



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2020**

Annex P

Name of Administrative Staff: MARIA FARAH A. VISCARA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
TOTAL NUMERICAL RATING			4.765

TOTAL NUMERICAL RATING: 4.765


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.765

FINAL NUMERICAL RATING 4.765

ADJECTIVAL RATING: Outstanding


Prepared by:


MARIA FARAH A. VISCARA
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA FARAH A. VISCARA, Science Aide 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, 2020.

Maria Farah A. Viscara
MARIA FARAH A. VISCARA
Science Aide

Date: _____

Marisel A. Leorna
MARISEL A. LEORNA
Supervisor

Date: _____

Approved:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Details of Accomplishment	Rating				Remark
							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. Title 1: Development, Optimization and Market Study of Coconut Food Products	Assists the project leader in the implementation of the study.	1		2	5	5	5	5.00	
			Prepares & process product samples for evaluation.	10		20	5	5	5	5.00	
			Prepares raw materials and apparatus needed.	20		50	5	5	5	5.00	
			Conduct research activities such as physico-chemical (TSS, pH, TA) and organoleptic analysis.	20		150	5	5	4	4.67	
			Gather and encode research data.	2		18	5	4	5	4.67	
		Proj. Title 2: Storage Characteristics of Coconut-based Food Products	Assists the project leader in the implementation of the study.	1		1	5	5	4	4.67	
	PI 4 Number of research outputs presented in regional/national/int'l fora/conferences	A30. Number of research outputs presented in regional/national/int'l conferences									
		In institutional fora/ conferences	Prepares report for in-house review, regional RDE Symposium & annual report	1		1	5	4	5	4.67	

												4.810
Average Rating				4.810				Comments and Recommendations for Development Purpose: <i>skilled in computer-related data processing Has to develop on product innovation.</i>				
Punctuality												
Approved Additional Points (w/ copy of Approval)												
FINAL RATING				4.810								
ADJECTIVAL RATING				Outstanding								

Evaluated and Rated by:

MARISEL A. LEORNA
Supervisor

Date: _____

Recommending Approval:

MARIA JULIET C. GENIZA
Center Director

Date: _____

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: MARIA FARAH A. VISCARA

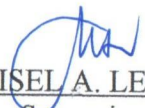
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	<i>Assists in the implementation of research</i>							
2	<i>Proj. Title 1: Development, Optimization and Market Study of Coconut Food Products</i>	<i>Assists the project leader in the implementation of the study.</i>	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
3		<i>Prepares & process product samples for evaluation.</i>	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
4		<i>Prepares raw materials and apparatus needed.</i>	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
		<i>Develop coconut-based food products</i>						
5		<i>Evaluate the quality of the develop products in terms of organoleptic & physico chemical qualities</i>	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
6		<i>Optimize/standardize the process & formulation of coconut food products</i>	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
7		<i>Gather and encode + analyze</i>	July 2020	December	December	Very	Very	

8		<i>research data.</i>		2020	2020	Impressive	Satisfactory	
9	Proj. Title 2: Storage Characteristics of Coconut-based Food Products	Assists the project leader in the implementation of the study.	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
10		Conduct storage studies of the develop coconut food products	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
11	Number of research outputs presented in regional/national/int'l conferences		July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	
12	In institutional fora/ conferences	Prepares report for in-house review, regional RDE Symposium & annual report	July 2020	December 2020	December 2020	Very Impressive	Very Satisfactory	

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

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

Prepared by:


MARISEL A. LEORNA
 Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: MARIA FARAH A. VISCARA 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

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 : _____


 MARISEL A. LEORNA
 Printed Name and Signature of Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2020

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

Name of Officer : MARIA FARAH A. VISCARA

Head of Section : MARISEL A. LEORNA

Number of Personnel: 1

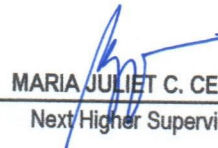
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Data Collection	√	√			
Coaching					
Data Organization	√	√			

Note: Please indicate the date in the appropriate box when the monitoring

Conducted by:


MARISEL A. LEORNA
Immediate Supervisor

Noted by:


MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
July to December 2020

Name of Employee: MARIA FARAH A. VISCARA

Performance Rating: _____

Aim: To be efficient and effective worker in the implementation of research and extension activities of the coconut food processing section

Proposed Interventions to Improve Performance:

Date: July 5, 2020

Target Date: July 30, 2020

First Step:

Conduct meeting and programming of activities with the staff of the coconut food processing section.

Result:

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

Date: August 2, 2020

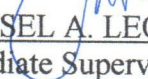
Target Date: October 5, 2020

Next Step:


Conduct researches on food product development from coconut.

Outcome: Available coconut based food technologies

Prepared by:


MARISEL A. LEORNA
Immediate Supervisor

Conforme:


MARIA FARAH A. VISCARA
Name of Ratee