



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
January to June 2023

**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	4.816	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.76</b>

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:

JERREL ANN L. LAGITAO  
SRA

Reviewed by:

JOVANNEMAR P. ANIRE  
Supervisor

Noted:

MARISEL A. LEORNA  
Director

Approved:

MARIA JULIET C. CENIZA  
Vice President





# 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, 2023.

*[Signature]*  
**JERREL ANN L. LAGITAO**  
Science Research Assistant

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

*[Signature]*  
**JOVANNEMAR P. ANIRE**  
Immediate Supervisor

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

Approved:

*[Signature]*  
**MARISEL A. LEORNA**  
Director, NCRC-V

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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Rating				Remarks
						Actual Accomplishment	Quality	Efficiency	Timeliness	
UMFO 6. RESEARCH SERVICES										
	PI 12 Productive, relevant research outputs and cutting-edge technologies generated	A28. Number of research outputs completed within the year								
		Proj. Title 1: Determination 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	100.00%	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	100.00%	2x/wk	5	5	4	4.67
										1



			Harvest, handle hybrid seednuts in the nursery, and prepare harvest report	1x/mo	166.67%	2x/wk	5	5	4	4.67	
			Conduct routinary checking and close inspection of breeding palms	1x/wk	250.00%	2x/wk	5	4	5	4.67	
			Performs laboratory activities such as embryo inoculation, subculture and rescue of contaminated plantlets, preparation of culture media, maintenance and monitoring of cultures and laboratory equipment	3x/wk	166.67%	5x/wk	5	5	5	5.00	
			Prepare quarterly accomplishment report, semi annual narative report , In-house report, terminal report, and presents quarterly progress reports of the project	5	200.00%	10	5	5	4	4.67	
			Prepare other reports required by the director and other offices	3x/wk	166.67%	5x/wk	5	5	5	5.00	
			Supervise/conduct breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	1x/wk	300.00%	3x/wk	4	4	5	4.33	
			Performs other activities, crucial and related to project activities and implementationas may assigned by the project leader	5x/wk	100.00%	5x/wk	5	5	5	5.00	
				1x/wk	300.00%	3x/wk	5	5	5	5.00	
			Collects data and does regular consultation and discussion with project staff on issues and problems encountered by the project								
	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									
		In instituional fora/ conferences	Prepared report for in-house review, regional RDE Symposium & annual report	1	100.00%	1	5	5	5	5.00	
			Prepare and submit project proposal for DOST-PCAARD/ Cocolevi external and institutional funding	1	100.00%	1	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES											
	PI 2 Number of trainees weighted by the length of training	A37. Number of trainees weighted by length of training									
											2



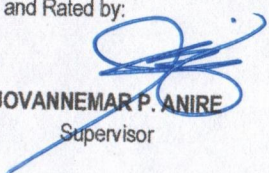
		<b>A40. Number of technical/expert services</b>									
		<b>Number of copies of IEC materials distributed</b>	Distributed IEC materials on "Makapuno Tissue Culture"	10	600.00%	60	4	5	5	4.67	
			Distributed IEC materials on "Makapuno production"	10	600.00%	60	4	5	5	4.67	
			Distributed IEC materials on "Proksyon sa Makapuno"	10	600.00%	60	4	5	5	4.67	
		<b>Number of IEC materials/technoloiges developed/used</b>									
		<b>Number of beneficiaries served with technical assistance</b>	Serves as coordinator/trainor/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT students		100.00%	10	5	5	5	5.00	
		<b>Groups</b>	Brief clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	3	167.00%	5	5	5	5	5.00	
		<b>Individuals</b>	Conduct online/face to face lecture on Embryo culture technology	4	250.00%	10	5	4	5	4.67	
	<b>Income Generating and Production Services</b>										
	<b>Sustainable income generation activities to support University activities</b>	<b>Number of STF/IGP's monitored, supervised and managed</b>	Helps monitor & implement STF 6.4	5x/wk	100.00%	5x/wk	5	4	5	4.67	
			Prepares quarterly and presents quarterly progress report	2	100.00%	2	4	5	5	4.67	
			Prepares semi annual and annual narative report	2	100.00%	2	5	5	4	4.67	
			Issues official receipts to clients	10	130.00%	13	5	5	5	5.00	
			Remits income to cash division	5	120.00%	6	5	5	5	5.00	
			Supervise and conduct makapuno harvest-process	6	100.00%	6	5	5	5	5.00	
			Supervises deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other places	10	130.00%	13	4	5	5	4.67	
			Coordinates and entertain outsider clients	10	250.00%	25	5	4	5	4.67	
			Conduct monthly meeting		100.00%	1	5	4	5	4.67	
			Supervise activities in tissue culture lab and screenhouse	2x/wk	150.00%	20	5	5	5	5.00	
			Conduct embryo rescue and plantlets subculture	3x/wk	133.00%	4x/wk	5	5	5	5.00	
Average Rating				4.816	Comments and Recommendations for Development Purpose:						
					3						

she displayed a highly consistent level of performance in her work

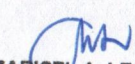


Punctuality	
Approved Additional Points (w/ copy of Approval)	
FINAL RATING	4.816
ADJECTIVAL RATING	Outstanding

Evaluated and Rated by:

  
**JOVANNEMAR P. ANIRE**  
 Supervisor

Recommending Approval:

  
**MARISEL A. LEORNA**  
 Center Director

Approved:

  
**MARIA JULIET C. CENIZA**  
 Vice President for Research and Extension



## 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:</b> <b>Determinnation of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic Coconut Varieties</b>	Assisted the project leader in the implementation of the study	January 2023	June 2023	Jan-Jun 2023	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	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Harvested, handle hybrid seednuts in the nursery, and prepare harvest report	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Conducted routinary checking and close inspection of breeding palms	January 2023	June 2023	Jan-Jun 2023	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	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	



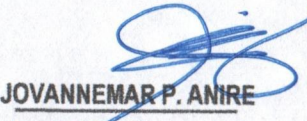
		Prepared quarterly accomplishment report, semi annual narative report , In-house report, terminal report, and presents <del>quarterly progress reports of the project</del>	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Prepared other reports required by the director and other offices	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and <del>monitoring of F1's and parental palms</del>	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Performed other activities, crucial and related to project activities and implementationas may assigned by the project leader	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Collected data and does regular consultation and discussion with project staff on issues and problems encountered by the project	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
2	<b>Copies of IEC materials distributed</b>	Distributed IEC materials on "Makapuno Tissue Culture	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Distributed IEC materials on "Makapuno production"	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Distributed IEC materials on "Proksyon sa Makapuno"	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
3	<b>Beneficiaries served with technical assistance</b>	Served as coordinator/trainor/ lecturer for BS Biotechnology, BS Agriculture with majors in Extension and Plant Breeding OJT students	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Briefed clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Conducted online/face to face lecture on Embryo culture technology	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
4	<b>STF/IGP's monitored, supervised and managed</b>	Helped monitor & implement STF 6.4	January 2023	June 2023	Jan-Jun 2023	Impressive	Very Satisfactory	
		Prepared quarterly and presents quarterly progress report	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Prepared semi annual and annual narative report	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	



		Issued official receipts to clients	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Remitted income to cash division	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Supervised and conduct makapuno harvest-	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Supervised deliveries of makapuno seedlings, meat, and nuts to clientele in Bohol and other places	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Very Satisfactory	
		Coordinated and entertain outsider clients	January 2023	June 2023	Jan-Jun 2023	Impressive	Very Satisfactory	
		Conducted monthly meeting	January 2023	June 2023	Jan-Jun 2023	Impressive	Very Satisfactory	
		Supervised activities in tissue culture lab and screenhouse	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	
		Conducted embryo rescue and plantlets subculture	January 2023	June 2023	Jan-Jun 2023	Very Impressive	Outstanding	

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

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

  
**JOVANNEMAR P. ANIRE**  
 Immediate Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

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
Total Score		56/12				

4.66



Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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 : \_\_\_\_\_

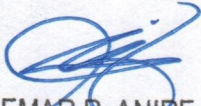
  
JOVANNEMAR P. ANIRE  
 Printed Name and Signature  
 Supervisor



Exhibit G

**PERFORMANCE MONITORING & COACHING JOURNAL**  
Rating Period: January to June 2023

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

Name of Officer : **JERREL ANN L. LAGITAO**  
Head of Section : **JOVANNEMAR P. ANIRE**  
Number of Personnel: 4

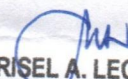
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Field Visit	√	√			
Report Preparation	√	√			
Coaching					
Consultation	√				
Coordinator		√			

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



**EMPLOYEE DEVELOPMENT PLAN**  
Rating Period: January to June 2023

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: January 2023 Target Date: 2nd Quarter 2023

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: January 2023 Target Date: 2nd Quarter 2023

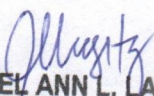
Next Step: \_\_\_\_\_  
Enhance skills in writing and presentations of reasearch papers

Outcome: \_\_\_\_\_  
Enhanced skills in writing and presentations of reasearch papers

Final Step/Recommendation: \_\_\_\_\_  
Enhance management of pathogen contamination in makapuno tissue culture laboratory

Conforme:

Prepared by:

  
JERREL ANN L. LAGITAO  
Name of Staff

  
JOVANNEMAR P. ANIRE  
Immediate Supervisor