



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2022

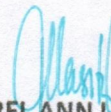
Name of Administrative Staff **JERREL ANN L. LAGITAO**

Particulars (1)	Numerical rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.788	70%	3.351
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
TOTAL NUMERICAL RATING			4.826

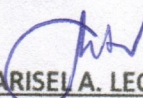
Total numerical rating: 4.826
Add: Additional approved points, if any:
TOTAL NUMERICAL RATING: 4.826

FINAL NUMERICAL RATING: 4.826
ADJECTIVAL RATING: Outstanding

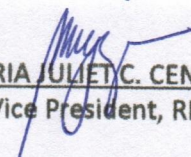
Prepared by:


JERREL ANN L. LAGITAO
Name of Staff

Reviewed by:


MARISEL A. LEORNA
NCRC Director

Approved:


MARIA JULIET C. CENIZA
Vice President, REI



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - Accomplishments

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 2022.

JERREL ANN L. LAGITAO

Science Research Assistant

Date: _____

Approved:

MARISEL A. LEORNA

Director, NCRC-V

Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Rating				Remark	
						Actual Accomplishment	Quality	Efficiency	Timeliness		Average
UFMO 3: Research Innovation Services											
		PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences									
		<i>In institutional fora/conferences</i>	<i>Prepared report for in-house review, regional RDE Symposium & annual report</i>	1	100.00%	1	5	5	5	5.00	
			<i>Prepare and submit project proposal for DOST-PCAARD/ Cocolevi external and institutional funding</i>	1	100.00%	1	5	5	5	5.00	
		PI 3: Number of research projects conducted and/or completed on schedule									
		Proj. Title 1: Determininnation of the Mode of Inheritance and Utilization of the Pandan-aroma Gene(s) in the Development of Aromatic	<i>Assist the project leader in the implementation of the study</i>	5x/wk	100.00%	5x/wk	5	5	5	5.00	

		Supervise and assist laborers in conducting breeding activities such as isolation of inflorescence, harvesting of male flowers, preparing and conditioning of pollen, and pollen quality control, isolation of female flowers, carry out	3x/wk	100.00%	2x/wk	5	5	4	4.67	
		Harvest, handle hybrid seednuts in the nursery, and prepare harvest report	1x/mo	166.67%	2x/wk	5	5	4	4.67	
		Conduct routinary checking and close inspection of breeding palms	1x/wk	250.00%	2x/wk	5	4	5	4.67	
		Performs laboratory activities such as embryo inoculation, subculture and rescue of contaminated plantlets, preparation of culture media, maintenance and monitoring of cultures and	3x/wk	166.67%	5x/wk	5	5	5	5.00	
		Prepare quarterly accomplishment report, semi annual narrative report, in-house report, terminal report, and presents quarterly progress reports of	5	180.00%	9	5	5	4	4.67	
		Prepare other reports required by the director and other offices	3	166.67%	5	5	5	4	4.67	
		Supervise/conduct breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental	1x/wk	300.00%	3x/wk	4	4	5	4.33	
		Performs other activities, crucial and related to project activities and implementation as may assigned by the project leader	5x/wk	100.00%	5x/wk	5	5	5	5.00	
		Collects data and does regular consultation and discussion with project staff on issues and problems encountered by the project	1x/wk	300.00%	3x/wk	5	5	5	5.00	
		Conducts benchmarking to PCA-CVSSPC, Calanggaman, Ubay Bohol		100.00%	1	5	5	5	5.00	
		collaboration		100.00%	1	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES										
		Number of copies of IEC materials distributed	Distributed IEC materials on "Makapuno Tissue Culture	10	700.00%	70	4	5	5	4.67
			Distributed IEC materials on "Makapuno	10	700.00%	70	4	5	5	4.67
			Distributed IEC materials on "Proksyon sa	10	700.00%	70	4	5	5	4.67
		PI 3: Number of IEC materials/technoguides developed/used								

		PL4: Number of beneficiaries served	Serves as coordinator/trainer/ lecturer for BS Biotechnology and summer practicum students		100.00%	10	5	5	5	5.00	
		Groups	Brief clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	3	333.33%	10	5	5	5	5.00	
			Conducts training on makapuno embryo culture technology to BSA-Plant Breeding, Horticulture, AnSci, Soil Science major students		100.00%	1	5	5	5	5.00	
			Conducts training on makapuno embryo culture technology to BSA-4 Plant Breedingmajor students		100.00%	1	5	5	5	5.00	
			Conducts training on makapuno embryo culture technology to Vsu Faculty and Staff		100.00%	1	5	5	5	5.00	
		Individuals	Conducts online/face to face lecture on Embryo culture technology	4	250.00%	10	5	4	5	4.67	
			Assists students conducting their undergraduate thesis		100.00%	3	5	5	5	5.00	
		Income Generating and Production Services									
	Sustainable income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Helps monitor & implement STF 6.4	5x/wk	100.00%	5x/wk	5	4	5	4.67	
			Prepares quarterly and presents quarterly progress report	2	100.00%	2	4	5	5	4.67	
			Prepares semi annual and annual narative report	2	100.00%	2	5	5	4	4.67	
			Issues official receipts to clients	10	130.00%	13	5	5	5	5.00	
			Remits income to cash division	5	120.00%	6	5	5	5	5.00	
			Supervise and conduct makapuno harvest-process	6	100.00%	6	5	5	5	5.00	
			Supervises deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other places	10	130.00%	13	4	5	5	4.67	
			Coordinates and entertain outsider clients	10	250.00%	25	5	4	5	4.67	
			Conduct monthly meeting		100.00%	1	4	4	4	4.00	
			Supervise activities in tissue culture lab and screenhouse	2x/wk	150.00%	20	5	5	4	4.67	

			Conduct embryo rescue and plantlets subculture	3x/wk	133.00%	4x/wk	5	5	4	4.67	
Average Rating			4.788		Comments and Recommendations for Development Purpose: Attend trainings/workshop on scientific research proposal writing, tissue culture, and hands-on exposure to coconut hybridization.						
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.788								
ADJECTIVAL RATING			Outstanding								

Evaluated and Rated by:

JOVANNEMAR P. ANIRE
Supervisor

Date: _____

Recommending Approval:

for **ROSA OPHELIA D. VELARDE** *o/c*
Director for Research *1/18/23*

Date: _____

Approved:

for **MARIA JULIET C. CENIZA** *o/c*
Vice President for Research and Extension *1/18/23*

Date: _____

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	Assisted the project leader in the implementation of the study	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Supervised and assist laborers in conducting breeding activities such as isolation of inflorescence, harvesting of male flowers, preparing and conditioning of pollen, and pollen quality control, isolation of female flowers, carry out pollination, and removal of isolation bag	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Harvested, handle hybrid seednuts in the nursery, and prepare harvest report	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducted routinary checking and close inspection of breeding palms	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Performed laboratory activities such as embryo inoculation, subculture and rescue of contaminated plantlets, preparation of culture media, maintenance and monitoring of cultures and laboratory equipment	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	

		Prepared quarterly accomplishment report, semi annual narative report , In-house report, terminal report, and presents quarterly progress reports of the project	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Prepared other reports required by the director and other offices	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Supervised/conducted breeding works such as pollen collection and extraction, emasculation, bagging, pollination and monitoring of F1's and parental palms	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Performed other activities, crucial and related to project activities and implementationas may assigned by the project leader	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Collected data and does regular consultation and discussion with project staff on issues and problems encountered by the project	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Conducts benchmarking to PCA-CVSSPC, Calanggaman, Ubay Bohol	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Conducts site selection for future project collaboration	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
2	Copies of IEC materials distributed	Distributed IEC materials on "Makapuno Tissue Culture	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Distributed IEC materials on "Makapuno production"	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Distributed IEC materials on "Proksyon sa Makapuno"	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
3	Beneficiaries served with technical assistance	Serves as coordinator/trainor/ lecturer for BS Biotechnology and summer practicum students	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Brief clients/visitors on makapuno embryo culture and production thru social media and face to face orientation	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Conducts training on makapuno ebryo culture technology to BSA-Plant Breeding, Horticulture, AnSci, Soil Science major students	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	

		Conducts training on makapuno ebryo culture technology to BSA-4 Plant Breeding major students	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Conducts training on makapuno embryo culture technology to Vsu Faculty and Staff	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducts online/face to face lecture on Embryo culture technology	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Assists students conducting their undergraduate thesis	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
4	STF/IGP's monitored, supervised and managed	Helped monitor & implement STF 6.4	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Prepared quarterly and presents quarterly progress report	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Prepared semi annual and annual narative report	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Issued official receipts to clients	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Remitted income to cash division	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Supervised and conduct makapuno harvest-process	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Outstanding	
		Supervised deliveries of makapuno seedlings, meat, and nuts to clienteles in Bohol and other places	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Coordinated and entertain outsider clients	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducted monthly meeting	July 2022	December 2022	Jul-Dec 2022	Impressive	Very Satisfactory	
		Supervised activities in tissue culture lab and screenhouse	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	
		Conducted embryo rescue and plantlets subculture	July 2022	December 2022	Jul-Dec 2022	Very Impressive	Very Satisfactory	

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

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



JOVANNEMAR P. ANIRE
 Immediate Supervisor

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2022

	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 : **JOVANNEMAR P. ANIRE**

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Field Visit	√	√			
Report Preparation	√	√			
Coaching					
Consultation	√				
Coordinator		√			

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

Conducted by:

JOVANNEMAR P. ANIRE

Immediate Supervisor

Noted by:

MARISEL A. LEORNA

Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: JERREL ANN L. KAGITAO 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						

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 : _____


JOVANNEMAR P. ANIRE
 Printed Name and Signature
 Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2022

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 2022

Target Date: 4th Quarter 2022

First Step:

Supervise and conduct meeting and planning activities with the staff of varietal improvement section

Result:

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

Date: January 2023

Target Date: 2nd Quarter 2023

Next Step:

Hands-on exposure to research activities and preparedness both knowledge, skills, and confidence in meeting clients in face to face

Outcome:

Enhanced experiential skills in research activities and gain confidence in briefing clients in face to face

Final Step/Recommendation:

Enhance skills in writing and presentations of reasearch papers

Conforme:

Prepared by:


JERREL ANN L. LAGITAO

Name of Staff


JOVANNEMAR P. ANIRE

Immediate Supervisor