



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2020**

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%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JEREMIAS S. VESTRA
Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA
Director

Recommending Approval:

JOSE L BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
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 January to June, 2020.

JEREMIAS S. VESTRA

Science Research Assistant

Date: _____

ALFREDO G. DINGAL

Supervisor

Date: _____

Approved:

MARIA JULIET C. CENIZA

Director, NCRC-V

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 implementation of the study.	100%	100%	100%	5	5	5	5.00	
		Study 1: Development of techniques to improve fruit setting on coconuts	Supervised laborers in land preparation, layouting and planting	2	100%	2	4	5	5	4.67	
		Study 2: Improving fruit setting by altering the morphology of coconut crown	Supervised field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	1	100%	1	4	5	5	4.67	
		Study 3: Comparative performance of dwarf and tall coconut cultivars at different population densities.	Data gathering on morphology, growth and yield of sample plants in different sites.	1	100%	1	5	5	4	4.67	
		Study 4: Methods of harvesting and its effects on the performance of coconut seedlings	Data analysis	1	100%	1	5	5	4	4.67	

		Study 5: Germination of coconut seednuts as affected by methods of harvesting	Writing reports	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	200%	2	5	5	5	5.00	
		A40. Number of technical/expert services		1	200.00%	2	5	5	5	5.00	
		Number of copies of IEC materials distributed	Distributes IEC materials of coconut production and nursery establishments	60	133.33%	80	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	4	5	5	4.67	
		Individuals	Briefings of farmers/clients on cultural management (Coconut Seedling Production)	60	133.33%	80	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	4	4.67	
										4.806	
Average Rating			4.806	Comments and Recommendations for Development Purpose: <i>He is innovative</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.806								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

ALFREDO G. DINGAL
Supervisor

Date: _____

Recommending Approval:

MARIA JULIE C. CENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension & Innovation

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	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
3	1) Use of botanical pesticides in improving coconut yield	Cosolidated data and analysis	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
4	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Cosolidated data and analysis	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
5	3) Methods of harvesting and its effects on the performance of seedlings	Consolidated data and analysis	Jan 2020	June 2020	June 2020	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	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
7	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
8		Write down reports of 4 projects	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
9	Conducts trainings on coconut-related topics	Conducted trainings to 135 clients on coconut related topics	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
10	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 200 farmers/clients on cultural management on coconut seedlings	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
11	Extension projects conducted and/or completed on schedule		Jan 2020	June 2020	June 2020			

12	1) Establishment of NCRC-V Coconut Nuesery	In-charged in the establishment of two coconut seedling nurseries	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
		Collected/selected good seednuts	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
		Disposed/distributed coconut seedling seedlings to farmers/clients	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
		Write down 2 project reports	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
	2) Assists in the establishments of livelihood opportunity for small-scale coconut farmers through expansion and establishments of community-based coconut seedling nursery in Eastern Visayas	Assisted the distribution of coconut seedlings to the farmer beneficiary	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
		Periodically visited the nursery sites in Villava and Inopaca						
		Prepared billing statements for seedling payments	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
13	Distributes materials on coconut production information materials	Distributed 150 information materials on coconut production	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
14	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2 projects	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
15	Manages/monitors IGP projects and supervises field workers	Managed and monitored IGP 6.2 project and supervises field workers.	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

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

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

ALFREDO G. DINGAL
Project Leader



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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
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 : _____


ALFREDO G. DINGAL
 Printed Name and Signature of Supervisor

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: MARIA JULIET C. CENIZA

Number of Personnel: _____

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

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

Conducted by:

ALFREDO G. DINGAL
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
January to June 2020

Name of Employee: JEREMIAS S. VESTRA

Performance Rating: _____

Aim: .To be efficient and effective worker in the implementation of research and extension activities of the project.

Proposed Interventions to Improve Performance:

Date: January 7, 2020 Target Date: January 30, 2020

First Step:

Conduct meeting and planning activities with the SRA

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among staff and clients.

Date: April 2, 2020 Target Date: April 15, 2020

Next Step:


Supervise laborers and conduct hands on research activities.

Outcome: Successful implementation of research activities and enhanced skills on research activities.

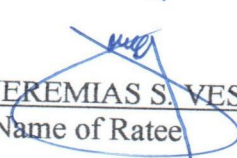
Final Step/Recommendation:

Enhance self-dependency, resourcefulness, and time management with regard to project implementation.

Prepared by:


ALFREDO G. DINGAL
Supervisor

Conforme:


JEREMIAS S. VESTRA
Name of Ratee