

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 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	4.951	70%	3.466
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00 (4.94)	30%	(1.48) 1.50
			(4.948)

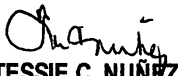
4.966 ✓


TOTAL NUMERICAL RATING : 4.966
(4.948)
Add: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : (4.948) 4.966
ADJECTIVAL RATING : Outstanding

Prepared by:

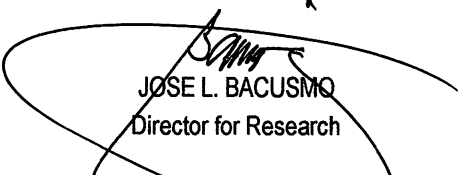

EDWIN T. OCOY
Name of Staff

Reviewed by:


TESSIE C. NUNEZ
Project Leader


MARIA JULIET C. CENIZA
Center Director

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

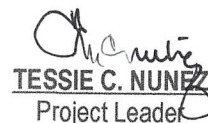


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

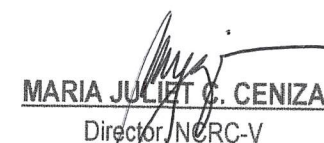
I, EDWIN T. OCOY, Science Research Assistant of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.


EDWIN T. OCOY
Science Research Assistant

Date: _____


TESSIE C. NUNEZ
Project Leader

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	5	5	5.00	
			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	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	5	4.50	
		Supervise the underbrushing, ringweeding, planting and fertilization of newly planted pandan coconut at market area	3	4	4.5	5	5	4.83	
	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	20	5	5	5	5.00	
		Supervises in the processing of pollen in the laboratory	10	20	5	5	5	5.00	
		Supervises the pollination activity	1	2	5	5	5	5.00	
		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	5	5	5	5.00	
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	10	20	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	250	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Distributes materials on makapuno production information materials	10	25	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/GPs 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	6	5	5	5	5.00	
Total Over-all Rating								133.67	
Average Rating								4.951	
Adjectival Rating								0	

Evaluated & Rated by::


TESSI C. NUNEZ
 Immediate Supervisor

Recommending Approval:


MA. JULIET C. CENIZA
 Center Director

Approved:


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

Date: _____

Comments & Recommendations for Development Purpose:

you have excellently performed your duties. With your great sense of responsibility and abilities you can take on higher duties. Pursue your M.S. degree

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2018Name of Staff : EDWIN T. OCOYPosition : 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.	(3)	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	12	(5.0)		
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	24				
	Average Score	4.8				

N/A

Overall recommendation :

Tessie C. Nunez
TESSIE C. NUNEZ
 Project Leader

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 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	Jan. 9, 2018 May 7, 2018	June 13, 2018			
Coaching - Consultations		June 13, 2018			

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

Conducted by:


TESSIE C. NUÑEZ
Immediate Supervisor

Noted by:


MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

RESEARCH REPORT ON THE
EFFECTS OF THE
NEW YORK STATE
LEGISLATION

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
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RESEARCH REPORT ON THE
EFFECTS OF THE
NEW YORK STATE
LEGISLATION

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21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

RESEARCH REPORT ON THE
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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	Research projects conducted and/or completed on schedule:							
	1) Makapuno Embryo Culture project	Supervised 4 laborers in maintenance of field experiments (underbrushing, ringweeding)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised rice hull charcoaling, soil sterilization, potting, repotting of 150 makapuno seedlings	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised laborers in harvesting and hauling 3,000 makapuno nuts and meat processing	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised 20 deliveries of makapuno meat and nuts to clienteles in Manila, Cebu, Bohol and other places	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Mass production of makapuno seedlings (800 tissue cultured mak seedlings)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Computed and organizes 4 sets of data	January 2018	June 2018	June 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	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Assisted in the processing of pollen in the laboratory (2 times)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised 2 times pollination activity	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised the underbrushing, ringweeding, planting and fertilization of newly planted pandan coconut at market area (4 schedules)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	

Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Outcome	Case Remarks
1001	John Doe	Personal Injury	Settled	2023-01-15	New York	Car accident on I-95	\$50,000	Settlement reached after 3 months
1002	Jane Smith	Contract Dispute	Settled	2023-02-01	California	Software license agreement	\$25,000	Settlement reached after 2 months
1003	Robert Johnson	Real Estate	Settled	2023-02-10	Florida	Property boundary dispute	\$15,000	Settlement reached after 1 month
1004	Emily White	Medical Malpractice	Settled	2023-03-05	Illinois	Wrongful death claim	\$100,000	Settlement reached after 6 months
1005	Michael Brown	Employment	Settled	2023-03-15	Texas	Wrongful termination	\$30,000	Settlement reached after 4 months
1006	Sarah Green	Personal Injury	Settled	2023-04-01	Ohio	Slip and fall accident	\$20,000	Settlement reached after 3 months
1007	David Lee	Contract Dispute	Settled	2023-04-10	Georgia	Construction contract	\$40,000	Settlement reached after 5 months
1008	Lisa King	Real Estate	Settled	2023-04-20	Arizona	Property damage claim	\$18,000	Settlement reached after 2 months
1009	James Hall	Medical Malpractice	Settled	2023-05-05	Michigan	Medical negligence	\$75,000	Settlement reached after 7 months
1010	Amanda Taylor	Employment	Settled	2023-05-15	Washington	Sexual harassment claim	\$35,000	Settlement reached after 4 months
1011	Christopher Adams	Personal Injury	Settled	2023-06-01	Colorado	Boat accident	\$22,000	Settlement reached after 3 months
1012	Nicole Baker	Contract Dispute	Settled	2023-06-10	Idaho	Software development contract	\$28,000	Settlement reached after 4 months
1013	Kevin Clark	Real Estate	Settled	2023-06-20	Montana	Property boundary dispute	\$16,000	Settlement reached after 2 months
1014	Michelle Evans	Medical Malpractice	Settled	2023-07-05	North Carolina	Medical negligence	\$80,000	Settlement reached after 6 months
1015	Gregory Foster	Employment	Settled	2023-07-15	South Carolina	Wrongful termination	\$32,000	Settlement reached after 4 months
1016	Stephanie Gibson	Personal Injury	Settled	2023-08-01	Delaware	Car accident	\$24,000	Settlement reached after 3 months
1017	Timothy Harris	Contract Dispute	Settled	2023-08-10	District of Columbia	Software license agreement	\$26,000	Settlement reached after 4 months
1018	Rebecca Ivers	Real Estate	Settled	2023-08-20	Alaska	Property boundary dispute	\$17,000	Settlement reached after 2 months
1019	Jonathan Jones	Medical Malpractice	Settled	2023-09-05	Alabama	Medical negligence	\$78,000	Settlement reached after 6 months
1020	Victoria Kelly	Employment	Settled	2023-09-15	Louisiana	Sexual harassment claim	\$34,000	Settlement reached after 4 months
1021	Benjamin King	Personal Injury	Settled	2023-10-01	Mississippi	Boat accident	\$21,000	Settlement reached after 3 months
1022	Olivia Lee	Contract Dispute	Settled	2023-10-10	West Virginia	Software development contract	\$27,000	Settlement reached after 4 months
1023	Christopher Miller	Real Estate	Settled	2023-10-20	Nebraska	Property boundary dispute	\$19,000	Settlement reached after 2 months
1024	Isabella Nelson	Medical Malpractice	Settled	2023-11-05	Oklahoma	Medical negligence	\$79,000	Settlement reached after 6 months
1025	Matthew Oliver	Employment	Settled	2023-11-15	Arkansas	Wrongful termination	\$31,000	Settlement reached after 4 months
1026	Grace Parker	Personal Injury	Settled	2023-12-01	Kansas	Car accident	\$23,000	Settlement reached after 3 months
1027	Samuel Quinn	Contract Dispute	Settled	2023-12-10	Tennessee	Software license agreement	\$29,000	Settlement reached after 4 months
1028	Chloe Reed	Real Estate	Settled	2023-12-20	Missouri	Property boundary dispute	\$18,000	Settlement reached after 2 months
1029	Lucas Scott	Medical Malpractice	Settled	2024-01-05	Wisconsin	Medical negligence	\$81,000	Settlement reached after 6 months
1030	Madeline Torres	Employment	Settled	2024-01-15	Minnesota	Sexual harassment claim	\$33,000	Settlement reached after 4 months

	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	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Assisted in the preparation of 15 PR for the procurement of materials and laboratory equipment	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Assisted in the procurement of construction materials for CTCL (15)	January 2018	June 2018	June 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	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Assisted in the processing of pollen in the laboratory (40)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Supervised 2 times pollination activity	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
		Organized 8 sets of data for reports preparation	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
2	Conserves and utilizes makapuno genetic resources for research and production purposes	Conserved and utilizes 7 makapuno genetic resources for research and production purposes	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
3	Conducts trainings on makapuno embryo culture technology	Conducted trainings to 20 clients on makapuno embryo culture technology	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
4	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	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
5	Distributes materials on coconut production information materials	Distributed 25 information materials on coconut production	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
6	Assists in generating income (Makapuno Seedlings)	Generated 250,000 income of Makapuno project (STF 6.4)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
7	Supervises and monitors STF 6.4 project	Supervised and monitored STF 6.4	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
8	Issues Official receipts to clients	Issued 50 official receipt to clients	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	Remits income to cash division	Remitted STF 6.4 income to cash division	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	Writes research reports	Prepares monthly reports	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


Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2018

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

Aim: To broaden his knowledge on conducting field and laboratory studies in crops.

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

Date: January 2018 **Target Date:** 1st Quarter

First Step:
Encourage him to attend seminars and conferences dealing with crop research.

Result:
Better understanding of methodologies and problems in conducting/handling crop researches.

Date: June 2018 **Target Date:** 2nd Quarter

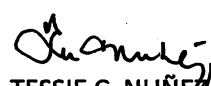
Next Step:
Conduct of evaluation and planning workshop with the Varietal Improvement Section Staff

Outcome:
1. Problems and accomplishments of the employee will be discussed to find solutions and ways to improve management of experiments.
2. Ability to analyze problems and formulate solutions will be enhanced

Final Step/Recommendation:
The employee will be required to write plans for the succeeding year's implementation of the projects he is currently handling.

Conforme:

Prepared by:


TESSIE C. NUÑEZ
 Immediate Supervisor


EDWIN T. OCOY

10-11-68

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

NAME: [illegible]
ADDRESS: [illegible]

TO: [illegible]
FROM: [illegible]
SUBJECT: [illegible]

DATE: [illegible]
TIME: [illegible]
PLACE: [illegible]

REMARKS: [illegible]

REPORT BY: [illegible]
REPORT TO: [illegible]

REMARKS: [illegible]

REMARKS: [illegible]

[Signature]
SPECIAL AGENT IN CHARGE

NATIONAL A. L. BROWN
[illegible]