



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: EDRALIN M. MALASAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	30%	0.999
<b>TOTAL NUMERICAL RATING</b>			<b>4.415</b>

TOTAL NUMERICAL RATING: 4.415

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.415

FINAL NUMERICAL RATING 4.415

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

**EDRALIN M. MALASAGA**  
Name of Staff

Reviewed by:

**JOVANNEMAR P. ANIRE**  
Supervisor

Noted:

**MARISEL A. LEORNA**  
Director, NCRC

Recommending Approval:

**IVY C. EMNACE**  
Dean/Director

Approved:

**SANTIAGO T. PEÑA, JR.**  
Vice President for REI

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - ACCOMPLISHMENT

"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 January-June 2024

**EDRALIN M. MALASAGA**  
Ratee  
Date: July 8, 2024

Recommending Approval:

**JOVANNEMAR P. ANIRE**  
Supervisor  
Date: July 8, 2024

Approved:

**MARISSEL A. LEORNA**  
Director, NCRC-V  
Date: July 8, 2024

MFO's and PAPs	Success Indicators	Tasks Assigned	Target	Actual 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	Prepared and submitted research outputs during In-house review	2	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)	Assisted the project leader in the implementation of research on coconut germplasm collection and characterization	100%	100%	5	5	5	5.00	
		Supervised laborers on the field maintenace 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.	4	4	5	5	5	5.00	
		Monitored pests and diseases incidence on the coconut populations in the germplasm collection and application of biological control agent to infested coco-palms.	200	450	5	5	5	5.00	
		Supervised laborers in harvesting and hauling nut samples from 18 newly-bearing coconut accessions in the germplasm collection	4	4	5	5	5	5.00	
		Gathering sets of data from different coconut accessions:							
		a) Flowering characteristics	200	250	5	5	5	5.00	
		b) Growth characteristics	200	450	5	5	5	5.00	
		c) Nut yield and nut component characteristics data	500	980	5	5	5	5.00	
		d) Percent (%)oil content of meat	20	20	5	5	4	4.67	



		Encode, compute and compile sets of data collected from different coconut cultivars	20	35	5	5	4	4.67	
		Reports preparation	4	4	5	5	4	4.67	
	PI 9: Number of coconut varieties conserved 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	45	5	5	5	5.00	
		Coconut cultivars utilized for research, breeding works, food processing and production purposes	11	11	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							
UMFO 4. EXTENSION SERVICES									
	PI 1: Number of person-days trained weighed by length of training	Served as Training Resource Speaker during the training of trainers on Coconut production and management and Coconut nursery establishment and management	25	85	5	5	5	5.00	
	PI 2: Number of trainings conducted	Training conducted on Coconut varietal Identification, seednuts selection and estimating the age and productivity of coconut.	1	3	5	5	5	5.00	
	PI 3: Number of IEC materials/technologies developed/used	Updates IEC materials/technologies of coconut	1	1	4	5	4	4.33	
		IEC materials/technologies distributed to interested clientele and/or thru Trade fairs.	100	627	5	5	5	5.00	
	PI 4: Number of beneficiaries served								
	Groups	Briefing and provide technical information on a group of visitors or coconut farmers/clients/intrepreneurs	2	2	5	5	5	5.00	
	Individuals	Facilitated coconut farmers, students and /or other clientele thru mobile phone and/or face-to-face inquiring and acquiring coconut planting materials and intercrops	5	31	5	5	5	5.00	
	PI 5: Number of technical/expert services	Provided technical assistance to coconut farmers/clientele on coconut production, cultural and pest management of coconut and intercropping under coconut	3	10	5	5	5	5.00	
	Research Mentoring								
	Resource Persons	Provides technical/expert services to coconut farmers and or other clientele	20	85	5	5	5	5.00	
		Guested Radio program "TECHTALK" at DYDC-FM, VSU, Baybay City with the topic: "Ways to Improve Coconut Income"	1	1	5	5	5	5.00	
		Guested on School on the Air program conducted by ATI with the topic: Cultural management of coconut and intercropping, Coconut pests and disease management and weed control.	1	3	5	5	5	5.00	
	PI 6: Number of extension projects conducted and/or completed on schedule	Assisted implementation of approved extension project	1	1	5	5	4	4.67	
	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervised laborer in the field maintenance of coconut demonstration farm and production intercrops planting materials	1	1	4	4	4	4.00	
	Additional Outputs:								



	PI 17: Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fairs, field days, Techno-forum/festival	Participated agri-fairs to showcase the products of the technologies generated from the center.	2	2	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	Facilitated clients request/inquiries about the trainings, coconut planting materials and other related activities	5	5	5	5	5	5.00	
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	1	1	5	5	5	5.00	
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:								
	Number of NCRC-V meetings conducted/attended	Attend NCRC-V monthly meetings	4	4	4	5	5	4.67	
	Number of documents reviewed/ evaluated, signed and approved	Reviews and signed documents	6	15	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	5	4	5	5	4.67	
Total Over-all Rating								151.35	
Average Rating (Total overall rating divided by )			4.88				Very industrious		
Additional Points:									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING			4.88						
ADJECTIVAL RATING			OUTSTANDING						

Evaluated & Rated by:

JOVANNEMAR P. ANIRE

Supervisor

Date: July 8, 2024

Recommending Approval:

MARISEL A. LEORNA

Director, NCRC-V

Date: July 8, 2024

Approved by:

SANTIAGO J. PEÑA, JR

Vice President, OVPREI

Date: August 12, 2024

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: National Coconut Research Center-Visayas

Head of Office: Marisel A. Leorna

Number of Personnel: 47

Name of Staff: Edralin M. Malasaga

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

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

Conducted by:

JOVANNEMAR P. ANIRE  
Immediate Supervisor

Noted by:

MARISEL A. LEORNA  
Next Higher Supervisor



## 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>Assists in the implementation of research</i>							
2	<i>Proj. Title 1 Collection and characterization of local and introduced coconut cultivars/hybrids</i>	<i>Assists the project leader in the implementation of the research on coconut germplasm collection and characterization</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Supervise laborers in maintaining the area of germplasm collection and the experimental plants such as ring-weeding, underbrushing / grasscutting and burning of damage coco palms, planting and replanting of new coco seedlings</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Monitor pests and diseases of coconut</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	

		<i>plants in the NCRC germplasm and application of biological control agent to Brontispa infested coco palms</i>						
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Supervises laborers in data gatherings of different coconut cultivars</i> a) Flowering characteristics b) Growth characteristics c) Yield and nut component characteristics	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Encode , compute and compile all data sets of data collected from different coconut cultivars</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
		<i>Prepare reports</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
3	<i>Project 2: Performance of different intercrops under</i>	<i>Supervised laborers in the field maintenance</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	



	coconut using organic and inorganic fertilizer	<i>of the project</i>						
4	<i>Conserved crop varieties</i>	<i>Conserve and utilize coconut genetic resources for research, breeding works and production purposes</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
5	<i>Assists in the implementation of duly approved extension projects</i>	<i>Assist in the implementation of 1 extension project</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
6	<i>Study 1: Promotion of diversified and sustainable coconut-based farming system</i>	<i>Supervised laborers in the maintenance of coconut demonstration farm and production of black pepper as planting material</i>	Jan 2024	June 2024	Jan to June 2024	Impressive	Very Satisfactory	
7	<i>Provides technical/expert services</i>	<i>Provide the technical/expert services requested by the beneficiaries via online or thru mobile phone</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
8	<i>Facilitates / accommodates coconut farmers and other clienteles acquire coconut intercrops planting materials</i>	<i>Facilitates / accommodates coconut farmers and other clienteles acquire coconut intercrops planting materials</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
9	<i>Prepares /Produces IEC materials for farmers/clienteles information</i>	<i>Produce IEC materials for farmers / clienteles</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	



10	<i>Distribute IEC materials</i>	<i>Distributes 20 IEC materials</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
11	<i>Monitor STF Project</i>	<i>Monitors STF 6.1 project</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
12	<i>Provides customer friendly frontline services to clients</i>	<i>Provides customer friendly frontline services to clients</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	
13	<i>Brief and entertains clientele and investors</i>	<i>Brief and entertains clientele and investors</i>	Jan 2024	June 2024	Jan to June 2024	Very Impressive	Outstanding	

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

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

Prepared by:

  
JOVANNEMAR P. ANIRE  
Supervisor

**EMPLOYEE DEVELOPMENT PLAN**  
**January to June 2024**

Name of Employee: EDRALIN M. MALASAGA

Performance Rating: \_\_\_\_\_

Aim: To be efficient and effective worker in the implementation of research and extension activities of the project.

Proposed Interventions to Improve Performance:

Date: January 3 2024 Target Date: January 8, 2024

First Step:

Conduct meeting and planning activities with the section

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among staff and clients and delivery good quality outputs

Date: January 12, 2024 Target Date: January 19, 2023

Next Step:

Supervise laborers and conduct hands on research activities, trainings, workshops

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

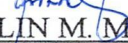
Final Step/Recommendation:

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

Prepared by:

  
JOVANNEMAR P. ANIRE  
Supervisor

Conforme:

  
EDRALIN M. MALASAGA  
Name of Ratee





**VISAYAS**  
STATE UNIVERSITY

# NATIONAL COCONUT RESEARCH CENTER- VISAYAS

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: EDRALIN M. MALASAGA Position: SCIENCE RESEARCH ASSISTANT

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

### NATIONAL COCONUT RESEARCH CENTER-VISAYAS

Visayas State University, PQXV+CQX Baybay City, Leyte

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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	40/12 = 3.33				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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:					

  
 JOVANNEMAR P. ANIRE  
 Immediate Supervisor

**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.