

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2018

Name of Administrative Staff : EDWIN T. OCOY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.901	70%	3.431
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.931

TOTAL NUMERICAL RATING : 4.931
Add: Additional Approved Points, if any :
TOTAL NUMERICAL RATING : 4.931

ADJECTIVAL RATING : Outstanding

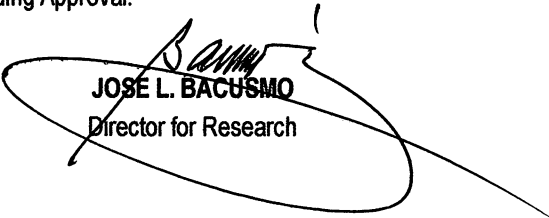
Prepared by:


EDWIN T. OCOY
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Director, NCRC-V

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, EDWIN T. OCOY, 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 2018.

EDWIN T. OCOY
Science Research Assistant

Date: _____

MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Advance Education Services (20%)										
UMFO 2. Higher Education										
UMFO 3. Research Services										
NCRC MFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
	In institutional fora/conferences		Prepares research outputs during in-house review	1	2	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule									
	1) Makapuno Embryo Culture Project		Supervises maintenance of field experiments (underbrushing, ringweeding and fertilization), laboratory and screenhouse	1	4	5	4	5	4.67	
			Supervises in rice hull charcoaling, soil sterilization, potting, repotting of makapuno seedlings	100 seedling	250 seedling	5	5	5	5.00	
			Supervises in harvesting makapuno nuts and meat processing	1000 nuts	3,000 nuts	5	5	5	5.00	

		Supervises deliveries of makapuno meat and nuts to clientele in Cebu, and other places	10	20	5	5	5	5.00	
		Mass production of makapuno seedlings	100	300	5	5	5	5.00	
		Compute and organizes data	1	4	5	5	5	5.00	
	2) Determination of the mode of inheritance and utilization of the "Pandan-aroma" gene(s) in the development of aromatic coconut varieties	Supervises collection of male inflorescences in Kidapawan City	1	2	5	5	5	5.00	
		Assist in the processing of pollen in the laboratory	1	2	5	5	5	5.00	
		Supervise the pollination activity	2	2	4	4	5	4.33	
		Supervise the underbrushing, ringweeding, planting and fertilization of newly planted pandan coconut at market area	3	4	4	5	5	4.67	
	3) Reinvigorating the coconut industry through in vitro culture (somatic embryogenesis) and strengthening agricultural biotechnology laboratories using advance and cost cutting methods and products	Supervises the renovation of Screenhouse	1	1	4	5	5	4.67	
		Assist in the preparation of PR for the procurement of materials and laboratory equipment	10	15	5	5	5	5.00	
		Assists in the procurement of construction materials for CTCL	10	15	5	5	5	5.00	
	4) Multilocation evaluation of promising drought tolerant coconut cultivars/hybrids	Supervises the collection of male inflorescence of Baybay Tall and Puringkitan	10	15	5	5	5	5.00	
		Supervises in the processing of pollen in the laboratory	10	15	5	5	5	5.00	
		Supervises the pollination activity	1	2	5	4	5	4.67	
		Organization of data for reports preparation	4	8	5	5	5	5.00	
	PI 8. Additional Outputs								
	Number of crop varieties /genetic resources conserved & utilized.	Conserve and utilize makapuno genetic resources for research and production purposes	5	7	4	5	5	4.67	
UMFO4. Extension/Production Services									
NCRC MFO 1. Extension Activities									
	PI 1. Number of person-days trained weighted by length of training	Conduct trainings on makapuno embryo culture technology	5	10	5	5	5	5.00	
	PI 3. Number of beneficiaries served								

	<i>Individuals</i>	Briefings of students and farmers/clients on makapuno technology and its facilities and equipment	50	100	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Distributes materials on makapuno production information materials	10	20	5	5	5	5.00	
	NCRC MFO 2. Production Activities								
	PI 1. 10% increase of income generated to support university projects	Assists in generating income (Makapuno Seedlings)	1,000	150,000	5	5	5	5.00	
	PI 2. Number of STF/IGPs monitored, supervised and managed	Supervises and monitor STF 6.4 project	1	1	4	5	5	4.67	
		Issues official receipts to clients	10	20	5	5	5	5.00	
		Remits income to cash division	6	10	5	5	5	5.00	
		Prepares monthly reports	2	12	5	5	5	5.00	
								4.901	
Average Rating		4.901	Comments and Recommendations for Development Purpose: <i>Good job! Keep up! However, may attend training on writing scientific publications in order to support one step in producing publications of outputs from RDE outputs activities</i>						
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.901							
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by::

MARIA JULIET C. CENIZA
Immediate Supervisor

Recommending Approval:

MA. JULIET C. CENIZA
Center Director

Approved:

OTHELMO B. CAPUNO
Vice Pres. for Res. & Ext.

Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : **JULY TO DECEMBER 2018**

Name of Staff : **EDWIN T. OCOY**

Position : **Science Research Assistant**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation :

Perform his job responsibilities with dedication & requires minimum supervision. Has outstanding performance! Keep up!

MARIA JULIET C. CENIZA
Unit Head

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Page 1 of 1

Information regarding the above is being provided for your information.

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PERFORMANCE MONITORING FORM

Name of Employee : **EDWIN T. OCOY**

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.	Prepares research outputs during in-house review	Prepared 2 research outputs during in-house review	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	1) Makapuno Embryo Culture project	Supervised 4 laborers in maintenance of field experiments (underbrushing, ringweeding)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised rice hull charcoaling, soil sterilization, potting, repotting of 150 makapuno seedlings	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised laborers in harvesting and hauling 3,000 makapuno nuts and meat processing	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised 20 deliveries of makapuno meat and nuts to clienteles in Manila, Cebu, Bohol and other places	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Mass production of makapuno seedlings (800 tissue cultured mak seedlings)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Computed and organizes 4 sets of data	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	2) Determination of the mode of inheritance and utilization of 'Pandan-aroma' gene(s) in the development of aromatic coconut varieties	Supervised collection 2 male inflorescence in General Santos City and Kidapawan City	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Assisted in the processing of pollen in the laboratory (2 times)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised 2 times pollination activity	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised the underbrushing, ringweeding, planting and fertilization of newly planted pandan coconut at market area (4 schedules)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

	3) Reinvigorating the coconut industry through in vitro culture (somatic embryogenesis) and strengthening agricultural biotechnology laboratories using advance and cost cutting methods and	Supervised the renovation of Screenhouse	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Assisted in the preparation of 15 PR for the procurement of materials and laboratory equipment	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Assisted in the procurement of construction materials for CTCL (15)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	4) Multilocation evaluation of promising drought tolerant coconut cultivars/hybrids	Supervised collection of 40 male inflorescence of Baybay Tall and Puringkitan	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Assisted in the processing of pollen in the laboratory (40)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Supervised 2 times pollination activity	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
		Organized 8 sets of data for reports preparation	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
3.	Conserves and utilizes makapuno genetic resources for research and production purposes	Conserved and utilizes 7 makapuno genetic resources for research and production purposes	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4.	Conducts trainings on makapuno embryo culture technology	Conducted trainings to 20 clients on makapuno embryo culture technology	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
5.	Briefs students and farmers/clients on makapuno technology and its facilities and equipment	Briefed 250 (students, farmers & clients) on makapuno technology and its facilities and equipment	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
6.	Distributes materials on coconut production information materials	Distributed 25 information materials on coconut production	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
7.	Assists in generating income (Makapuno Seedlings)	Generated 250,000 income of Makapuno project (STF 6.4)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
8.	Supervises and monitors STF 6.4 project	Supervised and monitored STF 6.4	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
9.	Issues Official receipts to clients	Issued 50 official receipt to clients	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	Remits income to cash division	Remitted STF 6.4 income to cash division	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	Writes research reports	Prepares monthly reports	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

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

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

MARIA JULIET C. CENIZA
Center Director

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July - December 2018


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

Name of Officer : **EDWIN T. OCOY**
Head of Office : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

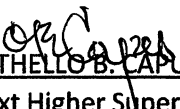
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring - field visits - data reporting - Evaluation and planning workshop	July 7, 2018	Dec. 19, 2018			
Coaching - Consultations		Dec. 19, 2018			

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

Conducted by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2018

Name of Employee: EDWIN T. OCOY
Performance Rating: Outstanding

Aim:
To enhance his ability in writing research proposals and scientific publications.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 1, 2018 **Target Date:** August 6, 2018

First Step:
Attend trainings and workshop on writing proposals and scientific publications.


Result:
Publications prepared for peer reviewed journals and packaged proposals submitted for funding.


Date: July 30, 2018 **Target Date:** September 2018

Next Step:
Enhancement trainings on implementation of researches by junior project leaders.

Outcome:
Successful implementation of research projects and timely delivery of outputs.

Final Step/Recommendation:
Highly recommended to be hired as core staff of the Center as replacement of senior staff who will soon retire.

Prepared by:

MARIA JULIET C. CENIZA
Center Director

Conforme:

EDWIN T. OCOY

DATE: 11/19/2004
TIME: 10:00 AM