



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2023**

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	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: _____

4.86

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

4.86

FINAL NUMERICAL RATING _____

4.86

ADJECTIVAL RATING: _____

OUTSTANDING

Prepared by: _____

Reviewed by: _____

JEREMIAS S. VESTRA

Name of Staff

DARIO P. LINA

Supervisor

Noted: _____

MARISOL A. LEORNA
Director, NCRC-V

Approved: _____

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - ACCOMPLISHMENT

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 July to December, 2023.

JEREMIAS S. VESTRA

SRA

Date: 1-3-24

MARISEL A. LEORNA

Director, NCRC-V

Date: 1-5-24

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%	10	5	5	5	5	
		PI2: Number of trainings conducted	1	100%	1	4	5	5	4.67	
		PI 4: Number of beneficiaries served								
		Groups								
		Individuals	25	120%	30	4	5	5	4.67	
		PI 5: Number of technical/expert services								
		Resource Persons	1	200%	2	5	5	5	5	
		Outcome Indicator								
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	1	200%	2	5	5	5	5	
		Output Indicators								

	<u>PI 13: Number of trainees weighted by the length of training</u>	5	200%	10	5	5	5	5	
	<u>PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance</u>	75%	113%	85%	4	5	5	4.67	
	<u>Additional Outputs:</u>								
	<u>PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day</u>	25	120%	30	4	5	5	4.67	
	<u>Additional Outputs</u>								
	<u>Income Generating and Production Services</u>								
	Sustainable income generation activities to support university activities	2	200%	4	5	5	5	5	
	Total Over-all Rating							4.85	
	Average Rating	4.85	Comments and Recommendations for Development Purposes: <i>Recommended for a regular position.</i>						
	Approved Additional Points (w/ copy of Approval)								
	FINAL RATING	4.85							
	ADJECTIVAL RATING	Outstand							

Evaluated & Rated by:


DARIO P. LINA

Supervisor

Date:

1-4-24

Approved by:


MARIA JULIET C. GENIZA

Vice President for Research, Extension & Innovation

Date:

1-16-24

PERFORMANCE MONITORING FORM

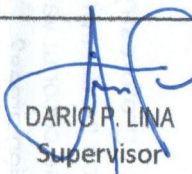
Name of Employee : **JEREMIAS S. VESTRA**

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.	Prepares research outputs during in-house review	Prepared terminal reports	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
2.	Research projects conducted and/or completed on schedule:		July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
3	1) Use of botanical pesticides in improving coconut yield	Cosolidated data and analysis	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
4	2) Comparative productivity of dwarf and tall cultivars planted using different population densities of seedlings	Cosolidated data and analysis	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
5	3) Methods of harvesting and its effects on the performance of seedlings	Consolidated data and analysis	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
6	4) Growth performance of newly established coconut plantation as affected by the age of seedling planted and the kind of fertilizer applied	Consolidated data and analysis	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
7	5) Establishment of Coconut Nursery/Seedgarden	Analyzed 4 sets of data	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
8		Write down reports of 4 projects	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
9	Conducts trainings on coconut-related topics	Conducted trainings to 30 clients on coconut related topics	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
10	Briefs farmers/clients on cultural management (Coconut Seedlings Production)	Briefed 75 farmers/clients on cultural management on coconut seedlings	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
11	Extension projects conducted and/or completed on schedule		July 2023	December 2023	Jul-December 2023		Outstanding	

12	1) Establishment of NCRC-V Coconut Nuesery	In-charged in the establishment of two coconut seedling nurseries	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
		Collected/selected good seednuts	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
		Disposed/distributed coconut seedling seedlings to farmers/clients	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
		Write down 2 project reports	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
	2) Assists in the establishments of livelihood opportunity for small-scale coconut farmers through expansion and establishments of community-based coconut seedling nursery in Eastern Visayas	Assisted the distribution of coconut seedlings to the farmer beneficiary	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
		Periodically visited the nursery sites in Villaba and Inopacan	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
		Prepared billing statements for seedling payments	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
13	Distributes materials on coconut production information materials	Distributed 95 information materials on coconut production	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
14	Generates 10% increase of IGPs income to support university project	Generated 15% increase of IGP 6.2 projects	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	
15	Manages/monitors IGP projects and supervises field workers	Managed and monitored IGP 6.2 project and supervises field workers.	July 2023	December 2023	Jul-December 2023	Very Impressive	Outstanding	

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

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


DARIO R. LINA
Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 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

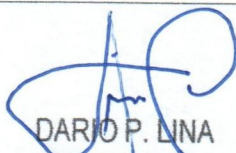
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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						

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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

July to December 2023

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

Name of Office: NCRC-V

Name of Employee: JEREMIAS S VESTRA

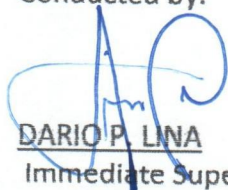
Head of Office: MARISEL A. LEORNA

Number of Personnel: _____

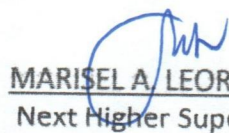
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data collection	✓	✓			
Coaching					
Report submission	✓	✓			

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

Conducted by:


DARIO P. LINA
 Immediate Supervisor

Noted by:


MARISEL A. LEORNA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2022

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

Aim: To be efficient and effective government worker in the implementation of Research and Extension activities of the project as well as IGPs of the Center.

Proposed Interventions to Improve Performance and/or Competence and Qualification to

Date: July 3, 2023 **Target Date:** July 11, 2023

First Step:

Conduct meeting and planning activities to identify and develop research activities.

Result:

Identified and developed research and extension activities and implemented accordingly.
Improved relationship among co-workers and farmer clientele.

Date: July 14, 2023 **Target Date:** July 31, 2023

Next Step:

Conduct research activities and supervised field workers.

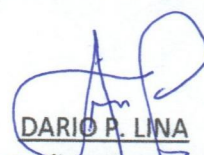
Outcome:

Successfully implemented research, extension and IGP activities and develop strong relationships with the laborers.

Final Step/Recommendation:

Dependable, resourceful and time management with regards to project implementation.

Prepared by:


DARIO P. LINA
Immediate Supervisor

Conforme:


JEREMIAS S. VESTRA