



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2024

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	4.844	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.416	30%	1.324
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.71

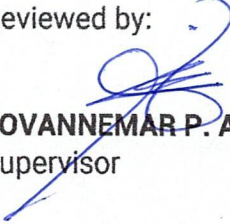
FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: OUTSTANDING

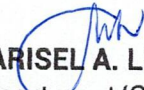
Prepared by:


JERREL ANN L. LAGITAO
Name of Staff

Reviewed by:


JOVANNEMAR P. ANIRE
Supervisor

Noted:


MARISEL A. LEORNA
Department/Office Head

Recommending Approval:


IVY C. EMNACE
Dean/Director

Approved:


SANTIAGO T. PEÑA, JR.
Vice President for REI



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 January to June, 2024.

JERREL ANN L. LAGITAO

Ratee

Date: July 4, 2024

JOVANNEMAR P. ANIRE

Immediate Supervisor

Date: July 8, 2024

Approved:

MARISOL A. LEORNA

Director, NCRC-V

Date: July 8, 2024

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Rating					Remark
				Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. RESEARCH SERVICES									
PI 12 Productive, relevant research outputs and cutting-edge technologies	A28. Number of research outputs completed within the year								
	Proj. Title 1: Determinnation 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	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	3x/wk	5	5	5	5.00	
		Harvest, handle hybrid seednuts in the nursery, and prepare harvest report	1x/mo	2x/wk	5	5	4	4.67	
		Conduct routinary checking and close inspection of breeding palms	1x/wk	2x/wk	5	4	5	4.67	

	Number of beneficiaries served with technical assistance	Serves as coordinator/trainer/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT students	1	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	10	5	5	5	5.00	
	Individuals	Conduct online/face to face lecture on Embryo culture technology	20	40	5	5	5	5.00	
		Assist graduate and undergraduate students conducting thesis and short term research (STR)	1	5	5	5	5	5.00	
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	5x/wk	5	4	5	4.67	
		Prepares quarterly and presents quarterly progress report	1	1	4	5	5	4.67	
		Prepares semi annual and annual narrative report	1	1	5	5	4	4.67	
		Issues official receipts to clients	5	8	5	5	5	5.00	
		Remits income to cash division	5	10	5	5	5	5.00	
		Supervise and conduct makapuno harvest-process	3	5	5	5	5	5.00	
		Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other places	10	15	4	5	5	4.67	
		Coordinates and entertain outsider clients	10	25	5	4	5	4.67	
		Conduct/participate monthly meeting	6	6	5	4	5	4.67	
		Supervise activities in tissue culture lab and screenhouse	2x/wk	5x/wk	5	5	5	5.00	
		Conduct embryo rescue and plantlets subculture	1x/wk	2x/wk	5	5	4	4.67	
Total Overall Rating								145.333	
Average Rating (Total overall rating divided by 30)		4.844	Comments and Recommendations for Development Purpose: Hardworking						
Additional points:									
Approved Additional Points (w/ copy of Approval)									
FINAL RATING		4.844							
ADJECTIVAL RATING		Outstanding							

Evaluated and Rated by:

JOVANNEMAR P. ANIRE

Supervisor

07/08/24

Recommending Approval:

IVY C. EMNAGE

Director for Research

08/07/24

Approved:

SANTIAGO T. PEÑA, JR.

Vice President for Research and Extension

28/07/24

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2024

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

Name of Office : **NATIONAL COCONUT RESEARCH CENTER-VISAYAS**

Head of Section : **JOVANNEMAR P. ANIRE**

Number of Personnel: 4

Name of Staff : **JERREL ANN L. LAGITAO**

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

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2024

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

Name of Office : **NATIONAL COCONUT RESEARCH CENTER-VISAYAS**

Head of Section : **JOVANNEMAR P. ANIRE**

Number of Personnel: 4

Name of Staff : **JERREL ANN L. LAGITAO**

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

cc: OVPI

ODAHRD

PRPEO

Name of Employee : JERREL ANN L. LAGITAO

PERFORMANCE MONITORING FORM

Exhibit I

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		Jan 2024	June 2024	Jan-June 2024	Very Impressive	Outstanding	
	Assisted the project leader in the implementation of the study		Jan 2024	June 2024	Jan-June 2024	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		Jan 2024	June 2024	Jan-June 2024	Very Impressive	Outstanding	
	Harvested, handle hybrid seednuts in the nursery, and prepare harvest report		Jan 2024	June 2024	Jan-June 2024	Very Impressive	Very Satisfactory	
	Conducted routine checking and close inspection of breeding palms		Jan 2024	June 2024	Jan-June 2024	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		Jan 2024	June 2024	Jan-June 2024	Very Impressive	Outstanding	

* Either very impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, unsatisfactory, poor

JOVANNEMAR P. ANIRE
 Immediate Supervisor

		Conducted online/face to face lecture on Embryo culture technology	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Assist graduate and undergraduate students conducting thesis and short term research (STR)	Jan 2024	June 2024	Jan-June 2024	Impressive		
		Serve as guest speaker to VSU DYDC radio station	Jan 2024	June 2024	Jan-June 2024			
		Helped monitor & implement STF 6.4	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
4	STFIGP's monitored, supervised and managed	Prepared quarterly and presents quarterly progress report	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Prepared semi annual and annual narrative report	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Issued official receipts to clients	Jan 2024	June 2024	Jan-June 2024	Very	Outstanding	
		Remitted income to cash division	Jan 2024	June 2024	Jan-June 2024	Very	Outstanding	
		Supervised and conduct makapuno harvest-	Jan 2024	June 2024	Jan-June 2024	Very	Outstanding	
		Supervised deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other places	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Coordinated and entertain outsider clients	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Conducted monthly meeting	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	
		Supervised activities in tissue culture lab and greenhouse	Jan 2024	June 2024	Jan-June 2024	Very	Outstanding	
		Conducted embryo rescue and plantlets subculture	Jan 2024	June 2024	Jan-June 2024	Very	Very Satisfactory	

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2024

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: 3 January 2024 **Target Date:** 8 January 2024

First Step: _____
Conduct publishable short term research

Result: _____
Available data for writing research article

Date: 1 February 2024 **Target Date:** 15 February 2024

Next Step: _____
Attend workshop on scientific research article writing/packaging

Outcome: _____
Submit publishable articles to Scopus indexed journal

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

Conforme:


JERREL ANN L. LAGITAO
Name of Staff

Prepared by:


JOVANNEMAR P. ANIRE
Immediate Supervisor



VISAYAS
STATE UNIVERSITY

NATIONAL COCONUT RESEARCH CENTER- VISAYAS

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: JERREL ANN LAGITAO-LESIDAN 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						
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:						


MARISEL A. LEORNA
 Immediate Supervisor