

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2019

Name of Administrative Staff : **MARIA FARAH A. VISCARA**

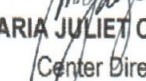
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.894	70%	3.426
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.88	30%	1.46
			4.891

TOTAL NUMERICAL RATING :	<u>4.891</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.891</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


MARIA FARAH A. VISCARA
 Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
 Center Director

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension



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 January to June, 2019.

Farah
MARIA FARAH A. VISCARA
Science Aide

Date: _____

Marisel
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)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In institutional fora/conferences		Prepares research outputs during in-house review	2	2	5	4	5	4.67	
		A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs								
		Proj. Title: Process Product Development and Commercialization of coconut Food Products									
		Study 1: Development and quality evaluation of biscotti using locally available flavorants.		Supervise in preparing & processing of samples for the different treatments.	11	33	5	5	5	5.00	
				Prepares the materials and apparatus needed.	20	50	5	5	5	5.00	
				Conduct research activities such as weighing, titration and determining pH, TA and TSS.	33	99	5	5	4	4.67	
				Gathering, encoding and analyzing data.	2	4	5	5	5	5.00	

		Study 2: Optimization on the formulation of makapuno macaroons with the incorporation of pressed coconut meat.		Assists the project leader in the implementation of the research.	1	1	5	5	5	5.00	
				Prepares the materials needed: raw materials and utensils	20	50	5	5	5	5.00	
				Make forms (sensory evaluation form and master sheet for sensory evaluation)	30	40	5	4	5	4.67	
				Conduct sensory evaluation to several panelist	30	30	5	5	5	5.00	
				Encoding and analyzing data and interpreting results	2	4	5	5	5	5.00	
				Supervises laboratory/production workers in processing coconut-based food product.	5	5	4	5	5	4.67	
				Facilitate in the implementation of GMP and SSOP in the laboratory/processing section.	2	2	5	5	5	5.00	
				Supervises in the delivery of products to clientele in Manila and in other areas.	1	4	5	5	5	5.00	
				Monitor cash flow, raw materials and product inventory.	3	3	5	5	4	4.67	
				Make schedule of activities for laborers	6	6	5	5	5	5.00	
		A14. Number of technologies generated and utilized by industries and farmers or other clients.	NCRC Core Faculty Researchers & SRAs								
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training	NCRC Core Staff, SRA/Aide, Admin. Aide	Conduct trainings on processing coconut-based food products	1	1	5	5	5	5.00	
		A16. Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide								
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs								
		Groups									
		Individuals		Briefs students and farmers/clients on coconut-based food products and its facilities and equipment	50	70	5	5	5	5.00	
		A18. Number of technical/expert services	NCRC Core Faculty Researchers and SRAs								
		Research Mentoring		Mentors VFES pupil on his Science Investigatory Project and Undergrad student in her thesis study	2	2	5	5	5	5.00	

		Study 2: Optimization on the formulation of makapuno macaroons with the incorporation of pressed coconut meat.		Assists the project leader in the implementation of the research.	1	1	5	5	5	5.00	
				Prepares the materials needed: raw materials and utensils	20	50	5	5	5	5.00	
				Make forms (sensory evaluation form and master sheet for sensory evaluation)	30	40	5	4	5	4.67	
				Conduct sensory evaluation to several panelist	30	30	5	5	5	5.00	
				Encoding and analyzing data and interpreting results	2	4	5	5	5	5.00	
				Supervises laboratory/production workers in processing coconut-based food product.	5	5	4	5	5	4.67	
				Facilitate in the implementation of GMP and SSOP in the laboratory/processing section.	2	2	5	5	5	5.00	
				Supervises in the delivery of products to clientele in Manila and in other areas.	1	4	5	5	5	5.00	
				Monitor cash flow, raw materials and product inventory.	3	3	5	5	4	4.67	
				Make schedule of activities for laborers	6	6	5	5	5	5.00	
		A14. Number of technologies generated and utilized by industries and farmers or other clients.	NCRC Core Faculty Researchers & SRAs								
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training	NCRC Core Staff, SRA/Aide, Admin. Aide	Conduct trainings on processing coconut-based food products	1	1	5	5	5	5.00	
		A16. Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide								
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs								
		Groups									
		Individuals		Briefs students and farmers/clients on coconut-based food products and its facilities and equipment	50	70	5	5	5	5.00	
		A18. Number of technical/expert services	NCRC Core Faculty Researchers and SRAs								
		Research Mentoring		Mentors VFES pupil on his Science Investigatory Project and Undergrad student in her thesis study	2	2	5	5	5	5.00	

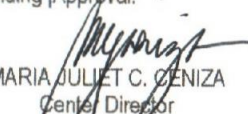
		A19. Number of extension projects conducted and/or completed on schedule	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers								
		A24. Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Distributes IEC materials of coconut-based food products	50	100	5	5	5	5.00	
		A 26: Number of exhibits/agro-fairs participated (National Regional)	NCRC Core Staff, SRA/Aide/Admin aide, Laborers	Put-up and man the NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-V technologies developed	2	3	5	5	5	5.00	
	Sustainable income generation activities to support University activities	A28. 10% increase of income generated to support university projects	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Assist in generating income (Coconut Food Processing Project)	10%	15%	4	5	5	4.67	
		A29. Number of STF/IGP's monitored, supervised and managed	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Supervise and monitor STF 6.5 project	1	1	5	5	4	4.67	
		A30. Number of technologies commercialized used by the industry	NCRC Core Staff, SRA/Aide, Laborers								
										4.894	
Average Rating				4.894		Comments and Recommendations for Development Purpose: Open to advance learning.					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING				4.894							
ADJECTIVAL RATING				Outstanding							

Evaluated and Rated by:


MARISEL A. LEORNA
Supervisor

Date: _____

Recommending Approval:


MARIA JULIET C. ZENIZA
Center Director

Date: _____

Approved:


OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2019Position : Science AideName of Staff : MARIA FARAH A. VISCARA

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.	(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					

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					
	Average Score					

Overall recommendation :

She is committed to deliver quality output.


MARISEL A. LEORNA
 Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2019

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

Name of Officer : MARIA FARAH A. VISCARA
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	✓	✓			
Coaching	✓	✓			

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

Conducted by:

MARISEL A. LEORNA
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2019

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 and/or Competence and Qualification to assume higher responsibilities:

Date: January 2, 2019 **Target Date:** January 31, 2019

First Step:
Conduct meeting & programming of activities with the staff of coconut food processing section.

Result:
Enhance knowledge on the implementation of the activities of the section and develop better relationship among staff

Date: Feb. 4, 2019 **Target Date:** June 27, 2019

Next Step:
Conduct researches on food product development from coconut & conduct trainings on coconut-based food technologies.
Evaluation of outputs.

Outcome:
Available coconut-based food technologies.
Trained interested clientele on coconut-based food technologies.

Prepared by:

Conforme:


MARISELA A. LEORNA
 Immediate Supervisor


MARIA FARAH A. VISCARA
 SRA