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

Name of Administrative Staff : EDWIN T. OCOY

	Particulars	Numerical Rating	Percentage Weight	Equivalent Numerical Rating
	(1)	(2)	(3)	(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

	4.931
:	
	4.931
	Outstanding

Prepared by:

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



Date: _

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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>EDWIN T. OCOY</u>, 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 <u>July to December 2018</u>.

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EDWIN OCOY	MARIA JULIET C. CENIZA
ce Research Assistant	/Director, NCRC-V
-	Date:

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	MFO						F	Rating		
MFO No.	Descrip- tion	Success Indicator (SI)	Task Assigned	Target	Actual Accom- plishment	Quality	Efficiency	Timelines	Average	Remark
UMFO 1. Adv	ance Educat	ion Services (20%)				nerigial di Secreta del Richardo del Profilia de	-			
UMFO 2. Highe	er Education					MANY DESTRUCTION AND ADDRESS OF				
UMFO 3. Rese	arch Service	s								
NCRC M	FO 1. Resea	rch Activities								
	1	er of research outputs presented in ional/ int'l fora/conferences								
	In ins	titutional fora/conferences	Prepares research outputs during in-house review	1	2	5	5	5	5.00	
	PI 3. Number	er of research projects conducted and/or completed				***************************************		•		
	1) Ma	kapuno 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 clienteles in Cebu, and other places Mass production of makapuno seedlings Compute and organizes data 2) Determination of the mode of inheritance and utilization of the "Pandan-aroma" gene(s) in the development of aromatic coconut varieties Assist in the processing of pollen in the laboratory Supervises deliveries of makapuno meat and nuts to clienteles in Cebu, and other places Mass production of makapuno seedlings Compute and organizes data Supervises collection of male inflorescences in Kidapawan City Assist in the processing of pollen in the laboratory Supervise the pollination activity	100 1 1	300 4 2	5 5 5	5	5	5.00	
Compute and organizes data 2) Determination of the mode of inheritance and utilization of the "Pandan-aroma" gene(s) in the development of aromatic coconut varieties Assist in the processing of pollen in the laboratory	1	4		<u> </u>	5		
2) Determination of the mode of inheritance and utilization of the "Pandan-aroma" gene(s) in the development of aromatic coconut varieties Assist in the processing of pollen in the laboratory			5		, ,	5.00	
"Pandan-aroma" gene(s) in the development of aromatic coconut varieties Assist in the processing of pollen in the laboratory	1	2		5	5	5.00	
laboratory			5	5	5	5.00	
Supervise the pollination activity	1	2	5	5	5	5.00	
the state of the s	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	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 Supervises the collection of male inflorescence coconut cultivars/hybrids 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 & 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 Conduct trainings on makapuno embryo culture training	5	10	5	5	5	5.00	
PI 3. Number of beneficiaries served							

Individuals	Briefings of students and farmers/clients on makapuno technology and its facilities and	50	100	5	5	5	5.00	
PI 9. Additional outputs	equipment							
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 a	and Recommen	dations f	or Deve	lopmen	t Purpose:	
Punctuality		mod in	A 1 Keep to	1 //	vere	nau	tella !	transon on
Approved Additional Points (w/ copy of Approval)			Tig	a. R.P.	atin	d	oder.	to support
FINAL RATING	4.901	- willing sentiste just which the de out to from						
ADJECTIVAL RATING	Outstanding	- Jone job! Keep up! However, may bettend tenning on withing suitifu publications on order to apport one self in producing publications of outputs from and self in producing publications of outputs from and self in the activities						

Evaluated & Rated by::

MARIA JUNIET C. CENIZA Immediate Supervisor Recommending Approval:

MA. JULIET C. CENIZA

Approved:

OTHERD B. CAPUNO Vice Fres. for Res. & Ext.

Date:

Instrument for Performance Effectiveness of Administrative Staff Rating Period : <u>JULY TO DECEMBER 2018</u>

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.	Com	nitment (both for subordinates and supervisors	T		Scale	s	
	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.	(3)	4	3	2	1
	11.	Accepts objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(3)	4	3	2	1
	12	Willing to be trained and developed	(5)	4	3	2	1
		Total Score					
B.	Leade	rship & 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					
i		Average Score					

Overall recommendation :

Thinimum organishites with dedication & liquines thinimum organismin. Has putstanding performing! Reg of

MARIA JULIET C. CENIZA
Unit Head

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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 inhouse 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	
	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	Supervised the renovation of Screenhouse	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	advance and cost cutting methods and	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	
	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 faculties 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

MARIA JULIET C. CENIZA Center Director

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

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

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

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: 1

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

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

Conducted by:

Noted by:

Immediate Supervisor

cc: OVPI ODAHRD PRPEO

EMPLOYEE DEVELOPMENT PLANRating Period: July to December 2018

Name of Employee:		EDWIN T. OCOY	_			
Performa	nce Rating:	Outstanding	_			
Aim:	To enhance his	ability in writing researc	ch 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:						
Atte	end trainings and	workshop on writing pr		ntific		
		publication	ns.			
Result:						
	lications prepare funding.	d for peer reviewed jou	rnals and package	ed proposals submitted		
Date:	July 30, 2018		Target Date:	September 2018		
Next Step	:					
Enh	ancement trainir	ngs on implementation o	of researches by j	unior project leaders.		
Outcome:						
Successful implementation of research projects and timely delivery of outputs.						
Final Step	/Recommendati	on:				
High		d to be hired as core sta	ff of the Center a	s replacement of senior		
	Prepared by:		Conforme:			
	MARIA JOVET C	C. CENIZA		EDWIN T. OCOY		

YOUR THROUGH

- ได้ตั้งสาราช ของเป็นเป็นหลัง โดยหลังสหรับ Rudio และเล้า การะสาจัง โดยไป เบลลาลาการเสรา

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