

COMPUTATION OF FINAL INDIVIDUAL RATING FOR SCIENCE RESEARCH ASSISTANT
JULY TO DECEMBER 2019

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%	3.440
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
			4.913

TOTAL NUMERICAL RATING :	4.913
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.913
ADJECTIVAL RATING :	Outstanding

Prepared by:


EDRALIN M. MALASAGA
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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, 2019.


EDRALIN M. MALASAGA
Science Research Assistant
Date: _____


MARIO E. BALIAD
Supervisor
Date: _____

Approved: 
MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____


MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Student Management Services	A4. Student advising and consultation services	NCRC Core Faculty Researchers								
		Number of hours spent on student consultation		Helps/facilitate students in their academic related concern	20	32	5	5	5	5	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In institutional fora/conferences		Prepares research outputs during in-house review	2	4	5	5	5	5	
		A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs								
		Project: Collection and characterization of local and introduced coconut cultivars/hybrids		Implement research on coconut germplasm collection and characterization	2	2	4	5	5	4.667	

		<i>Study 1: Conservation of coconut germplasm in VSU</i>		Supervised laborers in maintaining the area and the experimental plants (ringweeding, underbrushing, cutting, burying of damaged/dead coco palms, planting and replanting of new coconut	2	4	5	5	5	5	
		<i>Study 2: Characterization of local and introduced coconut cultivars/hybrids</i>		Monitor pests and diseases on the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	50	100	5	5	5	5	
				Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	400	800	5	5	5	5	
				Supervise data gathering on the different coconut accessions:							
				a) Flowering characteristics	200	600	5	5	5	5	
				b) Growth characteristics	500	600	5	5	5	5	
				c) Yield and nut component characteristics	400	600	5	5	5	5	
				Encode and compute all sets of data collected from the different coconut accessions	50	800	5	5	5	5	
				Organize/compile all computerize sets of data from the different coconut accessions	50	500	5	5	5	5	
				Report preparation	2	3	4	5	5	4.667	
		<i>Number of crops varieties conserved and utilized</i>		Conserve and utilize coconut genetic resources for research production purposes	42	45	5	5	5	5	
		<i>3) Performance of different intercrops (pineapple, black pepper, banana, ginger and lanzones) under coconut using organic and inorganic fertilizer</i>		Supervise laborers in planting and replanting of intercrops under coconut and their cultural management	1	3	5	4	5	4.667	
		<i>4) Promotion of diversified and sustainable coconut based farming system</i>		Supervise laborers in maintaining the coconut demonstration farm and production of black pepper planting materials	1	3	4	5	5	4.667	
		<i>A14. Number of technologies generated and utilized by industries and farmers AND/or other clients.</i>	<i>NCRC Core Faculty Researchers & SRAs</i>	<i>Facilitates/accommodates coconut farmers and/or other clients acquired coconut intercrops and biocon for coconut pests</i>	1	10	5	5	5	5	
	<i>Extension/Production Services</i>										
	<i>Efficient and effective community engagement for sustainable livelihood of clients and sound environment</i>	<i>A15. Number of person-days trained weighted by length of training</i>	<i>NCRC Core Staff, SRA/Aide, Admin. Aide</i>	<i>Conduct trainings on coconut-based farming system, coconut pest management and production of Biological control for coconut pests.</i>	10	25	5	5	5	5	

		A16. Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide	Layout and produce IEC material for clients/farmers Information	1	2	5	4	5	4.667	
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs								
		Groups		Briefing of visitors (students, coconut farmers, LGUs, etc) on the different coconut research and facillities	5	11	5	5	5	5	
		Individuals		Accomdated consultation and briefing of walk-in clients.	50	495	5	5	5	5	
		A18. Number of technical/expert services	NCRC Core Faculty Researchers								
		Research Mentoring									
		Consultancy		Served technical assistance on the production, intercropping, and IPM on coconut pest	10	20	5	5	5	5	
		A19. Number of extension projects conducted and/or completed on schedule	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers								
		A24. Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Production and distribution of coconut IEC materials	100	375	5	5	5	5	
		A 26: Number of exhibits/agro-fairs participated (Local, Regional, National)	NCRC Core Staff, SRA/ Aide/Admin aide, Laborers	Put-up and man the NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-V technologies developed	2	3	4	5	5	4.667	
		Additional outputs									
		Production of Biological Control Agent (Parasitoids) for Coconut Leaf Beetle (Brontispa longisisima)		Mass produce parasitoids and distribute to coconut farmers for sustainable control of coconut leat beetle (Brontispa longisima)	2000	2385	5	5	5	5	
		No. of coconut areas distributed/benefitted with Biocon agent for CLB		Brontispa infected coconut area distributed with Bioncon agent for CLB	10	10	5	5	5	5	
	Support to Operation (STO)										
	MFO 6. Income Generating and Production Services										
	Sustainable income generation activities to support University activities	A28. 10% increase of income generated to support university projects	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Assist in generating income (Coconut Food Processing Project)	10%	15%	5	5	5	5	

		A29. Number of STF/IGP's monitored, supervised and managed	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Supervise and monitor STF 6.1 project	1	1	4	5	5	4.667	
		A30. Number of technologies commercialized /used by the industry	NCRC Core Staff, SRA/Aide, Laborers								
										4.914	
Average Rating					4.914					Comments and Recommendations for Development Purpose / Very serious on work and willing to travel for the extra work	
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING					4.914						
ADJECTIVAL RATING					Outstanding						

Evaluated and Rated by:


MARIO E. BALIAD
Supervisor

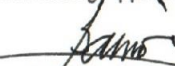
Date: _____

Recommending Approval:



MARIA JULIET C. CENIZA
Center Director

Date: _____

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: JULY TO DECEMBER 2019

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

Name of Officer : **EDRALIN M. MALASAGA**

Head of Section : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Field visit, meeting	July 2 Aug 5 Sept 2 & 7 Nov 4 Dec 9	July 8 Sept 9 Nov 20			
Coaching Consultation	July 8 Aug 9 Sept 16 Oct 11 Nov 25				

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July to December 2019

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 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 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. 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					

Overall recommendation :

Accomplished work assignments on time.
for renewal.

MARIO E. BALIAD
SUPERVISOR

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 32 students in their academic related concern	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
2.	Prepares research outputs during in-house review	Prepared 4 research outputs during in-house review	July 2019	December 2019	December 2019			
3.	Implement research on coconut germplasm collection and characterization	Implemented 2 research studies on coconut germplasm collection and characterization	July 2019	December 2019	December 2019	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 2019	December 2019	December 2019	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 1250 palms of the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	July 2019	December 2019	December 2019	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 800 nut samples for nut component analysis from the different coconut accessions	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
7.	Supervise data gathering on the different coconut accessions:	Supervised data gathering on the different coconut accessions:	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
8.	a) Flowering characteristics	a) Flowering characteristics (600)	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
	b) Growth characteristics	b) Growth characteristics (600)	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
	c) Yield and nut component characteristics	c) Yield and nut component characteristics (850)	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
9.	Encodes and computes all sets of data collected from the different coconut accessions	Encoded and computed 250 sets of data collected from the different coconut accessions	July 2019	December 2019	December 2019	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 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
11.	Report writing	Writes 4 research reports	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
12.	Conserves and utilizes genetic resources for research production purposes	Conserved and utilized 45 genetic resources for research production purposes	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	

13.	Supervises laborers in maintaining the coconut-based intercropping demonstration area	Supervised 3 laborers in maintaining the coconut-based intercropping demonstration area	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
14.	Conducts trainings on coconut-related topics	Conducted trainings to 25 farmers on coconut-related topics	July 2019	December 2019	December 2019	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 2019	December 2019	December 2019	Very impressive	Very Satisfactory	
16.	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	Briefed 11 groups and 495 individuals consisting of students, coconut farmers, LGUs, etc. on the different coconut research and facilities	July 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
16.	Distributes materials on coconut production information materials and other IECs	Distributed 375 coconut production information materials and other IECs to interested individuals	July 2019	December 2019	December 2019	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 (3 exhibits)	July 2019	December 2019	December 2019	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 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
19.	Supervises and monitors STF 6.1	Supervised and monitored STF 6.1 project	July 2019	December 2019	December 2019	Very impressive	Very Satisfactory	

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

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


MARIO E. BALIAD
Project Leader

PERFORMANCE MONITORING FORM


Name of Employee : EDRALIN M. MALASAGA

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9.	Encodes and computes all sets of data collected from the different coconut accessions	Encoded and computed 250 sets of data collected from the different coconut accessions	July 2019	December 2019	December 2019	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 2019	December 2019	December 2019	Very Impressive	Very Satisfactory	
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MARIO E. BALIAD
Project Leader

EMPLOYEE DEVELOPMENT PLAN
Rating Period: JULY TO DECEMBER 2019

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

Aim: To improve knowledge in research and extension activities, and to develop her skills in identification and management of coconut pests.

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

Date: JULY 2019 **Target Date:** 3RD Quarter

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

Result:
Additional knowledge in coconut-based intercropping system and pest management.

Date: AUGUST 5, 2019 **Target Date:** OCTOBER 3, 2019

Next Step:
Apply the knowledge acquired for improved research and extension and coconut pest management.
Allow her to write paper for publication.

Outcome:
Her knowledge and skills in farming system and management of coconut pest will be developed.

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

Prepared by:

MARIO E. BALIAD
Unit Head

Conform:

EDRALIN M. MALASAGA