



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

**Annex P**

Name of Administrative Staff/SRA: EDRALIN M. MALASAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.388
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.275
<b>TOTAL NUMERICAL RATING</b>			<b>4.663</b>

TOTAL NUMERICAL RATING: 4.663

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.663

FINAL NUMERICAL RATING 4.663

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

EDRALIN M. MALASAGA  
Name of Staff

Reviewed by:

JOVANNEMAR P. ANIRE  
Supervisor

Noted:

MARISEL A. LEORNA  
Director, NCRC-V

Approved:

MARIA JULET C. CENIZA  
Vice President for Research, Extension & Innovation



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - ACCOMPLISHMENT

"Exhibit B"

I, **EDRALIN M. MALASAGA**, Science Research Assistant of the NATIONAL COCONUT RESEARCH CENTER-Visayas commit 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

**EDRALIN M. MALASAGA**  
Science Research Assistant  
Date: 12-29-23

Recommending Approval:

**JOVANNEMAR P. ANIRE**  
Supervisor  
Date: 1-3-24

Approved:

**MARISEL A. LEORNA**  
Director, NCRC-V  
Date: 1-5-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Center Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS
							Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH INNOVATION SERVICES											
		PI 2: Number of research outputs presented in regional/national/ international fora/conferences									
		In national fora/conferences									
		In regional fora/conferences									
		In institutional fora/conferences	Prepared and submitted research outputs during In-house review	2	100%	2	5	5	5	5.00	
		PI 3: Number of research projects/study conducted and/or completed on schedule									
		Project 1: Collection and characterization of local and introduced coconut cultivars/hybrids (2 Studies)	Assisted the project leader in the implementation of research on coconut germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervised laborers on the field maintenance of the coconut germplasm collection such as ringweeding, underbrushing/grasscutting, cutting and proper disposal of damage coco-palms, planting and/or replanting of new coconut seedlings.	2	200%	4	5	5	5	5.00	
			Monitored pests and diseases incidence on the coconut populations in the germplasm collection and application of biological control agent to infested coco-palms.	200	200%	400	5	5	5	5.00	
			Supervised laborers in harvesting and hauling nut samples from 18 newly-bearing coconut accessions in the germplasm collection	2	200%	4	5	5	4	4.67	




			Supervised laborers in data gathering of different coconut accessions:								
			a) Flowering characteristics	200	125%	250	5	5	5	5.00	
			b) Growth characteristics	200	225%	450	5	5	5	5.00	
			c) Nut yield and nut component characteristics data	500	190%	950	5	5	5	5.00	
			d) Percent (%)oil content of meat	20	100%	20	5	5	4	4.67	
			Encoded and compiled sets of data collected from different coconut cultivars	20	150%	30	5	5	4	4.67	
			Reports preparation	2	200%	4	5	5	5	5.00	
		PI 9: Number of coconut varieties conserved and utilized by the coconut farmers/owners and/or beneficiaries	Conserved and maintained different coconut varieties at NCRC genebank as genetic resources for research, breeding works and production purposes.	45	100.0%	45	5	5	5	5.00	
			Coconut cultivars utilized for research, breeding works, food processing and production purposes	12	100.0%	12	5	5	5	5.00	
		Additional Outputs:									
		PI 14: Number of coconut Manual produced	Updated NCRC-V coconut Manual on Characteristics of different VSU coconut accessions	1	100.0%	1	3	4	4	3.66	
UMFO 4. EXTENSION SERVICES											
		PI 1: Number of person-days trained weighed by length of training	Persons trained during the trainings of trainors on coconut production and management	10	480%	48	5	5	5	5.00	
			Persons trained on Varietal identification and selection of parental palms for coconut hybridization.	30	220%	66	5	5	5	5.00	
			Persons trained on Identification of coconut insect pests and diseases	20	150%	30	5	5	5	5.00	
		PI 2: Number of trainings conducted	Conducted trainings on Identification of coconut insect pests and diseases ; and Varietal identification and selection of parental palms for coconut hybridization.	1	200%	2	5	5	5	5.00	
		PI 3: Number of IEC materials/technologies developed/used	Updates IEC materials/technologies of coconut	1	100%	1	4	4	4	4.00	
		PI 4: Number of beneficiaries served									
		Groups	Briefing and provided technical information on a group of visitors or coconut farmers/clients/intrepreneurs	1	100%	5	5	5	5	5.00	
		Individuals	Facilitated coconut farmers, students and /or other clienteles thru mobile phone and/or face-to-face inquiring and acquiring coconut planting materials and intercrops	3	333%	45	5	5	5	5.00	
		PI 5: Number of technical/expert services	Provided technical assistance to coconut farmers/clienteles on coconut production, cultural and pest management of coconut and intercropping under coconut	2	200%	10	5	5	5	5.00	




		Research Mentoring									
		Resource Persons	Provided technical/expert services to coconut farmers and or other clientele	1	800%	5	5	5	5	5.00	
		PI 6: Number of extension projects conducted and/or completed on schedule	Assisted implementation of approved extension project	1	100%	1	5	5	5	5.00	
		Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervised laborers in the field maintenance of coconut demonstration farm and production intercrops planting materials	1	100%	1	4	5	4	4.33	
		Additional Outputs:									
		PI 17: Number of extension delivery services conducted/ coordinated/ participated: field demo, agri fair, field days, agri-exhibit, Techno-forum, Techno-festival	Participated agri-fairs to showcase the products of the technologies generated from the center.	1	400%	4	5	5	5	5.00	
		PI 18: Number of clients assisted in agri-fair, walk-in clients, training requests, In-house reviews, trainings and related activities	Assisted clients request for trainings, during agri-fairs, trainings, walk-in clients and other related activities	5	100%	20	4	5	5	4.66	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
		MFO 3. Evaluation Services									
		PI 6: Number of In-house seminars/training/workshops/ reviews conducted/attended	Attended Research Development and Extension In-house review/seminars and workshops	1	100%	1	4	5	5	4.66	
UMFO 6. General Administration & Support Services (GASS)											
		PI 1: Zero percent complaint from clients served	Provided customer friendly frontline services to clients			Zero % complaint					
		Additional Outputs:									
		Number of NCRC-V meetings conducted/attended	Attended NCRC-V monthly meetings	5	100%	5	5	5	5	5.00	
		Number of documents reviewed/ evaluated, signed and approved	Reviewed and signed documents	6	417%	25	5	5	5	5.00	
		Number of reports prepared/reviewed/submitted, data and other information requested by other office.	Prepared and submitted progress reports to OVPREI	2	300%	4	5	5	5	5.00	
		Total Over-all Rating								4.84	
		Average Rating									
		Approved Additional Points (w/ copy of Approval)									
		FINAL RATING									
		ADJECTIVAL RATING									
					4.84						
					OUTSTANDING						
						Comments & Recommendations for Development Purpose:					
						Dependable and industrious					




Evaluated & Rated by:

  
JOVANNEMAR P. ANIRE  
Supervisor  
Date: 1-3-24

Recommending Approval:

  
MARISEL A. LEORNA  
Director, NCRC-V  
1-5-24

Approved by:

  
MARIA JULIET C. CENIZA  
Vice President OVPREI  
Date: 1-15-24



## PERFORMANCE MONITORING FORM

Name of Employee: EDRALIN M. MALASAGA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	<i>Assists in the implementation of research</i>							
2	<i>Proj. Title 1 Collection and characterization of local and introduced coconut cultivars/hybrids</i>	<i>Assists the project leader in the implementation of the research on coconut germplasm collection and characterization</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Supervise laborers in maintaining the area of germplasm collection and the experimental plants such as ring-weeding, underbrushing / grasscutting and burning of damage coco palms, planting and replanting of new coco seedlings</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Monitor pests and diseases of coconut</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	



		<i>plants in the NCRC germplasm and application of biological control agent to Brontispa infested coco palms</i>						
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Supervises laborers in data gatherings of different coconut cultivars</i> a) Flowering characteristics b) Growth characteristics c) Yield and nut component characteristics	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Encode , compute and compile all data sets of data collected from different coconut cultivars</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
		<i>Prepare reports</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
3	<i>Project 2: Performance of different intercrops under</i>	<i>Supervised laborers in the field maintenance</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	



	coconut using organic and inorganic fertilizer	of the project						
4	Conserved crop varieties	Conserve and utilize coconut genetic resources for research, breeding works and production purposes	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
5	Assists in the implementation of duly approved extension projects	Assist in the implementation of 1 extension project	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
6	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervised laborers in the maintenance of coconut demonstration farm and production of black pepper as planting material	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
7	Provides technical/expert services	Provide the technical/expert services requested by the beneficiaries via online or thru mobile phone	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
8	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
9	Prepares /Produces IEC materials for farmers/clienteles information	Produce IEC materials for farmers / clientele	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	



10	<i>Distribute IEC materials</i>	<i>Distributes 20 IEC materials</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
11	<i>Monitor STF Project</i>	<i>Monitors STF 6.1 project</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
12	<i>Provides customer friendly frontline services to clients</i>	<i>Provides customer friendly frontline services to clients</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	
13	<i>Brief and entertains clientele and investors</i>	<i>Brief and entertains clientele and investors</i>	July 2023	Dec 2023	July to Dec 2023	Very Impressive	Outstanding	

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

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

Prepared by:

  
JOVANNEMAR P. ANIRE  
 Supervisor



# PERFORMANCE MONITORING & COACHING JOURNAL

July to December 2023

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

Name of Office: NCRC-V


Name of Employee: EDRALIN M. MALASAGA


Head of Office: MARISEL A. LEORNA

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Data Collection	✓	✓			
Coaching					
Data Organization	✓	✓			

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: 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 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						

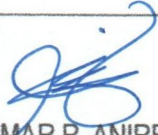
**Vision:**  
**Mission:**

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.



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**  
**July to December 2023**

Name of Employee: EDRALIN M. MALASAGA

Performance Rating: \_\_\_\_\_

Aim: To be efficient and effective worker in the implementation of research and extension activities of the project.

Proposed Interventions to Improve Performance:

Date: July 3 2023

Target Date: July 7, 2023

First Step:

Conduct meeting and planning activities with the section

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among staff and clients and delivery good quality outputs

Date: July 10, 2023

Target Date: July 14, 2023

Next Step:

Supervise laborers and conduct hands on research activities, trainings, workshops

Outcome: Successful implementation of research activities and enhanced skills on research activities.

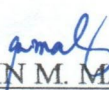
Final Step/Recommendation:

Enhance self-dependency, resourcefulness, and time management with regard to project implementation.

Prepared by:

  
JOVANNEMAR P. ANIRE  
Supervisor

Conforme:

  
EDRALIN M. MALASAGA  
Name of Ratee