

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 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	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.958	30%	1.487
			4.924

TOTAL NUMERICAL RATING : 4.924

Add: Additional Approved Points, if any :

TOTAL NUMERICAL RATING : 4.924

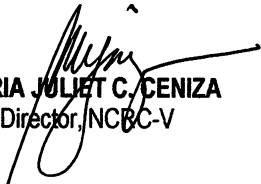
ADJECTIVAL RATING : Outstanding

Prepared by:

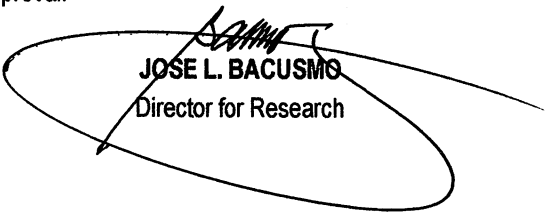

EDRALIN M. MALASAGA
Name of Staff

Reviewed by:


MARIO E. BALIAD
Project Leader


MARIA JULIET C. CENIZA
Director, NCRC-V

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, EDRALIN M. MALASAGA, 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 2018.

EDRALIN M. MALASAGA
Science Research Assistant

Date: _____

MARIO E. BALIAD
Project Leader

MARIA JULIET C. CENIZA
Director,, NCRC-V

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 1. Advance Education Services (20%)										
UMFO 2. Higher Education										
NCRC MFO 2. Student Management Services										
	PI 6: Additional Outputs									
	Student Advising and Consultation Services:									
	Number of hours spent on student consultation		Helps/facilitate students in their academic related concern	20	45	5	5	5	5.00	
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	2	4	5	5	5	5.00	
	PI 3. Number of research projects conducted and/or completed on schedule									
	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	4	5	5	4.67	
	No. of crop varieties conserved and utilized	Conserve and utilize coconut genetic resources for research production purposes	42	46	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	2	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	679	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	4	4.67	
	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		5000	9638	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	
								127.67	
								4.910	
Average Rating		4.910	Comments and Recommendations for Development Purpose: <i>Very hardworking! achieved more than the targets. Keep up! May also be sent for training to update professional field of work.</i>						
Punctuality									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.910							
ADJECTIVAL RATING		Outstanding							

Evaluated & Rated by:

MARIO E. BALIAD
Supervisor

Recommending Approval:

MARIA JULIETA C. CENIZA
Center Director

Approved:

OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : JULY TO DECEMBER 2018

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 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	59	12	4	9	6

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	5	5		
	Average Score			4.958		

Overall recommendation :

She always work with out
peruision

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MARIO E. BALIAD
Project Leader

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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
2.	Prepares research outputs during in-house review	Prepared 3 research outputs during in-house review	July 2018	December 2018	December 2018			
3.	Implement research on coconut germplasm collection and characterization	Implemented 2 research studies on coconut germplasm collection and characterization	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
5.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
6.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
7.	Supervise data gathering on the different coconut accessions:	Supervised data gathering on the different coconut accessions:	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
8.	a) Flowering characteristics	a) Flowering characteristics (650)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	b) Growth characteristics	b) Growth characteristics (950)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
	c) Yield and nut component characteristics	c) Yield and nut component characteristics (850)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
9.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
10.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
11.	Report writing	Writes 4 research reports	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
12.	Conserves and utilizes genetic resources for research production purposes	Conserved and utilized 44 genetic resources for research production purposes	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

13.	Supervises laborers in maintaining the coconut-based intercropping demonstration area	Supervised 4 laborers in maintaining the coconut-based intercropping demonstration area	July 2018	December 2018	December 2018	Very impressive	Very Satisfactory	
14.	Conducts trainings on coconut-related topics	Conducted trainings to 100 farmers on coconut-related topics	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
15.	Serves technical assistance on IPM of coconut pest intercropping and management	Served 20 technical assistance on IPM of coconut pest intercropping and management	July 2018	December 2018	December 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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
16.	Distributes materials on coconut production information materials and other IECs	Distributed 300 coconut production information materials and other IECs to interested individuals	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
17.	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)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
18.	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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
19.	Supervises and monitors STF 6.1	Supervised and monitored STF 6.1 project	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

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

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

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MARIO E. BALIAD
Project Leader


PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July - December 2018


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

Name of Officer : EDRALIN M. MALASAGA
Head of Section : MARIO E. BALIAD
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Meeting	July 9 Oct. 4	July 12 Nov. 16			
Field visits	Jul-18	Aug. 9 Sept. 20 Oct. 5			
progress report preparation and submission	Sept. 17-18				
Coaching					
Consultation	Jul-19 Aug. 6 Sept.10, 26 Oct. 1, 31				

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

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2018

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

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 assume higher responsibilities:

Date: July 2, 2018 Target Date: 3rd Quarter 2018

First Step:
Conduct meeting and follow-up planned of activities among the staffs of the farming systems section for the implementation of the projects and demo farms.
Allow her to attend seminars/workshop/trainings that relevant to her work.

Result:
Better communication and working relationships among the field staffs in the section are developed.
Additional knowledge about farming systems and pest management

Date: October 8, 2018 Target Date: 4thQuarter 2018

Next Step:
Continue to serve as technical assistance to coconut farmers and conduct trainings on coconut pest identification and Integrated Pest Management of major coconut pest.
Allow her to conduct training on Production of Biological control agent for major coconut pest.

Outcome:
Her knowledge and skills on the management of coconut pest will be developed.
Mass production of Biological Control Agent for Coconut Leaf Beetle (CLB) and will be adapted by the coconut farmers.

Final Step/Recommendation:
Allow her to involve different scheme of coconut intercropping project.

Prepared by:
MARIO E. BALIAD
Immediate Supervisor

Conforme:
EDRALIN M. MALASAGA
Science Research Assistant