



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2023

Annex P

Name of Administrative Staff: JERREL ANN L. LAGITAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.828	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.805

TOTAL NUMERICAL RATING: 4.805

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.805

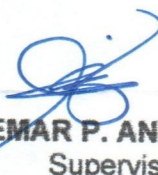
FINAL NUMERICAL RATING 4.805

ADJECTIVAL RATING: Outstanding


Prepared by:


JERREL ANN L. LAGITAO
SRA

Reviewed by:


JOVANNEMAR P. ANIRE
Supervisor

Noted:


MARISEL A. LEORNA
Director

Approved:


MARIA JULIET C. CENIZA
Vice President



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



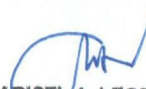
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 July to December, 2023.


JERREL ANN L. LAGITAO
Science Research Assistant
Date: 12-30-23


JOVANNEMAR P. ANIRE
Immediate Supervisor
Date: 1-3-2024

Approved:


MARISEL A. LEORNA
Director, NCRC-V
Date: 1-5-2024

NFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	
UMFO 6. RESEARCH SERVICES										
	PI 12 Productive, relevant research outputs and cutting-edge technologies generated	A28. Number of research outputs completed within the year								
		Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties	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	5	5.00	
			Harvest, handle hybrid seednuts in the nursery, and prepare harvest report	1x/mo	166.67%	2x/wk	5	5	4	4.67	
			Conduct routinary 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 narative 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	5	5	5	5.00	
			Performs other activities, crucial and related to project activities and implementationas 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	
	PI 4 Number of research outputs presented in regional/national/int'l fora/conferences	A30. Number of research outputs presented in regional/national/int'l conferences									
		In instituional fora/ conferences	Prepared report for in-house review, regional RDE Symposium & annual report	1	100.00%	1	5	5	5	5.00	2

			Prepare and submit project proposal for DOST-PCAARD/ Cocolevi external and institutional funding	1	100.00%	1	5	5	4	4.67	
UMFO 4. EXTENSION SERVICES											
	PI 2 Number of trainees weighted by the length of training	A37. Number of trainees weighted by length of training									
		A40. Number of technical/expert services									
		Number of copies of IEC materials distributed	Distributed IEC materials on "Makapuno Tissue Culture	10	600.00%	23	4	5	5	4.67	
			Distributed IEC materials on "Makapuno production"	10	600.00%	23	4	5	5	4.67	
			Distributed IEC materials on "Produksyon sa Makapuno"	10	600.00%	23	4	5	5	4.67	
		Number of IEC materials/technologies developed/used									
		Number of beneficiaries served with technical assistance	Serves as coordinator/trainor/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT students	1	100.00%	2	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%	10	5	5	5	5.00	
		Individuals	Conduct online/face to face lecture on Embryo culture technology	4	250.00%	8	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	2	100.00%	2	4	5	5	4.67	
			Prepares semi annual and annual narrative 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	3

			Supervises deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other	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	12	100.00%	12	5	4	5	4.67	
			Supervise activities in tissue culture lab and	2x/wk	150.00%	6x/wk	5	5	5	5.00	
			Conduct embryo rescue and plantlets subculture	1x/wk	133.00%	2x/wk	5	5	4	4.67	
Average Rating			4.828			Comments and Recommendations for Development Purpose: Very proactive and committed to her work. More training exposure to improve her skills.					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.828								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

JOVANNEMAR P. ANIRE

Supervisor

1-3-2024

Recommending /Approval:

MARISEL A. LEORNA

Center Director

1-5-2024

Approved:

MARIA JULIET C. CENIZA

Vice President for Research and Extension

1-15-2024

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2023

	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 : **JOVANNEMAR P. ANIRE**

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:

JOVANNEMAR P. ANIRE

Immediate Supervisor

Noted by:

MARISEL A. LEORNA

Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

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
Total Score						

4.75

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 : _____


 JOVANNEMAR P. ANIRE
 Printed Name and Signature
 Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2023

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: July 3 2023 **Target Date:** 3rd Quarter 2023

First Step:

Enhance management of pathogen contamination in the makapuno tissue culture laboratory

Result:

Enhanced management skills in controlling pathogen contamination in the laboratory through using lactic acid as agent to rescue contaminated plantlets

Date: July 2023 **Target Date:** 4th Quarter 2023

Next Step:

Conduct publishable short term research

Outcome:


Conducted publishable short term research for publication


Final Step/Recommendation:

Enhance skills in writing and presentations of reasearch papers/posters

Conforme:

Prepared by:


JERREL ANN L. LAGITAO
Name of Staff


JOVANNEMAR P. ANIRE
Immediate Supervisor