



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
July to December 2021**

**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	4.848	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

JERREL ANN L. LAGITAO  
Name of Staff

Reviewed by:

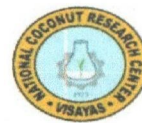
MARISSEL A. LEORNA  
Director

Approved:

MARIA JULIET C. CENIZA  
Vice President, Research, Extension & Innovation



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, 2021.

*Jerrel*  
**JERREL ANN L. LAGITAO**  
 Science Research Assistant  
 Date: 12/28/21

*Jedi*  
**JEDI JOY B. MAHILUM**  
 Immediate Supervisor  
 Date: \_\_\_\_\_

Approved: *Marisel*  
**MARISEL A. LEORNA**  
 Director, NCRC-V  
 Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	% of Accomplishment	Rating				Remarks	
							Actual Accomplishment	Quality	Efficiency	Timeliness		Average
UMFO 6. RESEARCH SERVICES												
	PI 12 Productive, relevant research outputs and cutting-edge technologies generated	A28. Number of research outputs completed within the year	NCRC Core Faculty Researchers & SRAs									
		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	3x/wk	166.67%	5x/wk	5	5	5	5.00	
				Supervised and assisted laborers in field activities (Hybridization, maintenance and monitoring, data collection)	1x/wk	200.00%	2x/wk	5	4	5	4.67	

			Conducted research activities such as data collection, sampling, monitoring, data consolidation and encoding	3x/wk	166.67%	5x/wk	5	5	5	5.00	
			Supervised/assisted the plant propagator/lab aides in laboratory activities such as embryo rescue, maintenance and monitoring of cultures and facilities	2x/wk	250.00%	5x/wk	5	4	5	4.67	
			Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	3x/wk	166.67%	5x/wk	4	5	5	4.67	
			Prepared quarterly accomplishment report, semi annual narrative report, in-house report, terminal report, project proposal, and presents quarterly progress report	3	166.67%	5	5	4	5	4.67	
			Prepared other reports required by the director and other offices	5	200.00%	10	5	5	4	4.67	
		<b>Proj. Title 2: Conservation of Coconut Genetic Resources from Typhoon Damaged Areas in Eastern Visayas for the Development of a Typhoon-Tolerant Coconut Variety (NCRC.15.1115-917)</b>	Assisted the project leader in the implementation of the study	3x/wk	166.67%	5x/wk	5	5	5	5.00	
			Conducted research activities such as data collection, maintenance and monitoring, data consolidation and encoding	1x/wk	300.00%	3x/wk	5	5	5	5.00	
			Prepared quarterly accomplishment report, semi annual narrative report, in-house report, terminal report, project proposal, and presents quarterly	3	166.67%	5	5	5	5	5.00	



		<b>Proj. Title 3: Comparative Performance of Promising Coconut Cultivars and VSU Hybrids in a Drought-Prone Area in Bohol (Phase I) (Formerly: Multilocation Evaluation of Promising Drought Tolerant and High-yielding Coconut Cultivars and VSU D x T Hybrid)</b>		Coordinates farm owner and hired workers for the monitoring and maintenance of the experimental area in Ubay, Bohol	1x/wk	300.00%	3x/wk	4	5	5	4.67	
				Conduct research activities such as data collection, consolidation and encoding	1x/wk	200.00%	2x/wk	5	5	5	5.00	
				Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	5x/wk	100.00%	5x/wk	5	5	5	5.00	
				Prepared quarterly and semi annual narative report and and presents quarterly progress report	3	166.67%	5	5	5	5	5.00	
	<b>PI 4 Number of research outputs presented in regional/national/int'l fora/conferences</b>	<b>A30. Number of research outputs presented in regional/national/int'l conferences</b>	<b>NCRC Core Faculty Researchers &amp; SRAs</b>									
		<b>In instituional fora/ conferences</b>		Prepared report for in-house review, regional RDE Symposium & annual report	2	150.00%	3	5	5	5	5.00	
				Prepared research proposal	1	100.00%	1	5	5	4	4.67	
<b>UMFO 4. EXTENSION SERVICES</b>												
	<b>PI 2 Number of trainees weighted by the length of training</b>	<b>A37. Number of trainees weighted by length of training</b>	<b>NCRC Core Staff, SRA/Aide, Admin. Aide</b>									
		<b>A40. Number of technical/expert services</b>	<b>NCRC Core Faculty Researchers and SRAs</b>									

		Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Distributed IEC materials on "Makapuno Tissue Culture"	10	180.00%	11	5	5	5	5.00	
				Distributed IEC materials on "Makapuno production"	10	180.00%	11	5	5	5	5.00	
				Distributed IEC materials on "Proksyon sa Makapuno"	10	180.00%	11	5	5	5	5.00	
		Number of IEC materials/technoloiges developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide									
		Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs	Serves as a resource person/guest and host on Lubi Dabi program of VSU DYDC 104.7	0	100.00%	5	5	5	5	5.00	
		Groups										
		Individuals		Briefed clients on makapuno tissue culture and production in social medial and face to face	10	180.00%	20	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	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	Helps monitor & implement STF 6.4	5x/wk	120.00%	6x/wk	5	5	5	5.00	
				Prepares quarterly and presents quarterly	2	100.00%	2	5	5	5	5.00	
				Prepares semi annual and annual narative report	2	100.00%	2	5	5	5	5.00	
				Issues official receipts to clients	10	160.00%	16	5	5	4	4.67	
				Remits income to cash division	5	160.00%	8	5	4	5	4.67	
				Prepare monthly financial reports	6	100.00%	6	5	5	5	5.00	
				Supervise and conduct makapuno harvest-	6	100.00%	6	5	5	4	4.67	
				Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other	10	160.00%	16	5	5	5	5.00	
				Conduct screenhouse experiment	1	100.00%	1	4	4	4	4.00	
				Coordinates and entertain outsider clients	10	150.00%	20	5	5	5	5.00	
				Conduct monthly meeting	6	100.00%	6	4	5	5	4.67	
				Supervise activities in tissue culture lab and	2x/wk	150.00%	3x/wk	5	5	5	5.00	

Average Rating	4.848
Punctuality	
Approved Additional Points (w/ copy of Approval)	
FINAL RATING	4.848
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

*forced MS studies to enhance knowledge on the principles behind the field of study matched with exposure to hands-on activities for experiential knowledge and skills.*

Evaluated and Rated by:

  
**JEDI JOY B. MAHILUM**  
 Supervisor

Date: \_\_\_\_\_

Recommending Approval:

  
**MARISEL A. LEORNA**  
 Center Director

Date: \_\_\_\_\_

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:							
	<b>Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties</b>	<i>Assisted the project leader in the implementation of the study</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		<i>Supervised and assisted laborers in field activities (Hybridization, maintenance and monitoring, data collection)</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		<i>Conducted research activities such as data collection, sampling, monitoring, data consolidation and encoding</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		<i>Supervised/assisted the plant propagator/lab aides in laboratory activities such as embryo rescue, maintenance and monitoring of cultures and facilities</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		<i>Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		<i>Prepared quarterly accomplishment report, semi annual narrative report, In-house report, terminal report, project proposal, and presents quarterly progress report</i>	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	

		Prepared other reports required by the director and other offices	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
	<b>Proj. Title 2: Conservation of Coconut Genetic Resources from Typhoon Damaged Areas in Eastern Visayas for the Development of a Typhoon-Tolerant Coconut Variety (NCRC.15.1115-917)</b>	Assisted the project leader in the implementation of the study	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Conducted research activities such as data collection, maintenance and monitoring, data consolidation and encoding	July 2021	December 2021	Jul-Dec 2021	Impressive	Outstanding	
		Prepared quarterly accomplishment report, semi annual narrative report, In-house report, terminal report, project proposal, and presents quarterly progress report	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
	<b>Proj. Title 3: Comparative Performance of Promising Coconut Cultivars and VSU Hybrids in a Drought-Prone Area in Bohol (Phase I) (Formerly: Multilocation Evaluation of Promising Drought Tolerant and High-yielding Coconut Cultivars and VSU D x T Hybrid) (NCRC14-1420.16)</b>	Coordinates farm owner and hired workers for the monitoring and maintenance of the experimental area in Ubay, Bohol	July 2021	December 2021	Jul-Dec 2021	Impressive	Very Satisfactory	
		Conduct research activities such as data collection, consolidation and encoding	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
2		Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	



3		Prepared quarterly and semi annual narative report and and presents quarterly progress report	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
4	<b>Copies of IEC materials distributed</b>	Distributed IEC materials on "Makapuno Tissue Culture	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Distributed IEC materials on "Makapuno production"	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Distributed IEC materials on "Proksyon sa Makapuno"	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
	<b>Beneficiaries served with technical assistance</b>	Serves as a resource person/guest and host on Lubi Dabi program of VSU DYDC 104.7	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Briefed clients on makapuno tissue culture and production in social medial and face to face	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
	<b>STF/IGP's monitored, supervised and managed</b>	Helps monitor & implement STF 6.4	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Prepares quarterly and presents quarterly progress report	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Prepares semi annual and annual narative report	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Issues official receipts to clients	July 2021	December	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Remits income to cash division	July 2021	December	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Prepare monthly financial reports	July 2021	December	Jul-Dec 2021	Very Impressive	Outstanding	
		Supervise and conduct makapuno harvest-process	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Very Satisfactory	
		Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other places	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Conduct screenhouse experiment	July 2021	December 2021	Jul-Dec 2021	Impressive	Very Satisfactory	
		Coordinates and entertain outsider clients	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	
		Conduct monthly meeting	July 2021	December 2021	Jul-Dec 2021	Impressive	Very Satisfactory	
		Supervise activities in tissue culture lab and screenhouse	July 2021	December 2021	Jul-Dec 2021	Very Impressive	Outstanding	

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

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


  
JEDI JOY S. MAHILUM  
Immediate Supervisor

Exhibit G

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2021

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

Name of Officer : JERREL ANN L. LAGITAO

Head of Section : JEDI JOY B. MAHILUM

Number of Personnel: 7

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

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

Conducted by:

JEDI JOY B. MAHILUM

Immediate Supervisor

Noted by:

MARISEL A. LEORNA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

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:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2  
FM-HRM-26  
V0 11-12-2021


No. 297

57/12  
= 4.75



Total Score										
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>						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

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July to December 2021**

**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 2021 **Target Date:** 3rd Quarter, 2021

**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:** July 2021 **Target Date:** 4th Quarter, 2021

**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 self-dependent, resourcefulness, and time management

Conforme:

Prepared by:

  
JERREL ANN L. LAGITAO  
Name of Staff

  
JEDI JOY B. MAHILUM  
Immediate Supervisor