



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff/SRA: JERREL ANN L. LAGITAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.802	70%	3.361
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.81

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JERREL ANN L. LAGITAO
Name of Staff

Reviewed by:

MARISAL A. LEORNA
Department/Office Head

Recommending Approval:

ROSA OPHELIA D. VELARDE
Dean/Director

Approved:

MARIA JULIET C. CENIZA
Vice President

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - Accomplishments

I, JERREL ANN L. LAGITAO, 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 January to June, 2022.

[Signature]
JERREL ANN L. LAGITAO
 Science Research Assistant
 Date: _____

Approved:

[Signature]
MARSEL A. LEORNA
 Director, NCRC-V
 Date: _____

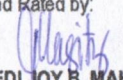
MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Rating				Remarks
						Actual Accomplishment	Quality	Efficiency	Timeliness	
UFMO 3: Research Innovation Services										
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences								
		In institutional fora/conferences	Prepared report for in-house review, regional RDE Symposium & annual report	1	100.00%	1	5	5	5	5.00
			Prepare and submit project proposal for DOST-PCAARD/ Cocolevi external and institutional funding	1	100.00%	1	5	5	5	5.00
		PI 3: Number of research projects conducted and/or completed on schedule								
		Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic	Assist the project leader in the implementation of the study	5x/wk	100.00%	5x/wk	5	5	5	5.00

		Supervise and assist laborers in conducting breeding activities such as isolation of inflorescence, harvesting of male flowers, preparing and conditioning of pollen, and pollen quality control, isolation of female flowers, carry out pollination, and removal of isolation bag	3x/wk	100.00%	2x/wk	5	5	4	4.67	
		Harvest, handle hybrid seednuts in the nursery, and prepare harvest report	1x/mo	166.67%	2x/wk	5	5	4	4.67	
		Conduct routine checking and close inspection of breeding palms	1x/wk	250.00%	2x/wk	5	4	5	4.67	
		Performs laboratory activities such as embryo inoculation, subculture and rescue of contaminated plantlets, preparation of culture media, maintenance and monitoring of cultures and laboratory equipment	3x/wk	166.67%	5x/wk	5	5	5	5.00	
		Prepare quarterly accomplishment report, semi annual narrative report, in-house report, terminal report, and presents quarterly progress reports of the project	5	200.00%	10	5	5	4	4.67	
		Prepare other reports required by the director and other offices	3x/wk	166.67%	5x/wk	5	5	5	5.00	
		Supervise/conduct breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	1x/wk	300.00%	3x/wk	4	4	5	4.33	
		Performs other activities, crucial and related to project activities and implementation as may assigned by the project leader	5x/wk	100.00%	5x/wk	5	5	5	5.00	
		Collects data and does regular consultation and discussion with project staff on issues and problems encountered by the project	1x/wk	300.00%	3x/wk	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES										
	Number of copies of IEC materials distributed	Distributed IEC materials on "Makapuno Tissue Culture	10	600.00%	60	4	5	5	4.67	
		Distributed IEC materials on "Makapuno production"	10	600.00%	60	4	5	5	4.67	
		Distributed IEC materials on "Proksyon sa Makapuno"	10	600.00%	60	4	5	5	4.67	
	PI 3: Number of IEC materials/technoguides developed/used									
	PI 4: Number of beneficiaries served	Serves as coordinator/trainer/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT		100.00%	10	5	5	5	5.00	
	Groups	Brief clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	3	167.00%	5	5	5	5	5.00	

	Individuals	Conduct online/face to face lecture on Embryo culture	4	250.00%	10	5	4	5	4.67	
	Income Generating and Production Services									
	Sustainable income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Helps monitor & implement STF 6.4	5x/wk	100.00%	5x/wk	5	4	5	4.67
			Prepares quarterly and presents quarterly progress report	2	100.00%	2	4	5	5	4.67
			Prepares semi annual and annual narative report	2	100.00%	2	5	5	4	4.67
			Issues official receipts to clients	10	130.00%	13	5	5	5	5.00
			Remits income to cash division	5	120.00%	6	5	5	5	5.00
			Supervise and conduct makapuno harvest-process	6	100.00%	6	5	5	5	5.00
			Supervises deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other places	10	130.00%	13	4	5	5	4.67
			Coordinates and entertain outsider clients	10	250.00%	25	5	4	5	4.67
			Conduct monthly meeting		100.00%	1	5	4	5	4.67
			Supervise activities in tissue culture lab and screenhouse	2x/wk	150.00%	20	5	5	5	5.00
			Conduct embryo rescue and plantlets subculture	3x/wk	133.00%	4x/wk	5	5	5	5.00

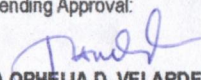
Average Rating	4.802
Punctuality	
Approved Additional Points (w/ copy of Approval)	
FINAL RATING	4.802
ADJECTIVAL RATING	Outstanding

Evaluated and Rated by:


JEDI JOY B. MAHILUM
Supervisor

Date: _____

Recommending Approval:

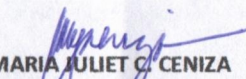

ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

Comments and Recommendations for Development Purpose:

Dependable and resourceful

Approved:


MARIA JULIET C. CENIZA
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee : JERREL ANN L. LAGITAO


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.	Research projects conducted and/or completed on schedule:							
	Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties	Assisted the project leader in the implementation of the study	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		Supervised and assist laborers in conducting breeding activities such as isolation of inflorescence, harvesting of male flowers, preparing and conditioning of pollen, and pollen quality control, isolation of female flowers, carry out pollination, and removal of isolation bag	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Harvested, handle hybrid seednuts in the nursery, and prepare harvest report	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Conducted routinary checking and close inspection of breeding palms	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Performed laboratory activities such as embryo inoculation, subculture and rescue of contaminated plantlets, preparation of culture media, maintenance and monitoring of cultures and laboratory equipment	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	

		Prepared quarterly accomplishment report, semi annual narrative report, In-house report, terminal report, and presents quarterly progress reports of the project	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Prepared other reports required by the director and other offices	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Performed other activities, crucial and related to project activities and implementation as may assigned by the project leader	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		Collected data and does regular consultation and discussion with project staff on issues and problems encountered by the project	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
2	Copies of IEC materials distributed	Distributed IEC materials on "Makapuno Tissue Culture	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Distributed IEC materials on "Makapuno production"	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		Distributed IEC materials on "Proksyon sa Makapuno"	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
3	Beneficiaries served with technical assistance	Served as coordinator/trainor/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT students	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		Briefed clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		Conducted online/face to face lecture on Embryo culture technology	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
4	STF/IGP's monitored, supervised and managed	Helped monitor & implement STF 6.4	January 2022	June 2022	Jan-Jun 2022	Impressive	Very Satisfactory	
		Prepared quarterly and presents quarterly progress report	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	

		<i>Prepared semi annual and annual narative report</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		<i>Issued official receipts to clients</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		<i>Remitted income to cash division</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		<i>Supervised and conduct makapuno harvest-</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		<i>Supervised deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other places</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Very Satisfactory	
		<i>Coordinated and entertain outsider clients</i>	January 2022	June 2022	Jan-Jun 2022	Impressive	Very Satisfactory	
		<i>Conducted monthly meeting</i>	January 2022	June 2022	Jan-Jun 2022	Impressive	Very Satisfactory	
		<i>Supervised activities in tissue culture lab and screenhouse</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	
		<i>Conducted embryo rescue and plantlets subculture</i>	January 2022	June 2022	Jan-Jun 2022	Very Impressive	Outstanding	

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

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


JEDI JOY B. MAHILUM
 Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2022

Name of Staff: JERREL ANN L. LAGITAO 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

Vision:
Mission:

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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 : _____



 JEDI JOY B. MAHILUM
 Printed Name and Signature
 Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2022

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

Name of Officer : JERREL ANN L. LAGITAO

Head of Section : JEDI JOY B. MAHILUM

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring	Field Visit	√	√		
	Report Preparation	√	√		
Coaching					
	Consultation	√			
	Coordinator		√		

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

Conducted by:

Noted by:

JEDI JOY B. MAHILUM

Immediate Supervisor

MARISEL A. LEORNA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2022

Name of Employee: JERREL ANN L. LAGITAO
Performance Rating: _____

Aim: To be efficient and effective worker in the implementation of research and extension activities of the varietal improvement section

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022 **Target Date:** 2nd Quarter 2022

First Step: _____
Supervise and conduct meeting and planning activities with the staff of varietal improvement section

Result: _____
Enhanced knowledge on the implementation of the activities of the section and develop better relationship among staff and clients

Date: January 2022 **Target Date:** 2nd Quarter 2022

Next Step: _____
Hands-on exposure to research activities and preparedness both knowledge, skills, and confidence in meeting clients in face to face


Outcome: _____
Enhanced experiential skills in research activities and gain confidence in briefing clients in face to face

Final Step/Recommendation: _____
Enhance skills in writing and presentations of reasearch papers

Conforme:

Prepared by:


JERREL ANN L. LAGITAO
Name of Staff


JEDI JOY B. MAHILUM
Immediate Supervisor