



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

July to December 2022

Name of Administrative Staff **EDRALIN M. MALASAGA**

Particulars (1)	Numerical rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.388
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
TOTAL NUMERICAL RATING			4.863

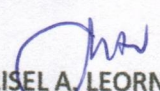
Total numerical rating: 4.863
Add: Additional approved points, if any: _____
TOTAL NUMERICAL RATING: 4.863

FINAL NUMERICAL RATING: 4.863
ADJECTIVAL RATING: Outstanding

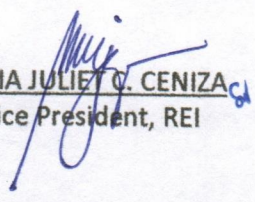
Prepared by:


EDRALIN M. MALASAGA
Name of Staff

Reviewed by:


MARISEL A. LEORNA
NCRC Director

Approved:


MARIA JULIET C. CENIZA
Vice President, REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - ACCOMPLISHMENTS

"Exhibit B"

I, **EDRALIN M. MALASAGA**, 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 the indicated measures for the period July to December 31, 2022

EDRALIN M. MALASAGA
Science Research Assistant
Date: _____

Recommending Approval: **MARIO E. BALIAD**
Supervisor
Date: _____

Approved: **MARISEL A. LEORNA**
Director, NCRC-V
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Center Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS
							Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH INNOVATION SERVICES											
		PI 2: Number of research outputs presented in regional/national/ international fora/conferences									
		In national fora/conferences									
		In regional fora/conferences									
		In institutional fora/conferences	Prepares and submit research outputs during In-house review	2	100%	2	5	5	5	5.00	
		PI 3: Number of research projects/study conducted and/or completed on schedule									
		Project 1: Collection and characterization of local and introduced coconut cultivars/hybrids (2 Studies)	Assists the project leader in the implementation of research on coconut germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervise laborers on the field maintenance of the coconut germplasm collection such as ringweeding, underbrushing/grasscutting, cutting and proper disposal of damage coco-palms, planting and/or replanting of new coconut seedlings.	2	200%	4	5	5	4	4.67	

			Monitor pests and diseases incidence on the coconut populations in the germplasm collection and application of biological control agent to infested coco-palms.	200	225%	450	5	5	5	5.00	
			Supervise laborers in harvesting and hauling nut samples from 18 newly-bearing coconut accessions in the germplasm collection	2	200%	4	5	5	5	5.00	
			Supervise laborers in data gathering of different coconut accessions:								
			a) Flowering characteristics	200	150%	300	5	5	5	5.00	
			b) Growth characteristics	200	225%	450	5	5	5	5.00	
			c) Nut yield and nut component characteristics data	500	200%	1000	5	5	5	5.00	
			d) Percent (%)oil content of meat	20	100%	20	5	5	5	5.00	
			Encode, compute and compile sets of data collected from different coconut cultivars	20	100%	20	5	5	5	5.00	
			Reports preparation	2	400%	8	5	5	5	5.00	
		Project 2: Performance of different intercroops under coconut using organic and inorganic fertilizer	Supervise laborers in the field maintenance, fertilizations and yield data collections of different intercroops under coconut	2	100%	2	4	4	5	4.33	
		PI 9: Number of coconut varietiesconserved and utilized by the coconut farmers/owners and/or beneficiaries	Number of coconut varieties conserved and maintained in NCRC-V coconut germplasm and served as genetic resources for research, breeding works and production purposes.	45	100.0%	45	5	5	5	5.00	
			Coconut cultivars utilized for research, breeding works, food processing and production purposes	12	100.0%	12	5	5	5	5.00	
		Additional Outputs:									
		PI 14: Number of coconut Manual produced	Update NCRC-V coconut Manual on Characteristics of different VSU coconut accessions	1	100.0%	1	4	4	4	4.00	
UMFO 4. EXTENSION SERVICES											
		PI 1: Number of person-days trained weighed by length of training	Conduct trainings to TAFTEPA, Sta Fe, Leyte on identification of pest and diseases of coconut and its biological control	10	150%	15	5	5	5	5.00	
		PI 2: Number of trainings conducted	Conduct trainings on coconut intercropping and identification of pest and diseases of coconut	1	100%	1	5	5	5	5.00	
		PI 3: Number of IEC materials/technologies developed/used	Updates IEC materials/technologies of coconut	2	100%	2	4	5	4	4.33	
		PI 4: Number of beneficiaries served									
		Groups	Briefing and provide technical information on a group of visitors or coconut farmers/clients/intrepreneurs	1	200%	2	5	5	5	5.00	

	Individuals	Facilitates coconut farmers, students and /or other clientele thru mobile phone and/or face-to-face inquiring and acquiring coconut planting materials and intercrops	3	160%	5	5	5	4	4.67	
	PI 5: Number of technical/expert services	Provides technical assistance to coconut farmers/clienteles on coconut production, cultural and pest management of coconut and intercropping under coconut	2	150%	3	5	5	5	5.00	
	Research Mentoring									
	Resource Persons	Provides technical/expert services to coconut farmers and or other clientele	1	100%	1	5	5	5	5.00	
	PI 6: Number of extension projects conducted and/or completed on schedule	Assists implementation of approved extension project	1	100%	1	5	5	4	4.67	
	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervise laborers in the field maintenance of coconut demonstration farm and production intercrops planting materials	1	100%	1	4	5	5	4.67	
	Additional Outputs:									
	PI 17: Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fair, field days, agri-exhibit, Techno-forum, Techno-festival	Participates agri-fairs to showcase the products of the technologies generated from the center.	1	400%	4	5	5	5	5.00	
	PI 18: Number of clients assisted in agri-fair, walk-in clients, training requests, in-house reviews, trainings and related activities	Assist clients request for trainings, during agri-fairs, trainings, in-house reviews, walk-in clients and other related activities	5	100%	5	4	5	4	4.33	
	PI 20: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Facilitates coconut farmers/ clientele during Farmers' and Fisherfolks' Day								
UMFO 5. SUPPORT TO OPERATIONS (STO)										
	MFO 3. Evaluation Services									
	PI 6: Number of in-house seminars/training/workshops/ reviews conducted/attended	Attend Research Development and Extension in-house review/seminars and workshops	2	150%	3	4	5	5	4.67	
UMFO 6. General Administration & Support Services (GASS)										
	PI 1: Zero percent complaint from clients served	Provides customer friendly frontline services to clients			Zero % complaint					
	Additional Outputs:									
	Submission of projects' PPMP for the following year within deadline as prescribed by BAC	Prepares and submit project's PPMP for the following year within deadline as prescribed by BAC	2							
	Number of NCRC-V meetings conducted/attended	Attend NCRC-V monthly meetings	5	100%	5		5	5	5.00	

		Number of documents reviewed/ evaluated, signed and approved	Reviews and signed documents	6	400%	24	5	5	5	5.00	
		Number of reports prepared/reviewed/submitted, data and other information requested by other office	Prepares and submit progress reports to OVPREI	2	300%	6	5	5	5	5.00	
		Total Over-all Rating								4.84	
		Average Rating									
		Approved Additional Points (w/ copy of Approval)									
		FINAL RATING									
		ADJECTIVAL RATING									

Comments & Recommendations for Development Purpose:

Very Industrious

4.84

OUTSTANDING

Evaluated & Rated by:

MARIO E. BALIAD
Supervisor
Date:

Recommending Approval:


MARISEL A. LEORNA
Director, NCRC-V

Approved by:

MARIA JULIE C. CENZA
Vice President, OVPREi
Date: 1/19/23

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: EDRALIN M. MALASAGA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	<i>Research projects/study conducted and/or completed on schedule</i>							
2	<i>Project 1. Collection and characterization of local and introduced coconut cultivars/hybrids (2 studies)</i>	<i>Assisted the project leader in the implementation of the research on coconut germplasm collection and characterization</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
		<i>Supervised laborers in the field maintenance of coconut germplasm collection such as ring-weeding, underbrushing / grasscutting and disposal of damage coco palms, and replanting of new coco seedlings</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
		<i>Monitored pests and diseases incidence on the coconut populations in the NCRC germplasm collection and application of biological control to coconut pests.</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
		<i>Supervised laborers in harvesting and hauling of nut samples from the newly-bearing coconut accessions.</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
		<i>Supervised laborers in data gatherings on the different coconut cultivars such as:</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	


		a) Flowering characteristics b) Growth characteristics c) Yield and nut component characteristics						
		Encoded , and compiled sets of data collected from different coconut cultivars	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
3	Prepare reports	Prepared progress reports and submitted to OVPRE	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
4	Project 2: Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervised laborers in the field maintenance of the project	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
5	Coconut varieties conserved and utilized	Conserved and maintained 45 coconut varieties in the NCRC germplasm collection to serve as genetic resources for research, breeding works and production purposes	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
6	Assists in the implementation of duly approved extension projects	Assisted in the implementation of extension project	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
7	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervised laborers in the maintenance of coconut demonstration farm and production of black pepper planting material	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
8	Conducts trainings	Conducted trainings on identification of major pest and diseases of coconut and its biological control to coconut farmers	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
9	Provides technical/expert services	Provided the technical/expert services requested by the coconut farmers/clienteles	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
10	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Facilitated / accommodated coconut farmers and other clientele acquire planting materials of dwarf coconut and intercrops	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
11	Prepares /produces IEC	Produced IEC materials of NCRC-V	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	

	<i>materials for farmers/clienteles information</i>	<i>technologies for farmers /clienteles information</i>						
12	<i>Distribute IEC materials</i>	<i>Distributed 199 IEC materials to coconut farmers and/or interested clientele</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
13	<i>Monitor STF Project</i>	<i>Monitored STF 6.1 project</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
14	<i>Provides customer friendly frontline services to clients</i>	<i>Provided customer friendly frontline services to clients</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	
15	<i>Brief and entertains clientele and investors</i>	<i>Briefed and entertains visitors/clienteles and investors</i>	July 2022	Dec. 2022	July – Dec. 2022	Very Impressive	Very Satisfactory	

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

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

Prepared by:


MARIO E. BALIAD
 Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: EDRALIN M. MALASAGA 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						

Total Score					
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 : Performs work without supervision and already mastered the job.

MARIO E. BALIAD
Printed Name and Signature
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: NCRC-V

Name of Employee: EDRALIN M. MALASAGA

Head of Office: MARISEL A. LEORNA


Number of Personnel: _____


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Field visit, meeting & Data Collection	July 4-8 Aug. 5 Sept. 5 Oct. 3-7 Nov.7 Dec. 5	July 11 Sept. 12 Nov. 21			
Coaching Consultation	July 14 Aug. 15 Sept. 26 Oct. 10 Dec. 9				

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

Conducted by:

Noted by:


MARIO E. BALIAD
Immediate Supervisor


MARISEL A. LEORNA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Period of Rating: July to December 2022

Name of Employee: EDRALIN M. MALASAGA

Performance Rating: _____

Aim: To improve knowledge in research and extension activities of the project.

Proposed Interventions to Improve Performance:

Date: July 5, 2022

Target Date: July 8, 2022

First Step:

Attend training/seminar dealing on updating knowledge in research and extension activities.

Result:

Enhanced knowledge on the implementation of research and extension activities of the section and developed better relationship among staff and clients.

Date: July 17, 2022

Target Date: July 21, 2022

Next Step:

Supervise laborers and conduct hands on research and extension activities.

Outcome: Successful implementation of research activities and enhanced skills on research and extension activities.

Final Step/Recommendation:

Enhance self-dependency, resourcefulness, and time management with regard to project implementation.

Prepared by:

MARIO E. BALIAD
Supervisor

Conforme:

EDRALIN M. MALASAGA
Name of Ratee