Supervisor