

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff/SRA: JEREMIAS S. VESTRA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JEREMIAS S. VESTRA
Name of Staff

Reviewed by:

DARIO P. LINA
Supervisor

Noted:

MARISEL A. LEORNA
Director, NCRC-V

Approved:

MARIA JULIET C. CENIZA
Vice President for Research, Extension & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENTS

I, JEREMIAS S. VESTRA, Science Research Assistant of the NATIONAL COCONUT RESEARCH CENTER-Visayas commit to deliver and agree to be rated on the attainment of the following targets in accordance with indicated measures for the period January- June, 2023.

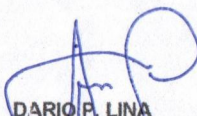
JEREMIAS S. VESTRA
SRA
Date: 07/20/2023

MARISLA A. LEORNA
Director, NCRC-V
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UFMO 4: Extension Services										
		PI 1: Number of person-days trained weighted by length of training	5	200.00%	10	5	5	5	5	
		PI 2: Number of trainings conducted	1	200.00%	2	5	5	5	5	
		PI 4: Number of beneficiaries served								
		Groups	1	100.00%	1	4	5	5	4.667	
		Individuals	25	120.00%	30	5	5	5	5	
		PI 5: Number of technical/expert services								
		Resource Persons	1	100.00%	1	5	4	5	4.667	
		Outcome Indicator								
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	100.00%	1	4	5	5	4.667	
		Output Indicators								


	<u>PI 13:</u> Number of trainees weighted by the length of training	5	200.00%	10	5	5	5	5	
	<u>PI 15:</u> Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	75%	120.00%	90%	5	4	5	4.667	
	Additional Outputs:								
	<u>PI 20:</u> Number of clientele served/ registered during Farmers' and Fisherfolks' Day	25	120.00%	30	4	5	5	4.667	
	<u>Income Generating and Production Services</u>								
	Sustainable income generation activities to support university activities	2	100.00%	2	4	5	5	4.667	
	Total Over-all Rating							4.80	
	Average Rating	4.80	Comments and Recommendations for Development Purposes: <i>Diligent worker.</i> <i>Recommended for a regular position</i>						
	Approved Additional Points (w/ copy of Approval)								
	FINAL RATING	4.80							
	ADJECTIVAL RATING	Outstanding							

Evaluated & Rated by

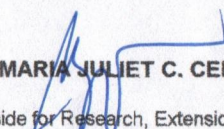

DARIO F. LINA
 Supervisor

Date:

Approved by:


ROSA OPHELIA D. VELARDE
 Director for Research

Date:


MARIA JULIET C. CENIZA
 Vice Preside for Research, Extension & Innovation

Date:

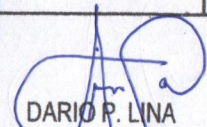
PERFORMANCE MONITORING FORM

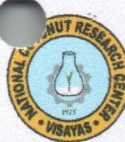
Name of Employee : **JEREMIAS S. VESTRA**

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	Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
2		Write down reports of 4 projects	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
3	Conducts trainings on coconut-related topics	Conducted trainings to 135 clients on coconut related topics	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
4	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 75 farmers/clients on cultural management on coconut seedlings	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
5	Extension projects conducted and/or completed on schedule		Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
6	1) Establishment of NCRC-V Coconut Nuesery	In-charged in the establishment of two coconut seedling nurseries	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Collected/selected good seednuts	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Disposed/distributed cocnut seedling seedlings to farmers/clients	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Write down 2 project reports	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
7	Distributes materials on coconut production information materials	Distributed 95 information materials on coconut production	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
8	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2 projects	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
9	Manages/monitors IGP projects and supervises field workers	Managed and monitored two IGP 6.2 project and supervises field workers.	Jan 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	

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

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


DARIO P. LINA
 Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: JEREMIAS S. VESTRA 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.

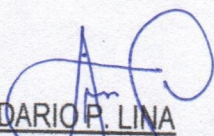
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
Total Score		59/12				

4.916

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 : _____


DARIO P. LINA
 Printed Name and Signature
 Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

January to June 2023

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

Name of Office: NCRC-V

Name of Employee: JEREMIAS S VESTRA

Head of Office: MARISEL A. LEORNA

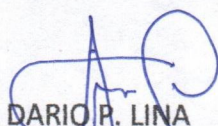
Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data collection	✓	✓			
Coaching					
Report submission	✓	✓			

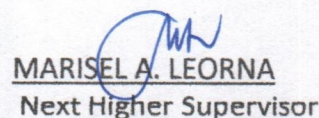
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


DARIO P. LINA

Immediate Supervisor


MARISEL A. LEORNA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JEREMIAS S. VESTRA
Performance Rating: Outstanding

Aim: To enhance his supervisory skills

Proposed Interventions to Improve Performance:

Date: January 11, 2023 Target Date: June 13, 2023

First Step:

Enjoin him to attend a Performance development seminar

Result:

Had attended the POAP seminar on "Employee Skill Enhancement: A Supervisory Development Seminar"

Date: June 19, 2023 Target Date: June 26, 2023

Next Step: Conduct a re-echo seminar on "Employee Skill Enhancement" A Supervisory Development Seminar

Outcome: Successfully imparted his knowledge on the said subject.
Was able to use his knowledge in the field setting.

Final Step/Recommendation:

Final Step/Recommendation:

Recommended for a regular appointment position.

Prepared by:

DARIO P. LINA
Director, NCRC

Conforme:

JEREMIAS S. VESTRA
Name of Ratee