



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2021**

Annex P

Name of Administrative Staff: **EDRALIN M. MALASAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79

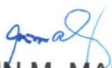
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: Outstanding

Prepared by:


EDRALIN M. MALASAGA
Name of Staff

Reviewed by:


MARISEL A. LEORNA
Director


Approved:



MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

"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 2021.

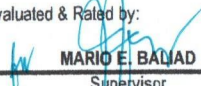

EDRALIN M. MALASAGA
 Science Research Assistant
 Date: _____


Recommending Approval:

MARIO E. BALIAD
 Supervisor
 Date: _____

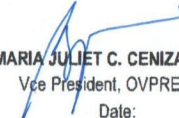
Approved:

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 SERVICES											
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *									
		In institutional fora/conferences	Prepares and submits research outputs during In-house review	2	100%	2	5	5	5	5.00	
		A 31. 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 coconut germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervised laborers in maintaining the area of germplasm collection and the experimental palms such as ringweeding, underbrushing/grasscutting, cutting and burning of damage coco-palms, planting and replanting of new coco-seedlings	2	200%	4	5	5	5	5.00	

		Individuals	Provides technical assistance via mobile phone on coconut production, cultural management including pest management and intercropping	1	100%	3	5	5	5	5.00	
		A 42. Number of technology generated adopted/utilized by the coconut farmers and/or other clientele	Facilitates/accommodates coconut farmers and/or other clientele acquired coconut intercrops planting materials	4	100%	4	4	5	5	4.67	
		A 43. Number of IEC materials/ technologies developed/used	Prepared and produced IEC materials for farmers/clientele information	2	150%	3	4	5	5	4.67	
		A 44. Number of copies of IEC materials distributed	Distributed coconut IEC materials to interested clientele	20	100%	20	4	5	5	4.67	
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 1. Development Services											
		Number of In-house seminars/training/workshops/reviews conducted/attended	Attended Research Development and Extension In-house review	2	100%	2	5	5	5	5.00	
Income Generating and Production Services											
	Sustainable Income generation activities to suport University activities	Number of STF/IGP's monitored, supervised and managed	Helps monitor STF 6.1 project	1	100%	1	5	5	4	4.67	
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients			Zero % complaint					
		Number of clients/investor briefed and entertained online or via mobile phone	Briefed and entertained clientele, and investors	10	150%	12	4	5	5	4.67	
										4.88	
Comments & Recommendations for Development Purpose:											
Average rating			4.88			Can perform works assignments even without supervision					
Additional Points:											
Approved Additional Points (with copy of approval)											
FINAL RATING			4.88								
ADJECTIVAL RATING											

Evaluated & Rated by:

MARIO E. BALJAO
 Supervisor
 Date: _____

Recommending Approval:

MARISEL A. LEORNA
 Director, NCRC-V

Approved by:

MARIA JULIET C. CENIZA
 Vice President, OVPRE
 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	<i>Assists in the implementation of research</i>							
2	<i>Proj. Title 1 Collection and characterization of local and introduced coconut cultivars/hybrids</i>	<i>Assists the project leader in the implementation of the research on coconut germplasm collection and characterization</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
		<i>Supervise laborers in maintaining the area of germplasm collection and the experimental plants such as ring-weeding, underbrushing / grasscutting and burning of damage coco palms, planting and replanting of new coco seedlings</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
		<i>Monitor pests and diseases of coconut</i>	Jan 2021	June 2021	Jan-Jun 2021	Jan 2021	Very Satisfactory	

		<i>plants in the NCRC germplasm and application of biological control agent to Brontispa infested coco palms</i>						
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2021	June 2021	Jan-Jun 2021	Jan 2021		
		<i>Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm</i>	Jan 2021	June 2021	Jan-Jun 2021	Jan 2021	Very Satisfactory	
		<i>Supervises laborers in data gatherings of different coconut cultivars</i> a) Flowering characteristics b) Growth characteristics c) Yield and nut component characteristics	Jan 2021	June 2021	Jan-Jun 2021	Jan 2021	Very Satisfactory	
		<i>Encode , compute and compile all data sets of data collected from different coconut cultivars</i>	Jan 2021	June 2021	Jan-Jun 2021	Jan 2021	Very Satisfactory	
		<i>Prepare reports</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
3	<i>Project 2: Performance of different intercrops under</i>	<i>Supervised laborers in the field maintenance</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	


	coconut using organic and inorganic fertilizer	of the project						
4	Conserved crop varieties	Conserve and utilize coconut genetic resources for research, breeding works and production purposes	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
5	Assists in the implementation of duly approved extension projects	Assist in the implementation of 1 extension project	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
6	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 as planting material	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
7	Provides technical/expert services	Provide the technical/expert services requested by the beneficiaries via online or thru mobile phone	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
8	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Facilitates / accommodates coconut farmers and other clientele acquire coconut intercrops planting materials	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
9	Prepares /Produces IEC materials for farmers/clienteles information	Produce IEC materials for farmers / clientele	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	

10	<i>Distribute IEC materials</i>	<i>Distributes 20 IEC materials</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
11	<i>Attends R&D In house Review</i>	<i>Attends R&D In house Review</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
12	<i>Monitor STF Project</i>	<i>Monitors STF 6.1 project</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
13	<i>Provides customer friendly frontline services to clients</i>	<i>Provides customer friendly frontline services to clients</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	
14	<i>Brief and entertains clientele and investors</i>	<i>Brief and entertains clientele and investors</i>	Jan 2021	June 2021	Jan-Jun 2021	Very Impressive	Very Satisfactory	

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

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

Prepared by:


CRISLIN B. CRUZ
 Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2021

Name of Staff: EDRALIN M. MALASAGA Position: Science Research Asst

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

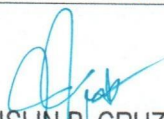
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score						
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		79				
Average Score		4.64				

Overall recommendation : Knows & performs her job well! ♥


CRISLIN B. CRUZ
 Printed Name and Signature
 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					
Data Collection	✓	✓			xell done!
Coaching					
Data Organization	✓	✓			

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

Conducted by:

CRISLIN B. CRUZ
Immediate Supervisor

Noted by:

MARISEL A. LEORNA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
January to June 2021

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 3, 2021 Target Date: January 30, 2021

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 staff and clients.

Date: April 2, 2021 Target Date: April 15, 2021

Next Step:

Supervise laborers and conduct hands on research activities.

Outcome: Successful implementation of research activities and enhanced skills on research activities.

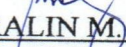
Final Step/Recommendation:

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

Prepared by:


CRISLIN B. CRUZ
Supervisor

Conforme:


EDRALIN M. MALASAGA
Name of Ratee