

VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

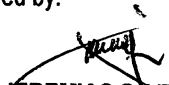
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
January to June 2018

Name of Administrative Staff : JEREMIAS S. VESTRA

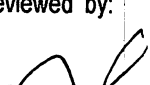
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.938	70%	3.457
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
			4.957

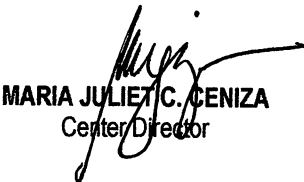
TOTAL NUMERICAL RATING :	4.957
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.957
ADJECTIVAL RATING :	Outstanding

Prepared by:

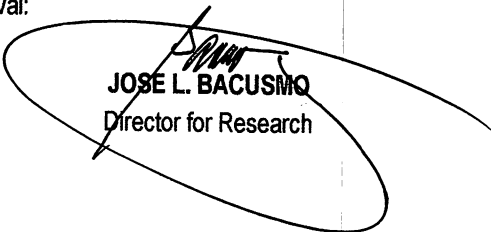
  
**JEREMIAS S. VESTRA**  
Name of Staff

Reviewed by:


  
**ALFREDO G. DINGAL**  
Project Leader

  
**MARIA JULIET C. CENIZA**  
Center Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
Vice President for Research



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, JEREMAS 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, 2018.

JEREMAS S. VESTRA  
Science Research Assistant  
Date: \_\_\_\_\_

ALFREDO G. DINGAL  
Project Leader  
Date: \_\_\_\_\_

MARIA JULIET C. CENIZA  
Director, NCRC-V  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
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 foral/conferences									
	In institutional fora/conferences		Prepares research outputs during in-house review	2	4	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule									
	1) Development of techniques to improve fruit setting on coconut.			2	4	5	5	5	5.00	
	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings		Supervised laborers in land preparation, layouting and planting							
	3) Development of techniques in the production and establishments of quality planting materials in coconut.		Supervised field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	1	2	5	5	5	5.00	
	5) Establishment of Coconut Nursery/Seedgarden		Data gathering on morphology, growth and yield of sample palms in different sites	1	4	5	5	5	5.00	
			Data analysis	1	4	5	5	5	4.83	
			Writing reports	1	4	5	5	4.5	4.83	
UMFO4. Extension/Production Services										
NCRC MFO 1. Extension Activities										
	PI 1. Number of person-days trained weighted by length of training		Conduct trainings on coconut-related topics	10	135	5	5	4.5	4.83	

	PI 3. Number of beneficiaries served								
	Individuals	Briefings of farmers/clients on cultural management (Coconut Seedlings Production)	50	200	5	5	5	5.00	
	PI 4. Number of extension projects conducted and/or completed on schedule								
	1) Establishment of NCRC-V Coconut Nursery	Takes charge in the establishment of coconut seedlings	1	2	5	5	4.5	4.83	
		Supervises collection/selecting good seednuts	100	1,000	5	5	5	5.00	
		Supervises disposal/distribution of coconut seedlings to farmers/clients	500	1,000	5	5	5	5.00	
		Report writing	1	2	5	5	4.5	4.83	
	PI 9. Additional outputs								
	Number of copies of IEC materials distributed	Distributes materials on coconut production information materials	50	150	5	5	4.5	4.83	
	<b>NCRC MFO 2. Production Services</b>								
	PI 1. 10% increase of income generated to support university projects	Manage Coconut Seedling Production	10%	15%	5	5	5	5.00	
	PI 2. Number of STF/IGPs monitored, supervised and managed	Manage and monitor IGP Projects	1	2	5	5	5	5.00	
		Supervises field workers in the set-up of seednuts and in	1	3	5	5	5	5.00	
		Issues Official Receipts to Clients	5	20	5	5	5	5.00	
		Remits income to cash division	3	10	5	5	5	5.00	
		Prepares monthly report	2	12	5	5	5	5.00	
	Total Over-all Rating							94.00	
	Average Rating							4.947	
	Adjectival Rating							0	

Evaluated & Rated by:

**ALFREDO G. DINGAL**  
Immediate Supervisor

Recommending Approval:

**MARIA JULIET C. CENIZA**  
Center Director

Approved:

**OTHELLO B. CAPUNO**  
Vice President, Res & Ext

Comments & Recommendations for Development Purpose:

*He can be trusted in aspects of his work for staff development for.*

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2018

Name of Staff : JEREMIAS S. VESTRA

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
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		60				
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		25				
Average Score		5				

Overall recommendation :

ALFREDO G. DINGAL  
Project Leader

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2018

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : JEREMIAS VESTRA  
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 January 2018					
	√	√			
Coaching  May-18					
		√	√		

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

Conducted by:

ALFREDO DINGAL  
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## 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/ Recommendation
1.	Prepares research outputs during in-house review	Prepared 4 research outputs during in-house review	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
2.	Research projects conducted and/or completed on schedule:		January 2018	June 2018	June 2018			
	1) Use of botanical pesticides in improving coconut yield	Supervised 4 laborers in land preparation, layouting and planting	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Supervised 2 field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	3) Methods of harvesting and its effects on the performance of seedlings	Gathered data on morphology, growth and yield of sample palms in 4 different experimental sites	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	4) Growth performance of newly established coconut plantation as affected by the age of seedling planted and the kind of fertilizer applied	Gathered data on plant damages due to pest and drought on 3 experimental sites	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Write down reports of 4 projects	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
3.	Conducts trainings on coconut-related topics	Conducted trainings to 135 clients on coconut related topics	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
4.	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 200 farmers/clients on cultural management on coconut seedlings	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
5.	Extension projects conducted and/or completed on schedule		January 2018	June 2018	June 2018			
	1) Establishment of NCRC-V Coconut Nursery	In-charged in the establishment of 2 Makapuno Nursery	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Collected/selected good seednuts	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Disposed/distributed makapuno seedlings to farmers/clients	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Write down 2 project reports	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	

	Distributes materials on coconut production information materials	Distributed 150 information materials on coconut production	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2&IGP 6.7 projects	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	Manages/monitors IGP projects and supervises field workers	Managed and monitored 2 projects (IGP 6.2 & IGP 6.7) and supervises field workers.	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	

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

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

  
 ALFREDO G. DINGAL  
 Immediate Supervisor

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: January to June 2018**

Name of Employee : JEREMIAS S. VESTRA  
Performance Rating : \_\_\_\_\_

Aim: To be an efficient, effective and outstanding worker.

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

Date: January 8, 2018 Target Date: 1st Quarter

First Step: \_\_\_\_\_  
Involve the employee in management and implementation of the project.

Result: \_\_\_\_\_  
Enhance knowledgte in terms of project management was developed.

Date: June 2018 Target Date: 2nd quarter

Next Step: \_\_\_\_\_  
conduct planning and management of project activities.

Outcome: \_\_\_\_\_  
Equipped with necessary workfing relationships among project personnel.

Prepared by:

ALFREDO DINGAL  
Immediate Supervisor

Conforme:

JEREMIAS S. VESTRA