



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2020**

Annex P

Name of Science Research Assistant: **JERREL ANN L. LAGITAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.827	70%	3.378
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
TOTAL NUMERICAL RATING			4.848

TOTAL NUMERICAL RATING: 4.848

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.848

FINAL NUMERICAL RATING 4.848

ADJECTIVAL RATING: Outstanding

Prepared by:

JERREL ANN L. LAGITAO
Name of Staff

Reviewed by:

MARIA JULIET C. CENIZA
Director

Recommending Approval:

JOSE L BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
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 July to December, 2020.

JERREL ANN L. LAGITAO

Science Research Assistant

Date: _____

JEDI JOY B. MAHILUM

Supervisor

Date: _____

Approved:

MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	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	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	Assisted the project leader in the implementation of the study.	1	200%	2	5	5	5	5.00	
			Supervised and assist laborers in field activities (underbrushing, ringweeding, fertilization)	2x/wk	250%	5x/wk	5	4	5	4.67	
			Conducted research activities such as data collection, sampling, monitoring, data consolidation, and	2x/wk	250%	5x/wk	5	5	5	5.00	
			Supervised pollen collection, emasculation, bagging,	2x/wk	150%	3x/wk	5	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.	1	100%	1	5	5	5	5.00	
			Conducted research activities such as data collection, monitoring, data consolidation and encoding	2x/wk	250%	5x/wk	5	5	4	4.67	

		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)	Supervised and conduct monthly meeting	3	200%	6	5	5	5	5.00	
			Coordinated farm owner and monitoring of the experimental area in Bohol	1x/wk	100%	2x/wk	5	5	5	5.00	
			Supervised and conduct research activities such as data collection, sampling, monitoring, data	2x/wk	250%	5x/wk	5	5	5	5.00	
			Supervised pollen collection, emasculation, bagging,	2x/wk	150%	3x/wk	5	4	5	4.67	
	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 institutional fora/conferences	Prepared report for in-house review, regional RDE Symposium & annual report	2	150%	3	5	5	5	5.00	
			Prepared research proposal	1	100%	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									
		A40. Number of technical/expert services									
		Number of copies of IEC materials distributed	Distributes IEC materials on "Makapuno Tissue Culture	20	150%	30	5	5	5	5.00	
			Distributes IEC materials on "Makapuno production"	20	150%	30	5	5	5	5.00	
			Distributes IEC materials on "Proksyon sa Makapuno"	20	150%	30	5	5	5	5.00	
		Number of IEC materials/technologies developed/used									
		Number of beneficiaries served with technical assistance									
		Groups									

PERFORMANCE MONITORING FORM

Name of Employee : JERREL ANN L. LAGITAO

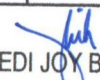
Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1.	Research projects conducted and/or completed on schedule:							
	Proj. Title 1: Determination of the Mode of Inheritance 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.	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Supervise and assist laborers in field activities (underbrushing, ringweeding, fertilization)	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
		Conduct research activities such as data collection, sampling, monitoring, data consolidation, and encoding	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Supervises pollen collection, emasculation, bagging, and pollination	July 2020	December 2020	Jul-Dec 2020	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-Tolerant Coconut Variety (NCRC.15.1115-917)	Assists the project leader in the implementation of the study.	January 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Conduct research activities such as data collection, monitoring, data consolidation and encoding	January 2020	December 2020	Jul-Dec 2020	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	Supervises and conduct monthly meeting	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Coordinates farm owner and monitoring of the experimental area in Bohol	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Supervise and conduct research activities such as data collection, sampling, monitoring, data consolidation, and encoding	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Supervises pollen collection, emasculation, bagging, and pollination	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
2	Copies of IEC materials distributed	Distributes IEC materials on Makapuno Tissue Culture and Production	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
3	Beneficiaries served with technical assistance	Assist senior high school students' thesis	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
4	STF/IGP's monitored, supervised and managed	Helps monitor & implement STF 6.4	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Prepares job request letter, trip ticket, permit to carry	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
		Issues official receipts to clients	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Remits income to cash division	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	
		Prepare monthly financial reports	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
		Supervise and conduct makapuno harvest-process	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
		Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Luzon, Bohol, and other places	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Outstanding	

		Conduct screenhouse experiment	July 2020	December 2020	Jul-Dec 2020	Very Impressive	Very Satisfactory	
		Coordinates and entertain outsider clients	July 2020	December	Jul-Dec 2020	Very	Very Satisfactory	
		Supervise activities in tissue culture lab and screenhouse	July 2020	December 2020	Jul-Dec 2020	Impressive	Very Satisfactory	

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

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


JEDI JOY B. MAHILUM
Project Leader



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

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

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 : _____

MARIA JULIET C. CENIZA
Printed Name and Signature of Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2020

	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: 5

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:

JEDI JOY B. MAHILUM
Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA
Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2020

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: July 2020 **Target Date:** 3rd Quarter

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: September 2020 **Target Date:** December 2020

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


JEDI JOY B. MAHILUM
Immediate Supervisor