

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : EDWIN T. OCOY

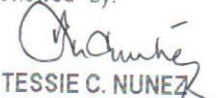
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.951	70%	3.466
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.966

TOTAL NUMERICAL RATING : 4.966
Add: Additional Approved Points, if any :
TOTAL NUMERICAL RATING : 4.966
ADJECTIVAL RATING : Outstanding

Prepared by:


EDWIN T. OCOY
Name of Staff

Reviewed by:


TESSIE C. NUNEZ
Project Leader


MARIA JULIET 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, 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 July to December 2017.


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	10 seedling	200 seedling	5	5	5	5.00	

		Supervises in harvesting makapuno nuts and meat processing	10 nuts	3,500 nuts	5	5	5	5.00	
		Supervises deliveries of makapuno meat and nuts to clienteles in Manila, Cebu, Bohol and other places	10	20	5	5	5	5.00	
		Mass production of makapuno seedlings	100	250	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	30	40	5	5	5	5.00	
		Supervises in the processing of pollen in the laboratory	30	40	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 generate to support university projects	Assists in generating income (Makapuno Seedlings)	1,000	250,000	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	20	50	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	

Received by:

Calibrated by:

Recommending Approval:

Approved:


GERESTA L. QUINANOLA
Chairman, PMT


REMBERTO A. PATINDOL
Chairman, PMT


OTHELLO B. CAPUNO
Vice Pres. for Research & Extension


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

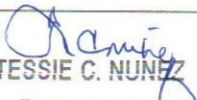
Rating Period : July - December 2017Name of Staff : EDWIN T. OCOYPosition : Science Research Assistant

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.	(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	5				

Overall recommendation :


TESSIE C. NUNEZ
 Project Leader

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2017

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: July 2017 Target Date: 3rd 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.

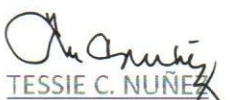
Date: December 2017 Target Date: 4th Quarter

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 three projects he is currently handling.

Prepared by:


TESSIE C. NUÑEZ
Immediate Supervisor



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
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		Supervises in harvesting makapuno nuts and meat processing	10 nuts						
		Supervises deliveries of makapuno meat and nuts to clienteltes in Manila, Cebu, Bohol and other places	10						
		Mass production of makapuno seedlings	100						
		Compute and organizes data	1						
		Supervises collection of male inflorescences in General Santos City and Kidapawan City	1						
		Assist in the processing of pollen in the laboratory	1						
		Supervise the pollination activity	2						
		Supervise the underbrushing, ringweeding, planting and fertilization of newly planted pandan coconut at market area	3						
		Supervises the renovation of Screenhouse	1						
		Assist in the preparation of PR for the procurement of materials and laboratory equipment	10						
		Assists in the procurement of construction materials for CTCL	10						
		Supervises the collection of male inflorescence of Baybay Tall and Puringkitan	30						
		Supervises in the processing of pollen in the laboratory	30						
		Supervises the pollination activity	1						
		Organization of data for reports preparation	4						
	Pt 8.	Additional Outputs							

