



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**January to June 2020**

**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	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.844</b>

TOTAL NUMERICAL RATING:

4.844

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.844

FINAL NUMERICAL RATING

4.844

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

EDRALIN M. MALASAGA

Name of Staff

MARIA JULIET C. CENIZA

Director

Recommending Approval:

JOSE L BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

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 2020.

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

Recommending Approval:

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

Approved:

**MARIA JULIET C. GENIZA**  
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 2. HIGHER EDUCATION SERVICES											
	PI 8: Number of students advised: *	A18: Number of students entertained for consultation purposes	Entertains/facilitate students consulting on their academic related concern	2	250%	5	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advisees student organizations recognized by USOC	1	100%	1	4	4	4	4.00	
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	4	4.67	
		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	
			Monitor pests and diseases of coconut palms in the NCRC germplasm and application of biological control agent to <i>Brontispa</i> infested coco-palms	200	200%	400	5	5	5	5.00	
			Supervised laborers in harvesting and hauling nut samples of 18 coconut cultivars in the germplasm	500	170%	850	5	5	5	5.00	
			Supervised laborers in data gathering of different coconut cultivars:								
			a) Flowering characteristics	200	169%	338	5	5	5	5.00	
			b) Growth characteristics	200	200%	400	5	5	5	5.00	
			c) Yield and nut component characteristics	500	170%	850	5	5	5	5.00	
			Encode, compute and compile all data sets of data collected from different coconut cultivars	20	250%	50	5	5	5	5.00	
			Reports preparation	2	200%	4	5	5	5	5.00	
		Project 2: Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervised laborers in the field maintenance of the project	1	100%	1	4	5	5	4.67	
		A 32. Number of crop varieties conserved and utilized	Conserved and utilized coconut genetic resources for research, breeding works and production purposes	45	102.2%	46	5	5	5	5.00	
<b>UMFO 4. EXTENSION SERVICES:</b>											
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Assists implementation of duly approved extension projects								
		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 materials	2	100%	2	4	5	5	4.67	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services									
	Consultancy	Consultant	Provides the technical and expert services requested by the beneficiaries	1	100%	1	5	5	5	5.00	

		A 41. Number of beneficiaries served with technical assistance									
		Groups									
		Individuals	Provides technical assistance on coconut production, cultural management including pest management and intercropping	1	100%	1	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 intercropping and biological control of coconut pest	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's 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	
		<b>Additional Outputs:</b>									
		Production of Parasitoids as biological control agents for coconut pest ( <i>Brontispa longissima</i> )	Mass produced parasitoids and distributes to coconut farmers	300	130%	390	5	5	5	5.00	
		Number of coconut area distributed with parasitoids	Brontispa infested coconut area distributed with parasitoids	5	120%	6	5	5	5	5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 1. Development Services</b>										
		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	
	<b>Income Generating and Production Services</b>										
	Sustainable Income generation activities to support 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	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	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 visitors/clients/investor briefed and entertained	Briefs and entertains visitors, clients, and investors	10	150%	15	4	5	5	4.67	
										4.85	
<b>Average rating</b>				<b>4.85</b>		<b>Comments &amp; Recommendations for Development Purpose:</b>					

Additional Points:				
Approved Additional Points (with copy of approval)				
FINAL RATING			4.85	
ADJECTIVAL RATING				

Can perform work assignments  
even without supervisor

Evaluated & Rated by:

MARIO E. BALIAD

Supervisor

Date:

Recommending Approval:

MARIA JULIET C. CENIZA

Director, NCRC-V

Approved by:

OTHELLO E. CAPUNO

Vice President, OVPREI

Date:



## PERFORMANCE MONITORING FORM

Name of Employee : **EDRALIN M. MALASAGA**

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.	Helps/facilitate students in their academic related concern	Helped/facilitated 5 students in their academic related concern	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
2.	Prepares research outputs during in-house review	Prepared and submitted 2 research outputs during In House Review	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
3.	Implement research on coconut germplasm collection and characterization	Implemented 2 research studies on coconut germplasm collection and characterization	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
4.	Supervises laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms	Supervised 4 laborers in maintaining the area and the experimental palms (ringweeding, underbrushing, cutting and burning of damaged/died coco palms	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
5.	Monitors brontispa infestation on the different coconut accessions in the germplasm and application of biological control agent on brontispa infested coco palms	Monitored pests and diseases on 400 palms of the different coconut accessions in the germplasm and application of biological control agent on infested coco palms	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
6.	Supervise laborers in harvesting and hauling nut samples for nut component analysis from the different coconut accessions	Supervised laborers in harvesting and hauling 850 nut samples for nut component analysis from the different coconut accessions	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
7.	Supervise data gathering on the different coconut accessions:	Supervised data gathering on the different coconut accessions:	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
8.	a) Flowering characteristics	a) Flowering characteristics (600)	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

	b) Growth characteristics	b) Growth characteristics (600)	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
	c) Yield and nut component	c) Yield and nut component	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
9.	Encodes and computes all sets of data collected from the different coconut accessions	Encoded and computed 250 sets of data collected from the different coconut accessions	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
10.	Organizes/compiles all computerize sets of data from the different coconut accessions	Organized/compiled all computerize 250 sets of data from the different coconut accessions	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
11.	Report writing	Writes 4 research reports	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
12.	Conserves and utilizes genetic resources for research production purposes	Conserved and utilized 45 genetic resources for research production purposes	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
13.	Supervises laborers in maintaining the coconut-based intercropping demonstration area	Supervised 3 laborers in maintaining the coconut-based intercropping demonstration area	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
14.	Conducts trainings on coconut-related topics	Conducted trainings to 25 farmers on coconut-related topics	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
15.	Serves technical assistance on IPM of coconut pest intercropping and management	Served 20 technical assistance on IPM of coconut pest intercropping and management	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
16.	Briefing of visitors (students, coconut farmers, LGUs, etc.) on the different coconut research and facilities	Briefed 11 groups and 495 individuals consisting of students, coconut farmers, LGUs, etc. on the different coconut research and facilities	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
16.	Distributes materials on coconut production information materials and other IECs	Distributed 375 coconut production information materials and other IECs to interested individuals	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
17.	Putting up and man NCRC-VSU exhibits in Manila, Tacloban and other places to promote the NCRC-	Putting up and manned NCRC-VSU techno product exhibits in local, provincial, and national trade fair to						



18.	Mass produce parasitoids and distributes to coconut farmers for sustainable control of coconut leaf beetle	Mass produced parasitoids and distributed 4,260 to coconut farmers for sustainable control of coconut leaf beetle	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
19.	Supervises and monitors STF 6.1	Supervised and monitored STF 6.1 project	Jan 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

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

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

  
 MARIO E. BALIAD  
 Project Leader





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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						



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 : For continuation of job

  
 MARIO E. BALIAD  
 Printed Name and Signature of Supervisor

**PERFORMANCE MONITORING & COACHING JOURNAL**

Rating Period: January to June 2020

✓	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 : **MARIO E. BALIAD**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Field visit, meeting	Jan.6, 2020 Feb.24, 2020 May 4, 2020 June 5, 2020	Jan. 13, 2020 Feb. 28, 2020 May 6, 2020			
Report preparation	June 8, 2020				
Coaching					
Consultation	Jan. 8, 2020 Feb. 10, 2020 May 6, 2020 June 8, 2020				

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 2020**

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

**Aim:** To enhance her knowledge to manage the implementation of Coconut Germplasm and farming and farming system section and develop her skills on identification and management of coconut pests.

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

**Date:** January 2020 **Target Date:** 1st Quarter

**First Step:**

Conduct meeting and planning of activities among the staffs of the farming system section and coconut germplasm for the implementation of the projects and demo farms

**Result:**

Good communication and working relationships among the field staffs in the section.

**Date:** April 2020 **Target Date:** 2nd Quarter

**Next Step:**

To visit and monitor infested coconut areas in Leyte and Southern Leyte for pests identification and validation.  
Allow her to assist in info-drive campaign on coconut pests identification and management

**Outcome:**

Mass production of biological control agents (Parasitoids) for coconut pest, *Brontispa longissima* Gestro.  
Application of biological control agents against *Brontispa longissima* will be adapted by the coconut farmers.

**Final Step/Recommendation:**

Prepared by:

MARIO E. BALIAD  
 Immediate Supervisor

Conforme:

EDRALIN M. MALASAGA  
 Science Research Assistant