

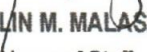
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR SCIENCE RESEARCH ASSISTANT  
JANUARY TO JUNE 2019**

Name of Administrative Staff : EDRALIN M. MALASAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.914	70%	3.440
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
			4.886

TOTAL NUMERICAL RATING :	<u>4.886</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.886</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

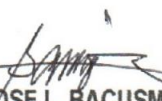
Prepared by:

  
**EDRALIN M. MALASAGA**  
Name of Staff


Reviewed by:

  
**MARIA JULIET C. CENIZA**  
Center Director

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director for Research

Approved:

  
**OTHELLO B. CAPUNO**  
VP for Research & Extension



Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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 January to June, 2019.

*Edralin M. Malasaga*  
EDRALIN M. MALASAGA  
Science Research Assistant

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

*Mario E. Baliad*  
MARIO E. BALIAD  
Supervisor

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

Approved: *Maria Juliet C. Ceniza*

MARIA JULIET C. CENIZA  
Director, NCRC-V

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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Rating					Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
MFO 2	Student Management Services	A4. Student advising and consultation services	NCRC Core Faculty Researchers								
		Number of hours spent on student consultation		Helps/facilitate students in their academic related concern	20	35	5	5	5	5.00	
	Research Services										
	Productive, relevant research outputs and cutting-edge technologies generated	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs								
		In institutional fora/ conferences		Prepares research outputs during in-house review	2	4	5	5	5	5.00	
		A7. Number of research projects/study conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs								
		Project: Collection and characterization of local and introduced coconut cultivars/hybrids		Implement research on coconut germplasm collection and characterization	2	2	4	5	5	4.67	
		Study 1: Conservation of coconut germplasm in VSU		Supervised laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting, burning of damaged/died coco palms, planting and replanting of new coconut seedling.	2	2	5	5	5	5.00	



		<b>Study 2: Characterization of local and introduced coconut cultivars/hybrids</b>		Monitor pests and diseases on the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	50	200	5	5	5	5.00	
				Supervise laborers in harvesting and hauling of nut samples for nut component analysis from the different coconut accessions	400	850	5	5	5	5.00	
				Supervise data gathering on the different coconut accessions:							
				a) Flowering characteristics	200	500	5	5	5	5.00	
				b) Growth characteristics	500	950	5	5	5	5.00	
				c) Yield and nut component characteristics	400	850	5	5	5	5.00	
				Encode and compute all sets of data collected from the different coconut accessions	50	200	5	5	5	5.00	
				Organize/compile all computerize sets of data from the different coconut accessions	50	200	5	5	5	5.00	
				Report preparation	2	4	5	5	5	5.00	
		<b>Number of crop varieties conserved and utilized</b>		Conserve and utilize coconut genetic resources for research production purposes	42	46	5	5	5	5.00	
		<b>3) Performance of different intercrops (pineapple, black pepper, banana, ginger and lanzones) under coconut using organic and inorganic fertilizer</b>		Supervise laborers in planting and replanting of intercrops under coconut and their cultural management	1	2	4	5	5	4.67	
		<b>4) Promotion of diversified and sustainable coconut-based farming system</b>		Supervise laborers in maintaining the coconut demonstration farm and production of black pepper planting materials	1	2	4	5	5	4.67	
		<b>A14. Number of technologies generated adopted/utilized by the coconut farmers and/or other clientele.</b>	<b>NCRC Core Faculty Researchers &amp; SRAs</b>	Facilitates/accommodates coconut farmers and/or other clients acquired coconut intercrops and biocon for coconut pest	1	2	5	5	4	4.67	
	<b>Extension/Production Services</b>										
	<b>Efficient and effective community engagement for sustainable livelihood of clients and sound environment</b>	<b>A15. Number of person-days trained weighted by length of training</b>	<b>NCRC Core Staff, SRA/Aide, Admin. Aide</b>	Conduct trainings on coconut-based farming system, coconut pest management and production of Biological control for coconut pests.	10	48	5	5	5	5.00	
		<b>A16. Number of IEC materials/technologies developed/used</b>	<b>NCRC Core Staff, SRA/Aide</b>	Lay-out and produce IEC material for clients/farmers information	1	1	4	5	5	4.67	
		<b>A17. Number of beneficiaries served with technical assistance</b>	<b>NCRC Core Faculty Researchers and SRAs</b>								



[illegible]


Average Rating	4.914	Comments and Recommendations for Development Purpose: <i>achieved more than the targets and very hardworking. May also be sent for trainings to update professional / field log work</i>
Punctuality		
Approved Additional Points (w/ copy of Approval)		
FINAL RATING	4.914	
ADJECTIVAL RATING	Outstanding	

Evaluated and Rated by:

  
MARIO E. BALIAD  
Supervisor

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

Recommending / Approval:

  
MARIA JULIE C. CENIZA  
Center Director

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

Approved:

  
OTHELLO B. CAPUNO  
Vice President for Research and Extension

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January to June **2019**

Name of Staff : EDRALIN M. MALASAGA

Position : **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 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.	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.					
<b>Total Score</b>						

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
<b>Total Score</b>						
<b>Average Score</b>						

Overall recommendation :

  
**MARIO E. BALIAD**  
 Project Leader

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: JANUARY TO JUNE 2019

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

Name of Officer : EDRALIN M. MALASAGA

Head of Section : MARIA JULIET C. CENIZA

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring	✓	✓			
Coaching	✓	✓			

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

Conducted by:

**MARIO E. BALIAD**

Immediate Supervisor

Noted by:

**MARIA JULIET C. CENIZA**

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: JANUARY TO JUNE 2019**

Name of Employee: EDRALIN M. MALASAGA  
Performance Rating: Outstanding

Aim: To improve knowledge in research and extension activities.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 4, 2019 Target Date: 1st Quarter

First Step: \_\_\_\_\_  
Attend training /seminar dealing on updating knowledge in research and extension activities.

Result: \_\_\_\_\_  
Enhanced the acquired knowledge for research and extension.


Date: March 5, 2019 Target Date: May 3, 2019

Next Step: \_\_\_\_\_  
Apply the knowledge acquired for improved research and extension.

Outcome: \_\_\_\_\_  
Updated knowledge to co- staff.

Final Step/Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
**MARIO E. BALIAD**  
Unit Head

Conform:

  
**EDRALIN M. MALASAGA**