



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2021**

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	4.839	70%	3.387
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.836

TOTAL NUMERICAL RATING: 4.836


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.836

FINAL NUMERICAL RATING 4.836

ADJECTIVAL RATING: Outstanding


Prepared by:


JERREL ANN L. LAGITAO
Name of Staff

Reviewed by:


MARISEL 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 January to June, 2021.

JERREL ANN L. LAGITAO
Science Research Assistant

Date: _____

JEDI JOY B. MAHILUM
Immediate Supervisor

Date: _____

Approved:

MARISEL A. LEORNA
Director, NCRC-V

Date: _____

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	% of Accomplishment	Actual Accomplishment	Rating				Remark
								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 (underbrushing, ringweeding, fertilization)	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 and semi annual narative report and and presents quarterly progress report	3	166.67%	5	5	4	4.5	4.50	
		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)	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, monitoring, data consolidation and encoding	1x/wk	300.00%	3x/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	
		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)	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	
	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	NCRC Core Faculty Researchers & SRAs									
		In institutional fora/conferences		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	
UMFO 4. EXTENSION SERVICES												
	PI 2 Number of trainees weighted by the length of training	A37. Number of trainees weighted by length of training	NCRC Core Staff, SRA/Aide, Admin. Aide									
		A40. Number of technical/expert services	NCRC Core Faculty Researchers and SRAs									
		Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	Distributed IEC materials on "Makapuno Tissue Culture	10	180.00%	18	5	5	5	5.00	
				Distributed IEC materials on "Makapuno production"	10	180.00%	18	5	5	5	5.00	
				Distributed IEC materials on "Proksyon sa	10	180.00%	18	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									
		Groups										
		Individuals		Briefed clients on makapuno tissue culture and production via phone call and face to face	10	180.00%	18	5	4	5	4.67	
	Income Generating and Production Services											

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:							
	Proj. Title 1: Determination of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties	Assists the project leader in the implementation of the study	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Supervise and assist laborers in field activities (underbrushing, ringweeding, fertilization)	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Conduct research activities such as data collection, sampling, monitoring, data consolidation and encoding	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Supervise/assists the plant propagator/lab aides in laboratory activities such as embryo rescue, maintenance and monitoring of cultures and facilities	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Supervises/conducts breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	

	Proj. Title 2: Conservation of Coconut Genetic Resources from Typhoon Damaged Areas in Eastern Visayas for the Development of a Typhoon-	<i>Assists the project leader in the implementation of the study</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		<i>Conduct research activities such as data collection, monitoring, data consolidation and encoding</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		<i>Prepares quarterly and semi annual narrative report and and presents quarterly progress report</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
	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)	<i>Coordinates farm owner and hired workers for the monitoring and maintenance of the experimental area in Ubay, Bohol</i>	January 2021	June 2021	Jan-June 2021	Impressive	Very Satisfactory	
		<i>Conduct research activities such as data collection, consolidation and encoding</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		<i>Supervises/conducts breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		<i>Prepares quarterly and semi annual narrative report and and presents quarterly progress report</i>	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	

2	Copies of IEC materials distributed	Distributes IEC materials on Makapuno Tissue Culture and Production	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
3	Beneficiaries served with technical assistance	Assists and oriented clients/farmers/growers on makapuno tissue culture and production	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
4	STF/IGP's monitored, supervised and managed	Helps monitor & implement STF 6.4	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Prepares quarterly and presents quarterly progress report	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Prepares semi annual and annual narrative report	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Issues official receipts to clients	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Remits income to cash division	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Prepare monthly financial reports	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Supervise and conduct makapuno harvest-process	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Supervises deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other places	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Conduct screenhouse experiment	January 2021	June 2021	Jan-June 2021	Very Impressive	Very Satisfactory	
		Coordinates and entertain outsider	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	
		Conduct monthly meeting	January 2021	June 2021	Jan-June 2021	Impressive	Very Satisfactory	
		Supervise activities in tissue culture lab and screenhouse	January 2021	June 2021	Jan-June 2021	Very Impressive	Outstanding	

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

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


JEDI JOY B. MAHILUM
 Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2021

Name of Staff: JERREL ANN L. LAGITAO Position: Science Research Asst

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.

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No. 14

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 : _____

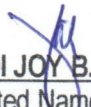

JEDI JOY B. MAHILUM
 Printed Name and Signature
 Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2021

√	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 : **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 \

Conducted by:

Noted by:

JEDI JOY B. MAHILUM

Immediate Supervisor

MARISEL A. LEORNA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 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: Jan 2021

Target Date: Jan 30, 2021

First Step:

Conduct meeting & planning activities with the staff of varietal improvement section

Result:

Enhance knowledge on the implementation of the activities of the section and develop better relationship among staff and clients

Date: April 2, 2021

Target Date: June 29, 2021

Next Step:

Supervise laborers and conduct hands-on research activities

Outcome:

Successful implementation of research activities and enhanced skills on research activities

Final Step/Recommendation:

Enhance self-dependent, resourcefulness, and time management

Prepared by:

Conforme:

JERREL ANN L. LAGITAO

Name of Staff

JEDI JOY B. MAHILUM
Immediate Supervisor