

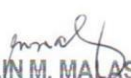
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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 : 4.921Add: Additional Approved Points, if any : TOTAL NUMERICAL RATING : 4.921ADJECTIVAL RATING : Outstanding

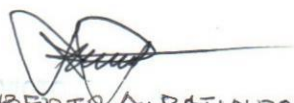
Prepared by:


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



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 July to December 2017.

EDRALIN M. MALASAGA
Science Research Assistant

MARIO E. BALIAD
Project Leader

MARIA JULIET C. CENIZA
Director,, NCRC-V

Date: _____

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	5.00
		Number of organization advised	Adviser of student organization	1	1	4	5	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	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	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	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	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	5.00	
		Supervise data gathering on the different coconut accessions:								
		a) Flowering characteristics	200	650	5	5	5	5	5.00	
		b) Growth characteristics	500	950	5	5	5	5	5.00	
		c) Yield and nut component characteristics	400	850	5	5	5	5	5.00	
		Encode and compute all sets of data collected from the different coconut accessions	50	250	5	5	5	5	5.00	
		Organize/compile all computerize sets of data from the different coconut accessions	50	250	5	5	5	5	5.00	
		Report writing	2	4	5	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	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	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	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	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	5.00	

Individuals										
PI 9. Additional outputs										
No. of copies of IEC materials distributed										
Produced coconut IEC materials										
Distributes materials on coconut production information materials and other IECs										
Putting up and man NCRC-VSU exhibits in Tacloban to promote the NCRC-V technology developed										
Mass produced parasitoids and distribute to CDO and coconut farmers for sustainable control of coconut leaf beetle										
NCRC MFO 2. Production Services										
PI 1. 10% increase of income generate to support university projects										
PI 2. Number of STF/IGPs monitored, supervised and managed										
Supervised and monitor STF 6.1										
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Received by:


TERESITA L. QUINANOLA
PRPEO

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


OTHELLO B. CAPANO
Vice Pres. for Research & Extension

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2017Name of Staff : EDRALIN M. MALASAGAPosition : 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						

Overall recommendation :


MARIO E. BALIAD
 Project Leader

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2017

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 assume higher responsibilities:

Date: July 4, 2017 **Target Date:** 3rd Quarter 2017

First Step:

Allow her to attend seminars/workshop/trainings that relevant to her work.

Result:

Additional knowledge about farming systems and pest management

Date: October 3, 2017 **Target Date:** 4th Quarter 2017

Next Step:

Continue to serve as technical assistance to coconut farmers and conduct trainings on enterprise Integrated Pest Management of Coconut.
 Allow her to write paper for publication.

Outcome:

Her knowledge and skills on the management of coconut pest will be developed.

Final Step/Recommendation:

Allow her to involve different scheme of coconut intercropping project.

Prepared by:


MARIO E. BALIAD
 Immediate Supervisor

	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 (<i>Brontispa longissima</i>)	Mass produced parasitoids and distribute to coconut farmers for sustainable control of coconut leaf beetle.	5,000						
	NCRC INFO 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:

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