Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : **EDRALIN M. MALASAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.887	70%	3.421
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.921

TOTAL NUMERICAL RATING : 4.921

Add: Additional Approved Points, if any :

TOTAL NUMERICAL RATING : 4.921

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:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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 January to June 2017.

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	Actual Accomplishment	Rating				Remark
						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	
		Number of organization advised	Adviser of student organization	1	1	4	5	5	4.67	
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	5	5	5	5.00	
	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 maintaining the coconut-based intercropping demonstration area	1	1	4	5	5	4.67	
	4) 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 and production of Biocon for coconut	10	20	5	5	5	5.00	
	PI 3. Number of beneficiaries served								
	Groups	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	3	10	5	5	5	5.00	

	Individuals		50	100	5	5	5	5.00	
	PI 9. Additional outputs								
	No. of copies of IEC materials distributed	Produced coconut IEC materials	1	1	4	5	4	4.33	
		Distributes materials on coconut production information materials and other IECs	50	596	5	5	5	5.00	
	No. of exhibit/agro-fairs participated (National & Regional)	Putting up and man NCRC-VSU exhibits in Tacloban to promote the NCRC-V technology developed	2	2	4	5	5	4.67	
	Production of Biological Control Agent (Parasitoids) for Coconut Leaf Beetle (*Brontispa longissima*)	Mass produced parasitoids and distribute to CDO and coconut farmers for sustainable control of coconut leaf beetle	5,000	7,260	5	5	5	5.00	
NCRC MFO 2. Production Services									
	PI 1. 10% increase of income generate 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	4.5	4.50	
Total Over-all Rating								122.17	
Average Rating								4.887	
Adjectival Rating								O	

Received by:

TERESITA L. QUINANOLA
PRPEO

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

Approved:

EDGARDO E. TULIN
President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : **January - June 2017**

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	60				

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				
	Average Score	5				

Overall recommendation :

MARIO E. BALIAD

Project Leader

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2016

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 10, 2017 **Target Date:** 1st Quarter 2017

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, 2017 **Target Date:** 2nd Quarter 2011

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 fermers.

Final Step/Recommendation:

Prepared by:

MARIO E. BALIAD
Immediate Supervisor

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

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MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						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	25						
		Number of organization advised	Adviser of student organization	1						
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						
	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) 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							
		Monitor pests and diseases on the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	500							
		Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	420							
		Supervise data gathering on the different coconut accessions:								
		a) Flowering characteristics	200							
		b) Growth characteristics	500							
		c) Yield and nut component characteristics	400							
		Encode and compute all sets of data collected from the different coconut accessions	50							
		Organize/compile all computerize sets of data from the different coconut accessions	50							
		Report writing	2							
	No. of crop varieties conserved and utilized	Conserve and utilize coconut genetic resources for research production purposes	42							
	3) Performance of intercrops and high valued crops under coconut	Supervised laborers in maintaining the coconut-based intercropping demonstration area	1							
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	10							
	PI 3. Number of beneficiaries served									
	Groups	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	3							
	Individuals		50							
	PI 9. Additional outputs									

	No. of copies of IEC materials distributed	Distributes materials on coconut production information materials and other IECs	50						
	No. of exhibit/agro-fairs participated (National & Regional)	Putting up and man NCRC-VSU exhibits in Ormoc, Manila, Tacloban and other places to promote the NCRC-V technology developed	2						
	Production of Biological Control agent (Parasitoids) for Coconut Leaf Beetle (*Brontispa longissima*)	Mass produced parasitoids and distribute to coconut farmers for sustainable control of coconut leaf beetle.	5,000						
NCRC MFO 2. Production Services									
	PI 1. 10% increase of income generate to support university projects		10%						
	PI 2. Number of STF/IGPs monitored, supervised and managed	Supervised and monitor STF 6.1	1						
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Received by:

TERESITA L. QUIÑANOLA
PRPEO

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:

OTHELLO B. CAPUNO
Vice Pres. for Research & Extension

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EDGARDO E. TULIN
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