

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2018

Name of Administrative Staff : EDRALIN M. MALASAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.926	70%	3.448
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
			4.912

TOTAL NUMERICAL RATING :

4.912

Add: Additional Approved Points, if any :

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TOTAL NUMERICAL RATING :


4.912


ADJECTIVAL RATING :

Outstanding

Prepared by:

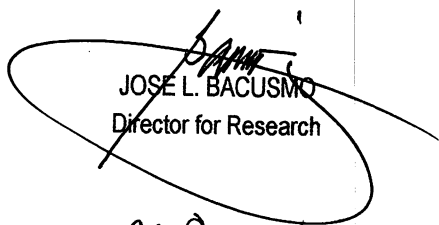
Reviewed by:


EDRALIN M. MALASAGA
Name of Staff

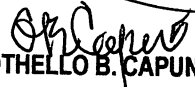

MARIO E. BALIAD
Project Leader


MARIA JULIET C. CENIZA
Center Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension

	1) Conservation of coconut germplasm in VSU	Implement research on coconut germplasm collection and characterization	2	2	4	5	5	4.67	
	2) Characterization of local and introduced coconut cultivars/hybrids	Supervised laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms)	2	4	5	5	5	5.00	
		Monitor pests and diseases on the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	50	300	5	5	5	5.00	
		Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	420	850	5	5	5	5.00	
		Supervise data gathering on the different coconut accessions:							
		a) Flowering characteristics	200	650	5	5	5	5.00	
		b) Growth characteristics	500	950	5	5	5	5.00	
		c) Yield and nut component characteristics	400	850	5	5	5	5.00	
		Encode and compute all sets of data collected from the different coconut accessions	50	250	5	5	5	5.00	
		Organize/compile all computerize sets of data from the different coconut accessions	50	250	5	5	5	5.00	
		Report writing	2	4	5	5	5	5.00	
	No. of crop varieties conserved and utilized	Conserve and utilize coconut genetic resources for research production purposes	42	47	5	5	5	5.00	
	3) Performance of intercrops and high valued crops under coconut	Supervised laborers in the maintenance of coconut-based intercropping demonstration area.	1	1	5	4	5	4.67	
		Supervised in the production of coco-intercrops planting materials.	50	200	5	5	5	5.00	
	3) Growth and Yield Performance of Selected Resilient Crops Planted Under Coconut Food Security	Supervised laborers in planting and maintaining and data gathering of resilient crops planted under coconut.	1	1	4	5	5	4.67	
UMFO4. Extension/Production Services									
NCRC MFO 1. Extension Activities									
	PI 1. Number of person-days trained weighted by length of training	Conduct trainings on coconut-related topics, pest management and production of Biocon for coconut pest.	10	50	5	5	5	5.00	
	PI 3. Number of beneficiaries served								

	<i>Groups</i>	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	5	10	5	5	5	5.00	
	<i>Individuals</i>	Accommodated consultation and briefing of walk-in clients.	50	100	5	5	5	5.00	
	PI 4. Number of beneficiaries served technical assistance	Served technical assistance on the production, intercropping, and IPM on coconut.	10	20	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Produced and distributed coconut IEC materials	100	400	5	5	5	5.00	
	No. of exhibit/agro-fairs participated (National & Regional)	Putting up and man NCRC-VSU exhibits in Tacloban and other places to promote the NCRC-V technology developed	2	4	5	5	5	5.00	
	Production of Biological Control Agent (Parasitoids) for Coconut Leaf Beetle (<i>Brontispa longissima</i>)	Mass produced parasitoids and distribute to CDO and coconut farmers for sustainable control of coconut leaf beetle	5,000	7,000	5	5	5	5.00	
	No. of coconut areas distributed/benefited with Biocon agent for CLB.	Brontispa infected coconut areas distributed with Biocon agent for CLB.	10	30	5	5	5	5.00	
NCRC MFO 2. Production Services									
	PI 1. 10% increase of income generated to support university projects		10%	25%	5	5	5	5.00	
	PI 2. Number of STF/IGPs monitored, supervised and managed	Supervised and monitor STF 6.1	1	1	4	5	4	4.33	
Total Over-all Rating								133.00	
Average Rating								4.926	
Adjectival Rating								0	

Evaluated & Rated by:


MARIO E. BALIAD
 Immediate Supervisor

Recommending Approval:


MARIA JULIET C. CENIZA
 Center Director

Date: _____

Approved:


OTHELLO E. CAPUNO
 Vice Pres. for Instruction

Comments & Recommendations for Development Purpose:

She handled all the activities and worked during 77. Some of the time she needed reports. Performance was very outstanding. For staff development.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2018Name of Staff : EDRALIN M. MALASAGAPosition : 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	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						
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						
Average Score		4.88				

Overall recommendation :

MARIO E. BALIAD
Project Leader

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January 2018 - June 2018

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

Name of Officer : EDRALIN M. MALASAGA
Head of Office : MARIA JULIET C. CENIZA
Number of Personnel: **1**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Meeting	Jan 8, March 16	June 6-7			
Field visits		Feb 2, Apr. 8 & June 8			
Progress report preparation and submission	March 14				
Coaching Consultation	March 14 Jan 12, 18 & 20 May 26 June 16, 22				

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

Conducted by:

MARIO E. BALIAD
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

PERFORMANCE MONITORING FORM

Name of Employee : EDRALIN M. MALASAGA

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.	Helps/facilitate students in their academic related concern	Helped/facilitated 30 students in their academic related concern	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
2.	Adviser of student organization	Adviser 1 student organization	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
3.	Prepares research outputs during in-house review	Prepared 3 research outputs during in-house review						
4.	Implement research on coconut germplasm collection and characterization	Implemented 2 research studies on coconut germplasm collection and characterization	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
5.	Supervises laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms	Supervised 4 laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
6.	Monitors brontispa infestation on the different coconut accessions in the germplasm and application of biological control agent on brontispa infested coco palms	Monitored pests and diseases on 1,250 palms of the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
7.	Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	Supervised laborers in harvesting and hauling 850 nut samples for nut component analysis from the different coconut accessions	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
8.	Supervise data gathering on the different coconut accessions:	Supervised data gathering on the different coconut accessions:	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	a) Flowering characteristics	a) Flowering characteristics (650)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	b) Growth characteristics	b) Growth characteristics (950)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
9.	c) Yield and nut component characteristics	c) Yield and nut component characteristics (850)	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
10.	Encodes and computes all sets of data collected from the different coconut	Encoded and computed 250 sets of data collected from the different coconut accessions	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
11.	Organizes/compiles all computerize sets of data from the different coconut accessions	Organized/compiled all computerize 250 sets of data from the different coconut accessions	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
12.	Report writing	Writes 4 research reports	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
13.	Conserves and utilizes genetic resources for research production purposes	Conserved and utilized 44 genetic resources for research production purposes	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	

14.	Supervises laborers in maintaining the coconut-based intercropping demonstration area	Supervised 4 laborers in maintaining the coconut-based intercropping demonstration area	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
15.	Conducts trainings on coconut-related topics	Conducted trainings to 100 farmers on coconut-related topics	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
16.	Serves technical assistance on IPM of coconut pest intercropping and management	Served 20 technical assistance on IPM of coconut pest intercropping and management	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
16.	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	Briefed 25 groups and 100 individuals consisting of students, coconut farmers, LGUs, etc. on the different coconut research and facilities	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
17.	Distributes materials on coconut production information materials and other IECs	Distributed 300 coconut production information materials and other IECs to interested individuals	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
18.	Putting up and man NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-V technology developed	Putting up and manned NCRC-VSU techno product exhibits in local, provincial, and national trade fair to promote the NCRC-V technology developed (4 exhibits)	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
19.	Mass produce parasitoids and distributes to coconut farmers for sustainable control of coconut leaf beetle	Mass produced parasitoids and distributed 4,260 to coconut farmers for sustainable control of coconut leaf beetle	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	
20.	Supervises and monitors STF 6.1	Supervised and monitored STF 6.1 project	January 2018	June 2018	June 2018	Very impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

MARIO E. BALIAD
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

Name of Employee: EDRALIN M. MALASAGA
Performance Rating: _____

Aim: To enhance her knowledge to manage the implementation of Coconut Germplasm and farming system section and develop her skills on identification and management of coconut pests.

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

Date: January 8, 2018 **Target Date:** 1st Quarter 2018

First Step:

Conduct meeting and planning of activities among the staffs of the farming systems section for the implementation of the projects and demo farms.

Result:

Better communication and working relationships among the field staffs in the section are

Date: April 11, 2018 **Target Date:** 2nd Quarter 2018

Next Step:

To visit infested coconut farms in Leyte and So. Leyte for pests identification and validation.

Allow her to conducted info drive on coconut pest identification and Integrated Pest Management of coconut pest.

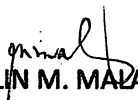
Outcome:


Mass production of Biological Control Agent for Coconut Leaf Beetle (CLB)
 Biological control agents for CLB and CRB will be adapted by coconut farmers.

Final Step/Recommendation:

Prepared by:

Conforme:


 EDRALIN M. MALASAGA


MARIO E. BALIAD
 Immediate Supervisor