



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF January to June 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	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.823

TOTAL NUMERICAL RATING: 4.823


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.823


FINAL NUMERICAL RATING 4.823

ADJECTIVAL RATING: OUTSTANDING

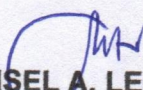
Prepared by:

  
**EDRALIN M. MALASAGA**  
Name of Staff

Reviewed by:

  
**MARIO E. BALIAD**  
Supervisor

Noted:

  
**MARISEL A. LEORNA**  
Director, NCRC-V

Approved:

  
**MARIA JULIET 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 January to June 30, 2023

**EDRALIN M. MALASAGA**  
Science Research Assistant  
Date: \_\_\_\_\_

Recommending Approval:

**MARIO E. BALIAD**  
Supervisor  
Date: \_\_\_\_\_

Approved:

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

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	Prepares and submit 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)	Assists the project leader in the implementation of research on coconurt germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervise laborers on the field maintenace 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	
			Monitor pests and diseases incidence on the coconut populations in the germplasm collection and application of biological control agent to infested coco-palms.	200	150%	500	5	5	5	5.00	
			Supervise 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	

			Supervise laborers in data gathering of different coconut accessions:								
			a) Flowering characteristics	200	150%	300	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	180%	900	5	5	5	5.00	
			d) Percent (%)oil content of meat	20	100%	20	5	5	4	4.67	
			Encode, compute and compile sets of data collected from different coconut cultivars	20	150%	30	5	5	4	4.67*	
			Reports preparation	2	350%	7	5	5	5	5.00	
		Project 2: Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervise laborers in the field maintenance, fertilizations and yield data collections of different intercrops under coconut	2	150%	3	4	4	5	4.33	
		PI 9: Number of coconut varieties conserved and utilized by the coconut farmers/owners and/or beneficiaries	Number of coconut varieties conserved and maintained in NCRC-V coconut germplasm and served 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	Update NCRC-V coconut Manual on Characteristics of different VSU coconut accessions	1	100.0%	1	4	4	4	4.00	
UMFO 4. EXTENSION SERVICES											
		PI 1: Number of person-days trained weighed by length of training	Conduct trainings of trainors on coconut production and management	10	620%	62	5	5	5	5.00	
		PI 2: Number of trainings conducted	Conduct trainings on coconut intercropping and identification of pest and diseases of coconut	1	100%	1	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 provide technical information on a group of visitors or coconut farmers/clients/intrepreneurs	1	300%	3	5	5	5	5.00	
		Individuals	Facilitates coconut farmers, students and /or other clientele thru mobile phone and/or face-to-face inquiring and acquiring coconut planting materials and intercrops	3	333%	10	5	5	5	5.00	
		PI 5: Number of technical/expert services	Provides technical assistance to coconut farmers/clienteles on coconut production, cultural and pest management of coconut and intercropping under coconut	2	200%	4	5	5	5	5.00	
		Research Mentoring									
		Resource Persons	Provides technical/expert sevices to coconut farmers and or other clientele	1	800%	8	5	5	5	5.00	



Evaluated & Rated by:

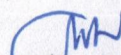


**MARIO E. BALIAD**

Supervisor

Date:

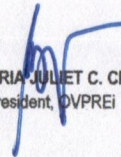
Recommending Approval:



**MARIEL A. LEORNA**

Director, NCRC-V

Approved by:



**MARIA JULIET C. CENIZA**

Vice President, DVPREI

Date:

## 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	Research projects/study conducted and/or completed on schedule							
2	Project 1. Collection and characterization of local and introduced coconut cultivars/hybrids (2 studies)	Assisted the project leader in the implementation of the research on coconut germplasm collection and characterization	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	
		Supervised laborers in the field maintenance of coconut germplasm collection such as ring-weeding, underbrushing / grasscutting and disposal of damage coco palms, and replanting of new coco seedlings	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	
		Monitored pests and diseases incidence on the coconut populations in the NCRC germplasm collection and application of biological control to coconut pests.	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	
		Supervised laborers in harvesting and hauling of nut samples from the newly-bearing coconut accessions.	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	
		Supervised laborers in data gatherings on the different coconut cultivars such as: a) Flowering characteristics	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	

		b) Growth characteristics c) Yield and nut component characteristics						
		Encoded , and compiled sets of data collected from different coconut cultivars	Jan. 2023	June 2023	Jan. –June 2023	Very Impressive	Outstanding	
3	Prepare reports	Prepared progress reports and submitted to OVPRE	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
4	Project 2: Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervised laborers in the field maintenance of the project	Jan. 2023	June 2023	Jan.- June 2023	Very Impressive	Outstanding	
5	Coconut varieties conserved and utilized	Conserved and maintained 45 coconut varieties in the NCRC germplasm collection to serve as genetic resources for research, breeding works and production purposes	Jan. 2023	June 2023	Jan.–June 2023	Very Impressive	Outstanding	
6	Assists in the implementation of duly approved extension projects	Assisted in the implementation of extension project	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
7	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 planting material	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
8	Conducts trainings	Conducted trainings on identification of major pest and diseases of coconut and its biological control to coconut farmers	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
9	Provides technical/expert services	Provided the technical/expert services requested by the coconut farmers/clienteles	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
10	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Facilitated / accommodated coconut farmers and other clientele acquire planting materials of dwarf coconut and intercrops	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
11	Prepares /produces IEC materials for	Produced IEC materials of NCRC-V technologies for farmers /clienteles	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	

	<i>farmers/clienteles information</i>	<i>information</i>						
12	<i>Distribute IEC materials</i>	<i>Distributed 199 IEC materials to coconut farmers and/or interested clienteles</i>	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
13	<i>Monitor STF Project</i>	<i>Monitored STF 6.1 project</i>	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
14	<i>Provides customer friendly frontline services to clients</i>	<i>Provided customer friendly frontline services to clients</i>	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	
15	<i>Brief and entertains clienteles and investors</i>	<i>Briefed and entertains visitors/clienteles and investors</i>	Jan. 2023	June 2023	Jan.-June 2023	Very Impressive	Outstanding	

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

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

Prepared by:



**MARIO E. BALIAD**  
Supervisor

**PERFORMANCE MONITORING & COACHING JOURNAL**

✓	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: \_\_\_\_\_

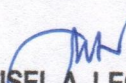
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Field visit meeting	Jan 4	Jan 9			
Data Collection & data analysis	Feb. 6	March 10			
	March 8	June 12			
	April 10				
	May 8				
	June 6				
Coaching					
Consultation	Jan. 6				
	Feb. 9				
	March 20				
	May 10				
	June 9				

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

Conducted by:

  
MARIO E. BALIAD  
Immediate Supervisor

Noted by:

  
MARISEL A. LEORNA  
Next Higher Supervisor



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 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		58/12				

4.83

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 : \_\_\_\_\_

  
**MARIO E. BALIAD**  
 Printed Name and Signature  
 Supervisor

## EMPLOYEE DEVELOPMENT PLAN

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: January 4, 2023 Target Date: January 6, 2023

First Step:

Conduct meeting and planning activities with the SRA

Result:

Enhanced knowledge on the implementation of the activities of the section and developed better relationship among among staff and clients.

Date: January 9, 2023 Target Date: June 16, 2023

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:

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

Prepared by:

MARIO E. BALIAD  
Unit Head

Conforme:

EDRALIN M. MALASAGA  
Name of Ratee Faculty/Staff