



OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF January to June 2022

Annex P

Name of Administrative Staff/SRA EDRALIN M. MALASAGA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.83	70%	3.381
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
		TOTAL NUI	MERICAL RATING	4.83

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.83

4.83

FINAL NUMERICAL RATING

4.83

ADJECTIVAL RATING:

Outstanding

MARISE

Director

Prepared by:

Reviewed by:

EDRALIN M. MALASAGA

Approved:

MARIA JULIET C. CENIZA

Vice President, Research, Extension & Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) - ACCOMPLISHMENTS

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 1 TO JUNE 30, 2022

gmall
EDRALIN M. MALASAGA
Science Research Assistant

Recommending Approval:

MARIO E. BALIAD

Supervisor
Date:

Approved:

MARISEL A. LEORNA Director, NCRC-V

ate:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Center Target	% of Accom-	Details of Accom-		Rating			
				Targer	ризнитен	plishment	Quality	Eficiency	Timeliness	Average	REMARKS
UMFO 3	. RESEARCH INNOV	ATION SERVICES									
		P12: Number of research outputs presented in regional/hational/ international fora/conferences				N. O.					
		In national fora/conferences									
		In regional fora/conferences								1	
		In institutional fora/conferences	Prepares and submit research outputs during In-house review	2	150%	3	5	4	5	4.67	
		P13: 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 coconurt germplasm collection and characterization	100%	100%	100%	5	5	5	5.00	
			Supervise laborers on the field maintenace of the coconut germplasm collection such as ringweeding, underbrushing/grasscutting, cutting and proper disposal of damage coco-palms, planting and/or replanting of new coconut seedlings.	2	200%	4	5	5	4	4.67	

		Monitor pests and diseases incedence on the coconut populations in the germplasm collection and application of biological control agent to infested coco-palms.	200	250%	500	5	5	5	5.00	
		Supervise laborers in harvesting and hauling nut samples from newly- bearing coconut accessions in the germplasm collection	2	200%	4	5	5	5	5.00	
		Supervise laborers in data gathering of different coconut accessions:	2	100%	2	5	5	4	4.67	
		a) Flowering characteristics	200	150%	300	5	5	5	5.00	
1		b) Growth characteristics	200	225%	450	5	5	5	5.00	
		c) Yield and nut component characteristics data	500	240%	1200	5	5	5	5.00	
		d) Percent (%)oil content of meat	20	100%	20	5	5	5	5.00	
		Encode, compute and compile sets of deta collected from different coconut cultivars	20	125%	25	5	5	5	5.00	
		Reports preparation	2	400%	8	5	5	5	5.00	
	Project 2: Performance of different intercrops under coconut using organic and inorganic fertilizer	Supervise laborers in the field maintenance, fertilizations and yield data collections of different intercrops under coconut	2	100%	2	4	4	5	4.33	
	P19: Number of coconut varieties conserved and utilized by the coconut farmers/owners and/or beneficiaries	Coconut varieties conserved and maintained in NCRC-V coconut germplasm served as genetic resources for research , breeding works and production purposes.	45	100%	45	5	5	5	5.00	
		Coconut cultivars utilized for research, breeding works, food processing and production purposes	12	100.0%	12	5	5	4	4.67	
	Additional Outputs:	Average and the second								
	PI 14: Number of coconut Manual produced	Update NCRC-V coconut Manual on Characteristics of different VSU coconut accessions	1	100.0%	1	4	5	4	4.33	
FO 4. EXTENSION	SERVICES									
	Pl 1: Number of person-days trained weighed by length of training	Conduct trainings to NCRC-V staffs on identification of pest and diseases of coconut	10	290%	29 .	5	5	5	5.00	
	P12: Number of trainings conducted	Conduct trainings on coconut intercropping and identification of pest and diseases of coconut	1	100%	1	5	5	5	5.00	
	P13: Number of IEC materials/technologies developed/used	Updates IEC materials/lechnologies of coconut	2	100%	2	4	5	5	4.67	
	P14: Number of beneficiries served									

	Groups	Briefings and provide technical information on a group of visitors or coconut farmers/clienteles/intrepreneurs,	2	250%	5	5	5	5	5.00	
	Individuals	Facilitates coconut farmers and /or other clienteles thru mobile phone and/or face-to-face inquiring and acquiring coconut planting materials and intercrops	3	200%	6	5	5	4	4.67	
	P15: Number of technical/expert services	Provides technical assistance via mobile phone or face-to-face regarding coconut production, cultural and pest management of coconut and intercropping under coconut	2	300%	6	5	5	5	5.00	
	Research Mentoring				1	 				
	Resource Persons	Provides technical/expert sevices to coconut farmers and or other clienteles	1	100%	1	5	5	5	5.00	
	P16: Number of extension porojects conducted and/or completed on schedule	Assists implementation of approved extension project	1	100%	1	5	5	4	4.67	
	Study 1: Promotion of diversified and sustainable coconut-based farming system	Supervive laborers in the field maintenance of coconut demonstration farm and production intercrops planting materials	1	100%	1	4	5	5	4.67	
	Additional Outputs:									
	P117: Number of extension delivery services conducted/coordinated/ participated: field demo, agri fair, field days, agri-exhibit, Techno-forum, Techno-festival	Participates agri-fairs to showcase the products of the technologies generated from the center.	1	200%	2	5	5	5	5.00	
	PI18: Number of clients assisted in agri-fair, walk-in clients, training requests, In-house reviews, trainings and related activities	Assiss clients request for trainings, during agri-fairs, trainings, In- house reviews, walk-in clients and ather related activities	5	100%	5	4	5	4	4.33	
	P120: Number of clientele served/ registered during Farmers' and Fisherfolks' Day	Facilitates coconut farmers/ clienteles during Farmers' and Fisherfolics' Day								
MFO 5. SUPPORT TO	O OPERATIONS (STO)									
MFO 3. Eval	uation Services									
	P16: Number of In-chouse seminars/training/workshops/ reviews conducted/attended	Attend Research Development and Extension In-house review, Seminar/training and/or workshop	2	100%	2	4	5	5	4.67	
MFO 6. General Adn	ninistration & Support Services (GASS)									
	Pi 1: Zero percent complaint from clients served	Provides customer triendly frontline services to clients		No.	Zero % complaint					
	Additional Outputs:				+					

ADJECTIVAL RA	TING	OUTSTANDING			may		may.			
FINAL RATING		4.83		3-9-0	21/1	und.	-11.			
Approved Addit	onal Points (w/ copy of Approval)			Stepen	dable	ano	e pe	he es	en n	ark
Average Rating				Comments & Recommendations for Development Purpose:						
Total Over-all Ra	ting								4,83	
	Number of reports prepared/reviewed/submitted, data and other information requested by other office	Prepares and submit quarterly and semi-annual reports to OVPREI	2	200%	4	5	5	5	5.00	
	Number of documents reviewed/ evaluated, signed and approved	Reviews and signed documents	6	400%	24	5	5	5	5.00	
	Number of NCRC-V meetings conducted/attended	Attend NCRC-V monthly meetings	5	120%	6	5	5	5	5,00	
	Submission of projects's PPMP for the following year within deadline a prescribebed by BAC	s Prepares and submit project's PPMP for the following year within deadline as prescribed by BAC	2	100%	2	5	5	4	4,67	

Evaluated & Rated by:	Recommending Approval:
MARIO E. BALIAD	The state of the s
MARIU E. BALIAD	MARISEL A. LEORNA
Supervisor	Director, NCRC-V
Date:	

Approved by:

MARIA JULIET C. CENIZA
VIce President, OVEREI

PERFORMANCE MONITORING FORM

Name of Employee: <u>EDRALIN M. MALASAGA</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommend- ation
1	Assists in the implementation of research							
2	Proj. Title 1 Collection and characterization of local and introduced coconut cultivars/hybrids	Assists the project leader in the implementation of the research on coconut germplasm collection and characterization	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		Supervise laborers in maintaining the area of germplasm collection and the experimental plants such as ring-weeding, underbrushing / grasscuting and burning of damage coco palms, planting and replanting of new coco seedlings	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	
		Monitor pests and diseases of coconut	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory	

	-	plants in the NCRC germplasm and application of biological control agent to Brontispa infested coco palms					
		Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
		Supervises laborers in harvesting and hauling nut samples from 18 coconut cultivars in the germplasm	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
		Supervises laborers in data gatherings of different coconut cultivars a) Flowering characteristics b) Growth characteristics c) Yield and nut component characteristics	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
		Encode, compute and compile all data sets of data collected from different coconut cultivars	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
		Prepare reports	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
3	Project 2: Performance of different intercrops under	Supervised laborers in the field maintenance	Jan 2022	June 2022	Jan – June 2022	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 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
5	Assists in the implementation of duly approved extension projects	Assist in the implementation of 1 extension project	Jan 2022	June 2022	Jan – June 2022	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 2022	June 2022	Jan – June 2022	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 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
8	Facilitates / accommodates coconut farmers and other clienteles acquire coconut intercrops planting materials	Facilitates / accommodates coconut farmers and other clienteles acquire coconut intercrops planting materials	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
9	Prepares /Produces IEC materials for farmers/clienteles information	Produce IEC materials for farmers / clienteles	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory

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10	Distribute IEC materials	Distributes 20 IEC materials	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
11	Monitor STF Project	Monitors STF 6.1 project	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
12	Provides customer friendly frontline services to clients	Provides customer friendly frontline services to clients	Jan 2022	June 2022	Jan – June 2022	Very Impressive	Very Satisfactory
13	Brief and entertains clienteles and investors	Brief and entertains clienteles and investors	Jan 2022	June 2022	Jan - June 2022	Very Impressive	Very Satisfactory

^{*} Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARIO E. BALIAD Supervisor



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Instrument for Performance Effectiveness of Administrative Staff

Rating	Period:	January	to	June	2022
			-	- property and the same of the	Berginson, State of the Assessment

Name of Staff: <u>EDRALIN M. MALASAGA</u> Position: <u>Science Research Assistant</u>

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)	-	(Scal	е	
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			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		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.		4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.		4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients		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		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
2.	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		
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	,	
	Total Score						
	Average Score						

Overall recommendation	:			
Overall recommendation	:			



MARIO E. BALIAD
Printed Name and Signature
Supervisor



PERFORMANCE MONITORING & COACHING JOURNAL

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1	2 nd	A
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	3 rd	T
		E
	4th	R

Name of	Office:	NCRC-V
Name of	Office:	NCRC-V

Name of Employee: EDRALIN M. MALASAGA

Head of Office: MARISEL A. LEORNA

Number of Personnel:

Activity						
Monitoring	Meeting		Mama	Others (Pls.	Remarks	
Widilitoring	One-on-One	Group	Memo specify)			
Monitoring		7				
Data Collection						
		1				
Coaching						
Coacining						
Data						
Organization						
	1	1				

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

Conducted by:

MARIO E. BALIAD
Immediate Supervisor

Noted by:

MARISEL A. LEORNA Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN January to June 2022

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 4, 2022 Target Date: January 7, 2022
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: January 10, 2022 Target Date: January 14, 2022 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: MARIO E. BALIAD Supervisor

EDRALIN M. MALASAGA Name of Ratee

Conforme: