

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : JEREMIAS S. VESTRA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.958	70%	3.471
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.971

TOTAL NUMERICAL RATING : 4.971
Add: Additional Approved Points, if any :
TOTAL NUMERICAL RATING : 4.971

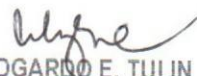
ADJECTIVAL RATING : Outstanding

Prepared by:  **JEREMIAS S. VESTRA**
Name of Staff

Reviewed by: **ALFREDO G. DINGAL**
Project Leader

MARIA SOLEET C. CENIZA
Director, NCRC-V

Recommending Approval: 
REMBERTO A. PATINDOL
PMT Chairman

Approved: 
EDGARDO E. TULIN
President



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (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 July to December 2017.

JEREMIAS S. VESTRA
Science Research Assistant
Date: _____

ALFREDO G. DINGAL
Project Leader
Date: _____

MARIA CRISTINA 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/ intl' foral/conferences								
		In institutional fora/conferences								
		PI 3. Number of research projects conducted and/or completed on schedule	Prepares research outputs during in-house review	2	5	5	5	5	5.00	
		1) Methods of harvesting and their effects on the performance of seedlings	Supervises laborers in land preparation, layouting and planting	2	4	5	5	5	5.00	
		2) Comparative field performance of dwarf and tall cultivars using population densities	Supervises field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	1	2	5	5	5	5.00	
		3) Development of techniques to improve fruit setting on coconut	Gathers data on morphology, growth and yield of sample palms in different sites	1	4	5	5	5	5.00	
		4) Livelihood Opportunity for Small-Scale Coconut Farmers through Expansion and Establishment of Community-Based Coconut Seedling	Supervises farmers in the establish of coconut nursery	1	5	5	5	5	5.00	
		5) Establishment of Coconut Nursery/Seedgarden	Data analysis	1	8	5	5	5	5.00	

UMFO4. Extension/Production Services	Writing reports	1	4	5	5	5	5.00
NCRC MFO 1. Extension Activities							
PI 1. Number of person-days trained weighted by length of training	Conduct trainings on coconut-related topics	10	20	5	5	4.5	4.83
PI 3. Number of beneficiaries served							
Individuals							
PI 4. Number of extension projects conducted and/or completed on schedule	Briefings of farmers/clients on cultural management (Coconut Seedlings Production)	50	200	5	5	5	5.00
1) Establishment of NCRC-V Coconut Nursery	Takes charge in the establishment of coconut seedlings	1	2	5	5	5	5.00
	Collects/select good coconut seednuts	100	1,300	5	5	5	5.00
	Disposes/distributes of coconut seedlings to farmers/clients	500	1,200	5	5	5	5.00
PI 9. Additional outputs	Report writing	1	2	5	5	4.5	4.83
Number of copies of IEC materials distributed	Distributes coconut production information materials	50	105	5	5	5	5.00
NCRC MFO 2. Production Services							
PI 1. 10% increase of income generate to support university projects	Manages Coconut Seedling Production	10%	15%	5	5	5	5.00
PI 2. Number of STFI/IGPs monitored, supervised and managed	Manages and monitor IGP projects	1	2	5	5	5	5.00
	Supervises field workers in the set-up of seednuts and in maintaining the project	1	2	5	5	5	5.00
	Issues Official Receipts to Clients	5	8	5	5	5	5.00
	Remits income to cash division	3	5	5	5	5	5.00
	Prepares monthly report	6	6	4	5	4.5	4.50
Total Overall Rating							99.17
Average Rating							4.958
Adjectival Rating							0

Received by:

Calibrated by:

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
 Chairman, PMT


TERESITA L. QUINANOLA
 PRPEO


OTHELLO E. CAPUNO
 Vice Pres. for Research & Extension


EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2017

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						

Overall recommendation :

ALFREDO S. DINGAL
Project Leader

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2017

Name of Employee: JEREMIAS S. VESTRA

Performance Rating: _____

Aim: To further improve the employee's ability to manage the implementation of projects

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

Date: July 2017 Target Date: 3rd Quarter

First Step: Involved the employee in management and implementation of the project

Result: Enhance knowledge in terms of project management was developed

Date: December 2017 Target Date: 4th Quarter

Next Step: Conduct planning and management of project activities.

Outcome: Harmonious relationship among working project personnel.

Prepared by:


MARIA JULIET C. CENIZA
Unit Head



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (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 2018.

JEREMIAS S. VESTRA
Science Research Assistant
Date: _____

ALFREDO G. DINGAL
Project Leader
Date: _____

MARILUJET C. CENIZA
Director, NCRC-V
Date: _____

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	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							
		PI 3. Number of research projects conducted and/or completed on schedule	Prepares research outputs during in-house review	2					
		1) Use of botanical pesticides in improving coconut yield	Supervises laborers in land preparation, layouting and planting	2					
		2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Supervises field workers on the following activities: weeding, underbrushing, watering, spraying and fertilizer application	1					
		3) Methods of harvesting and its effects on the performance of seedlings	Gathers data on morphology, growth and yield of sample palms in different sites	1					
		4) Growth performance of newly established coconut plantation as affected by the age of seedling planted and the kind of fertilizer applied	Gathers data on plant damages due to pest and drought	1					
		5) Establishment of Coconut Nursery/Seedgarden	Data analysis	1					

