NATIONAL COCONUT RESEARCH CENTER- VISAYAS
Visayas State University
Visca Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 525 0277
Email Address:
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2022

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	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.743

Total numerical rating: 4.743
Add: Additional approved points, if any: _____
TOTAL NUMERICAL RATING: 4.743

FINAL NUMERICAL RATING: 4.743
ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

MARIA FARAH A. VISCARA   **MARISEL A. LEORNA**
Name of Staff   NCRC Director

Approved:

MARIA JULIET C. CENIZA
Vice President, REI

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: 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. 11-2022

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>Maria Farah A. Viscara</u>, 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, 2022.

MARIA FARAH A. VISCARA
Science Aide
Date: _____

MARISEL A. LEORNA
Director, NCRC-V
Date: _____

MFO No.	Description of MFO's/PAP	Success/ Performance Indicators (PI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with
							Quality	Eficiency	Timeliness	Average	
UFMO 3: Research Innovation Services											
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences									
		In institutional fora/conferences	Prepares report for annual report and in-house review	2	100.00%	2	4	4	4	4	
		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	4	5	4.33	
			Prepares and process product samples for evaluation	2	100.00%	2	4	4	5	4.33	
			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	11	100.00%	11	4	4	4	4	
			Conduct consumer acceptability of the developed products	2	100.00%	2	5	4	5	4.67	
		PI 23: Number of VSU Technologies and/or creative works filed for IP Protection (i.e. patents, utility model, copyright, trademark)	Prepare draft for UM Application	1	100.00%	1	4	5	4	4.33	

		PI 25: Number of patent search conducted	Conduct patent search for makapuno ma	1	200.00%	2	5	5	5	5
UFMO 4: Extension Services										
		PI 1: Number of person-days trained weighted by length of training	Conduct skills training to interested clients	30	193.33%	58	5	5	5	5
		PI 2: Number of trainings conducted	Conduct skills training on processing coconut-based food products	2	150.00%	3	5	5	5	5
		PI 3: Number of IEC materials/technoguides developed/used	Distribute IEC materials of coconut-based food products	30	193.33%	58	5	5	5	5
		PI 4: Number of beneficiaries served								
		Groups								
		Individuals	Briefs farmers/clients on coconut-based food products	20	290.00%	58	5	5	5	5
UFMO 6: General Administration and Support Services										
		PI 1: Zero percent complaint from clients served	Serve clients with utmost satisfaction	Zero complaint		Zero complaint	5	5	5	5
		Additional Outputs								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Submit section's PPMP	2	100.00%	2	4	5	5	4.67
		Number of NCRC-V meetings conducted/ attended	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	150.00%	30	5	5	5	5
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepare monthly, quarterly, semi-annual, annual and in-house review reports for submission to admin and research office	11	100.00%	11	5	5	5	5
	Total Over-all Rating									4.74
	Average Rating		4.74							
	Approved Additional Points (w/ copy of Appr									
	FINAL RATING		4.74							
	ADJECTIVAL RATING		OUTSTANDING							

Comments and Recommendations for Development Purposes:

Has good frontline servicing.

Evaluated & Rated by:

MARISEL A. LEORNA
Supervisor
Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research
Date:

Approved by:

MARIA JULIET C. CENIZA
Vice President, OVPREI
Date:

Exhibit I

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/ Recommen dation
1	Number of research outputs presented in regional/national/ int'l fora/conferences	Prepared 2 reports for annual report and in-house review	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:							
	Project Title 1: Development, Optimization and Market Study of Coconut Food Products	Assisted the project leader in the implementation of 1 research project	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Prepared and processed 2 product samples for evaluation	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Prepared 60 raw materials and apparatus needed	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducted 72 sensory analysis	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Gathered, encoded and analyzed research data	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Prepared project reports (monthly, quarterly, semi-annual, annual and in-house review reports)	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducted 2 consumer acceptability on the developed product	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
3.	Number of VSU Technologies and/or creative works filed for IP Protection (i.e. patents, utility model, copyright, trademark)	Prepared 1 draft for UM Application	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
4	Number of person-days trained weighted by length of training	Conducted skills training to 58 interested clients	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
5	Number of trainings conducted	Conducted 3 skills training on processing coconut-based food products	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	

6	Number of IEC materials/technoguides developed/used	Distributed 58 IEC materials of coconut-based food products	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
7	Number of beneficiaries served	Briefed 58 farmers/clients on coconut-based food products	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
8	Zero percent complaint from clients served	Served clients with utmost satisfaction	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
9	Number of NCRC-V meetings conducted/ attended	Attended 6 monthly office meetings	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
10	Number of documents reviewed/evaluated, signed and approved	Reviewed and evaluated 30 documents	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
11	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	Prepared 11 reports: monthly, quarterly, in-house review, semi-annual and annual reports for submission to admin and research office	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	

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

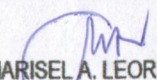** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

MARISEL A. LEORNA
Project Leader

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2022

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

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 w

Conducted by: Noted by:

MARISEL A. LEORNA   **MARIA JULIET C. CENIZA**
Immediate Supervisor   Next Higher Supervisor

cc: OVPI
    ODAHRD
    PRPEO

NATIONAL COCONUT RESEARCH CENTER-VISAYAS
Visca Baybay City, Leyte 6521-A, Philippines
Email Address: ncrc-v@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

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.

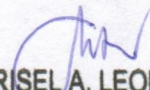| Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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					

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	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
Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2022

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 4, 2022   **Target Dat**   July 11, 2022

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: July 18, 2022   **Target Dat** July 20, 2022

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

Evaluation of outputs

Date: September 1, 2022   **Target Dat** December 23, 2022

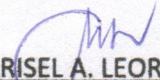**Outcome:**
Available coconut-based food technologies.
Trained interested clientele on coconut-based food technologies.

Final Step/Recommendation:
_____
_____

Prepared by:

Conforme:

MARISEL A. LEORNA
Immediate Supervisor

MARIA FARAH A. VISCARA